#### City of Sierra Madre

### Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

January 4, 2013

Subject:

City Manager's Report

Happy New Year!!

#### **CITY MANAGER**

#### DATES FOR YOUR CALENDAR

- Wednesday, January 9 State of the City Address at the Sierra Madre Woman's Club
- January date to be determined Special Meeting to Interview City Attorney Firms
- Tuesday, February 5 Joint City Council and PUSD meeting
- Sunday, February 17 Friends of the Library Annual Wine and Cuisine Tasting event
- Tuesday, February 19 Mayor's State of the City Address Sierra Madre Room 6:30 pm

#### NEXT WEEK'S MEETINGS

Please note that the agenda is available on the City's website approximately 72 hours before the meeting. Next week's meetings are:

- Tuesday, January 8 City Council meeting 6:30 pm (Closed session at 5:30 pm)
- Thursday, January 10 Special Senior Community Commission meeting 3:00 pm

#### CITY ATTORNEY RFP'S

On Thursday, December 20<sup>th</sup>, the City Council sub-committee (Council Members Harabedian, Koerber, and I) reviewed the 13 legal services proposals that were received before the deadline of December 10<sup>th</sup>. The sub-committee narrowed down the number of proposals, and invited five firms to interview on January 3<sup>rd</sup>. The five firms interviewed (in alphabetical order) were:

Colantuono & Levin Best, Best & Krieger Burke, Williams & Sorensen Richards Watson & Gershon Liebold McClendon & Mann

After the interviews, the sub-committee invited two firms to move forward onto the next step in the process -- interviews before the entire City Council at a special meeting to be scheduled in January. The two firms are:

#### Colantuono & Levin

Richards, Watson & Gershon.

The date for the special meeting will be determined as soon as I can check the Council members' calendars for an available date. The City Council will only be conducting interviews at the special meeting. The contract award is still scheduled for the February 12<sup>th</sup> Council meeting.

#### **NEW YEAR BRINGS NEW FACES!**

The staff shuffle at City Hall has finally ended. As you are aware, Adam Matsumoto became the new Recreation Manager in December. Kyle Schnurr is the new Recreation Supervisor. Kyle graduated with a degree in Parks, Recreation, and Tourism Administration from Cal Poly San Luis Obispo and has worked for the City of Sierra Madre since 2009, first as a volunteer intern, and then as the part-time Events Specialist. During the summers, she also served as the City's Aquatics Shift Lead. Kyle has experience working for Sierra Madre, Santa Clarita and for the Rancho Simi Recreation and Park District. Susan Clifton, formerly in Community Services, has returned to Administration/Finance on a permanent basis where her Sierra Madre experience, excellent communications and customer service skills will be used to the fullest extent!

#### **UPCOMING COUNCIL MEETING ITEMS**

Please note this is staff's best estimate of the scheduling of future agenda items. This schedule is subject to revision as agenda items may be rescheduled to a future meeting, and are occasionally moved forward. Items may be rescheduled due to staff needing additional time to complete an item, too many items on a single agenda, or other issues impacting scheduling. Items are not listed in the order that they will appear on the Council's agenda. Additionally, agenda items are occasionally dropped from the list. (Agenda items are only deleted when it is a staff generated item that is no longer necessary, or if a Council Member withdraws a requested item.) Lastly, the Mayor determines the scheduling and order of agenda items.

As you can see, the January 22<sup>nd</sup>, February 12<sup>th</sup> and February 26<sup>th</sup> meetings are very heavy with discussion items. I will be working with Mayor Moran to reschedule items so that the number of agenda items can be handled within the Council's 6:30 pm to 10 pm (10:30 pm by vote) meeting time.

Additionally, at the December 10<sup>th</sup> Council meeting, the Council asked staff to see whether the January 8<sup>th</sup> meeting could begin earlier than the regular 6:30 starting time. Since December 10<sup>th</sup>, it has become necessary to schedule at two closed session items for the January 8<sup>th</sup> meeting, making it difficult to begin the open session earlier than 6:30 pm.

22-Jan	Consent	Homeland Security Grant Program Subrecipient Agreement
22-Jan	Consent	Well #3 - Additional appropriation of funds
22-Jan	Consent	Approval of City Manager to authorize Gasoline Purchases
22-Jan	Consent	Warrants
22-Jan	Public Hearing	CDBG Revenue
22-Jan	Public Hearing	British Homes Specific Plan, Zone Text Amendment
22-Jan	Discussion	Draft of Community Budget Survey (Strategic Plan)
22-Jan	Discussion	Water Rate Study
22-Jan	Discussion	PUSD Construction Update
22-Jan	Discussion	Water Meter Replacement Options

22-Jan	Discussion	Plan to Arrest the Decline of E. Raymond Basin Water Level (Strategic Plan)
22-Jan	Discussion	Successor Agency ROPS Update/DDR/Audit (Koerber)
22-Jan	Discussion	City Audit and Discussion of Unrestricted General Fund Balance
22-Jan	Discussion	Options for Financial Support for Water Fund (Strategic Plan)
TBD	Special	Interview of top two proposers for legal services
5-Feb	Special	Joint meeting with Pasadena Unified School District - 6:30 pm
12-Feb	Presentation	Donation of Plaque for Hart Park House by SMHPS President Amy Putnam
12-Feb	Consent	Award of Bid for Legal Services
12-Feb	Consent	RFP Housing Element
12-Feb	Consent	Award of Construction Contract for MWD Connection project
12-Feb	Consent	Final Tract Map # 71607 Sierra Place Condos
12-Feb	Consent	Warrants
12-Feb	Public Hearing	Revenue Discussion (variances, CUP, tree, tobacco, special events)
12-Feb	Discussion	Update: 186 W. Highland (Strategic Plan)
12-Feb	Discussion	Status Update: Strategic Plan
12-Feb	Discussion	Status Update: Draft General Plan from GPSC (Strategic Plan)
12-Feb	Discussion	Smoke-Free Multi Family Housing (Moran)
12-Feb	Discussion	General Plan Land Use Alternatives/Build Out (Strategic Plan)
12-Feb	Discussion	Discussion regarding contract for parking enforcement
12-Feb	Discussion	Discussion regarding contracting out dispatch services
12-Feb	Discussion	Status Update: Ferguson Group
26-Feb	Presentation	Winners of "I Love My Library" Essay Contest
26-Feb	Consent	Warrants
26-Feb	Discussion	Business Survey (Strategic Plan)
26-Feb	Discussion	Plan to enhance on-line services (Strategic Plan)
26-Feb	Discussion	Dutyman House Rental for Workforce Housing (Capoccia)
26-Feb	Discussion	Green Advisory Committee commitments and goals
26-Feb	Discussion	Status Update: Market Demand Study (Strategic Plan)
26-Feb	Discussion	Public Facility Fees
12-Mar	Consent	Warrants
12-Mar	Discussion	Plan to enhance on-line services (Strategic Plan)
12-Mar	Discussion	Consideration of rate increase: Dapeer & Rosenblit (from 6/24 CC meeting)
12-Mar	Discussion	Status Update: Strategic Plan
12-Mar	Discussion	Consideration of Green Advisory Committee to become Commission
12-Mar	Discussion	Re-evaluation of City's Assessment Districts
12-Mar	Discussion	IT Master Plan (Strategic Plan)

#### **COMMUNITY SERVICES**

#### COORDINATING COUNCIL

The Coordinating Council met this past Thursday, January 3rd at the Youth Activity Center. The next meeting is scheduled for Thursday, February 7<sup>th</sup>; however, staff may bring up moving meetings to the end of the month for planning purposes. Coordinating Council meetings would ideally be held at the end of the month which would allow more time for information to be distributed at the start of the following month.

#### PART-TIME STAFF

Staff initiated the recruitment process for the vacant Events Specialist position. The position will begin recruitment next week and will be open for a month's time frame. In the interim, the new Senior Specialist will provide event support while the position is being filled.

#### **HUCK FINN FISHING DERBY**

Community Service and Public Works staff met to discuss the feasibility of the Huck Finn Fishing Derby this year due to capital projects impacting the spreading basins. Staff feels that the event can still be held with modifications, and has scheduled the event for April 5-7, 2013. Staff will walk the spreading basins at the City yards to begin creating a new layout for the campout and vehicle traffic. Once staff has formalized an event outline a Huck Finn Committee meeting will be scheduled at the end of the month.

#### SENIOR SERVICES

The Senior Center welcomed new Senior Specialist, Rebecca Lamas and Recreation Supervisor, Kyle Schnurr at the end of December.

The Senior Community Commission is meeting on the second Thursday for the month of January due to the holidays.

Nominations for Sierra Madre Older American of the Year are now being accepted.

The Senior Moments newsletter was mailed and emailed to senior subscribers on Wednesday, January 3. The January newsletter highlights programs such as Lunch and Learn program featuring Police Chief Larry Giannone, the senior movie series and upcoming excursions.

#### MOUNT WILSON TRAIL RACE

The Committee has moved their meeting on January 8<sup>th</sup> to an offsite location: Team Crossfit Academy, 205 W. Duarte Road, Monrovia. The Committee will begin reviewing the race artwork, securing sponsors, updating the race website and begin marketing.

#### WISTARIA VINE

The 2013 winter/spring Wistaria Vine Newsletter will drop on Monday, January 7, 2013. An electronic version of the Wistaria Vine was posted on the City website on Friday, January 4, 2013.

#### RECREATION NEWSLETTER

Staff is creating a quarterly electronic newsletter that highlights class offerings and rentals of parks and facilities. This electronic newsletter serves as a replacement for the downsized Wistaria Vine. The

Community Services Department has received feedback from patrons indicating they appreciate seeing the class offerings in one document.

#### SMTV3 COMMITTEE MEETING

The regularly scheduled SMTV3 Committee meeting on Wednesday, January 2 was canceled due to the proximity of the date to the New Year's holiday. The meeting has been moved back a week to Wednesday, January 9 at 7:30am at the Youth Activity Center.

#### DEVELOPMENT SERVICES

#### PLANNING COMMISSION MEETING

The Planning Commission had its regular meeting on January 3. The agenda included discussion of the City's Mills Act Program, and a proposed process to monitor the current Mills Act contracts between the City and 17 property owners of historic homes. The Development Services Department is looking to hire a non-paid historic preservation intern to help administer the Mills Act Program, specifically to update our records, contact property owners and review compliance of each of the rehabilitation and maintenance plans that are part of the contracts with the City. The Commission agreed to volunteer and assist with this effort (take photos, make site visits). Members of the Sierra Madre Historical Society will also be providing support and historic background to the Commission and to staff. After an intern has been hired, and notification letters are sent to each of the Mills Act property owners, staff will put the volunteers to work. An annual compliance report regarding the 17 Mills Act contracts will be presented to the Planning Commission and City Council at the end of the year.

#### **HUMAN RESOURCES**

#### RECRUITMENT

Open Recruitments

None

#### Closed Recruitments

- Volunteer Firefighter 30 Interviews scheduled for January 16 & 17
- Part-time Paramedics II Interviews scheduled for January 18
- Public Safety Part-time Administrative Clerk Interviews January 10
- Public Works Water Pump Operator 2<sup>nd</sup> Interviews pending
- Police
  - Part-time Investigator Background Investigation
  - Part-time Cadet Interviews January 14
  - Sergeant Testing January 16
  - Police Officer Testing January 18
  - o Dispatcher Testing January 17

#### Pending Recruitments

- Fire Department Part Time Engineer
- Public Works Part Time Intern

- Community Services Part Time Events Specialist
- Police Department Full Time Captain (pending budget approval for July 1, 2013)

#### Liability Claims (for December)

- Hildreth vs. Sierra Madre (case# CV12-10339)
- Cynthia Tomasian vs. Sierra Madre Tree branch damaged vehicle
- Linda McDaniels vs Sierra Madre Sewer damage claim
- Amira Taha (Potential Claim) Tree branch fell and hit pedestrian while walking. All info submitted to Carl Warren/JPIA as a potential claim.

#### LIBRARY SERVICES

#### LIBRARY BOARD OF TRUSTEES

Next Meeting: Wednesday, January 23, 2012 at 7 pm

#### I LOVE MY LIBRARY ESSAY/DRAWING CONTEST

Cash prizes await some talented children who enter the I Love My Library drawing and essay contest. Children in grades K-2 can create a drawing showing how they love the Library. Those in grades 3-8 can write an essay telling why they love the Library. The contest begins January 7 and entries are due by January 31, 2013 at the Sierra Madre Public Library.

Entry forms are available at the library and on the Library homepage www.cityofsierramadre.com/departments/library beginning January 7, 2013.

Many thanks to our local community organizations who have helped sponsor this program which promotes a love of reading and libraries! They include: Friends of the Library, Kiwanis Club, Rotary Club, Sierra Madre Civic Club and the Sierra Madre Community Foundation.

#### CHILDREN CREATE ROSE FLOATS AT SIERRA MADRE LIBRARY

Local children created mini rose floats at a special story time on Christmas Eve day at the Library. Sierra Madre Rose Float Association head Bob Young brought pieces of foam left over from making Sierra Madre's entry into this year's Tournament of Roses Parade and children used them as them as the bases for their own beautiful floats. Afterwards, the children towed their floats in a parade throughout the Library. We are so pleased to partner with our Rose Float Association and hope to make this an annual event.

#### UPCOMING CLASSES—CALL (626)355-7186 TO RESERVE A SPOT!

- Kindle class, Saturday, January 5, 10:00 am
- Ancestry.com Class, Saturday, January 12, 10:30 am
- iPad/Tablet Tuesday, January 15, 7:00 pm
- Third Thursday Book Club, Thursday, January 17, 11:00 am (Miss Peregrine's Home for Peculiar Children by Ransom Riggs)

#### LIBRARY SERVER MOVE

The library servers were moved into a newly built, climate controlled closet in the library basement on December 21. The new location will ensure that the servers are secure, maintained for longevity, and are easier to access. Thanks go to Josh Freifield, Jill Schofield and Public Works staff for executing this project. An additional advantage is that now we have a bit more work space in the staff area.

#### FRIENDS WINE TASTING EVENT

The Friends have scheduled their annual Wine Tasting Event for Sunday, February 17<sup>th</sup> in the afternoon and will be held at Alverno High School. Proceeds from the event benefit the library. Ticket sales will be coming soon and will be available at the library and other locations in town.

#### **POLICE DEPARTMENT**

#### PASADENA HUMANE SOCIETY

Please see the attached Pasadena Humane Report for December 2012

#### PUBLIC WORKS

#### STREET LIGHT OUTAGE

Public Works has received a number of inquiries from residents of North Auburn regarding the status of the street lights in their neighborhood which have been out of service for an extended period. The neighborhood is one of two in Sierra Madre where the City actually owns the lights. Over the years since the lights were installed, PW staff handled the minor maintenance of the six lights on North Auburn.

Some months ago, a contractor on a private property project cut the underground cabling for the lights. In the department's follow-up of the incident, we found that there is no record on the location of the buried cabling, that the cabling is only a few inches deep, and that according to Edison, the operating current of the system is 600 volts. Edison has advised us not to try to work on the system cabling and has de-energized the circuitry to eliminate hazards.

Staff believes that the only way to properly repair the street lights in that neighborhood is to replace them. The fixtures are outdated and parts are difficult to locate. Staff has contacted Edison for a cost to replace the six lights and their associated wiring, and we have been advised that without doing a full design on the system, they cannot give us an estimate. Without direction from the City to initiate the design and installation of the system the best Edison would do was to "guesstimate" a cost in excess of \$40,000.

#### Attachments (1)



# pasadena humane society & spca compassion and care for all animals

# **Animal Control** 12/1/2012 to 12/31/2012 **SIERRA MAD**

#### 12/1/2012 to 12/31/2012 SIERRA MAD

	ASST	DEAD	INV	LICENSE	PATROL	STRAY	TRANS	UNLOAD	WILD	XSERV	TOTA
	0	0	0	0	18	0	0	0	0	1	19
ANIML	0	0	0	0	0	0	1	6	0	0	7
BITE	0	0	2	0	0	0	0	0	0	0	2
CANVAS	0	0	0	64	0	0	0	0	0	0	64
CONF	0	0	О	0	0	4	0	0	0	0	4
INJ	0	0	0	0	0	0	0	0	2	0	2
MUNI	0	0	3	0	0	0	0	0	0	0	3
PD	1	0	0	0	0	0	0	0	0	0	1
PHS	2	0	0	0	0	0	0	0	0	0	2
PUBLC	3 .	0	0	0	0	0	0	0	0	0	3
RELO	0	0	0	0	0	0	1	0	0	0	1
ROAM	0	0	0	0	0	3	0	0	1	0	4
TRAP	0	0	0	0	0	0	0	0	1	0	1
WILD	0	6	0	0	0	0	0	0	0	0	6
TOT	6	6	5	64	18		2	6	3000 A 1500	1	119

# is between 12/1/2012 and 12/31/2012 SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD		1	0	TOTAL 1
	PIGEON	1	0	
CAT		1	0	
DOG		7	0	au
MAMMAL	DEER	0	1	
	RACCOON	0	1	
1100, 1111	SKUNK	0	1	1
RODENT	SQUIRREL	0	1	1
TOTAL		10	<b>4</b>	

# 12/1/2012 to 12/31/2012 SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD	HAWK	1	0	1
	PIGEON	1	0	
	Total	2	0	2
MAMMAL	DEER	0	1	1
	RACCOON	0	1	1
	SKUNK	0	1	1
	Total	0	3	
RODENT	SQUIRREL	0	1	
	Total	0	1	
TOTAL		2	4	6

#### 12/1/2012 to 12/31/2012 SIERRA MAD

		OWNE	PROT	REQ	STRA	WILD	TOTAL
BIRD		0	0	0	0	1	1
	PIGEON	0	0	0	1	0	1
CAT		1	. 0	0	0	0	1
DOG		2	1	1	3	0	7
TOTAL		3	1	1	4	1	10

#### Euthanasia Reason Report 12/1/2012 to 12/31/2012 SIERRA MAD

	EUTH		····	TOTAL
	NA INJUR	NA SICK	Total	
BIRD	I	0	1	
DOG	0	1	1	1
TOTAL		1	2	2

Animals Euthanized for Space: 0

#### Owner Requested Euthanasia Reason Report 12/1/2012 to 12/31/2012 SIERRA MAD

		REQ EU	JTH	TOTAL
		NA OLD	Total	HA CONTROL OF THE PARTY OF THE
OOG		1		1
OTAL	Dagoni (P. 1836) Buginsin Di Basaminda Perinci	1		

#### Animal Outcome Report 12/1/2012 to 12/31/2012 SIERRA MAD

			Angua				TOTAL
		ADOPTION	ЕОТН	REQ EUTH	RESCUE	RTO	T THE THE THE THE THE THE THE THE THE TH
BIRD		0	**	0	0	0	1
	Total	0	1	0	0	0	1
CAT		0	0	0	1	0	1
	Total	0	0	0	1	0	1
DOG		1	1	1	0	3	6
	Total	1	1	1	0	3	6
	TOTAL	1	2	1	1	3	8

## as of 12/31/2012 SIERRA MAD

	ACTIVE
BIRD	1
CAT	1
DOG	1
TOTAL	3

During from 12/1/2012 to 12/31/2012

SIERRA MAD

DATE

OUT TYPE

AID#

RECPT #

PRICE

PID#

NAME (FIRST LAST)

STREET

CITY, STATE ZIP

12/21/12 DOG STRAY

A319636

R12-114615

20.00

P084187

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SIERRA MADRE, CA 91024

mpound Fee Totals for SIERRA MAD = \$20.00

mpound Fee Totals for SIERRA MAD = \$20.00