City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

January 24, 2013

Subject:

City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- 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
- Tuesday, April 2 Special City Council Budget Study Session
- Thursday, April 4 Strategic Plan Retreat Youth Activity Center 8:00 am

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:

Monday, January 28th – Special Community Services Commission meeting; 6:30 pm

COMMUNITY MEETING TO BE HELD

A community meeting is scheduled for Saturday morning, January 26 from 10 to 11 AM to meet with residents and interested individuals regarding the upcoming Grandview MWD connection project. In addition to Director Inman and me, a representative from MWD will be in attendance- rain or shine! The meeting is on E. Grandview near Foothill.

OVERSIGHT BOARD TO SUCCESSOR AGENCY

Now that we're past the holidays, we will be scheduling two Successor Agency Oversight Board meetings in the month of February. I am currently polling the members to determine which two dates in February are convenient for the members. As soon as the dates are established, I will notify the Council.

Two meetings are required because of the legislative requirement for five (5) days between the Board's review and the ultimate adoption of its audit.

UUT OVERSIGHT COMMITTEE

We are also in the process of determining the date of the first UUT Oversight Committee meeting. As soon as we can find a date that is good for the committee members, I will notify the Council.

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.

There are a number of upcoming meetings with eight (8) or more discussion items scheduled. Every attempt will be made to have 5 to 6 discussion items per meeting, but it will require some items bumping to future meeting dates. I will work with the Mayor to schedule items.

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	Presentation	by Southern California Edison regarding 2011 Windstorm
12-Feb	Consent	Second Reading: Ordinance 1334
12-Feb	Consent	Final Tract Map # 71607 Sierra Place Condos
12-Feb	Consent	Replacement of GAC Filtration Material
12-Feb	Consent	Second Quarterly Financial Report
12-Feb	Consent	Annual expenditure for water meter replacement
12-Feb	Consent	Warrants
12-Feb	Discussion	Update from Council Water Sub-Committee (from 1/22/13 meeting)
12-Feb	Discussion	Award of Bid for Legal Services
12-Feb	Discussion	Community Budget Survey (from 1/22/13 meeting)
12-Feb	Discussion	Plan to secure additional water supply (Strategic Plan)
12-Feb	Discussion	Status Update: Ferguson Group
12-Feb	Discussion	Potential City Utility Rate Study (from 1/22/13 meeting)
12-Feb	Discussion	Plan to arrest decline of E. Raymond Basin water level (from 1/22/13 meeting)
12-Feb	Discussion	Smoke-Free Multi Family Housing (Moran)
26-Feb	Presentation	Winners of "I Love My Library" Essay Contest
26-Feb	Consent	RFP Housing Element
26-Feb	Consent	Award of Construction Contract for MWD Connection project
26-Feb	Consent	Warrants
26-Feb	Public Hearing	Consideration of Ordinance 1335 regarding Massage Businesses
26-Feb	Discussion	Update: 186 W. Highland (Strategic Plan)
26-Feb	Discussion	Business Survey (Strategic Plan)
26-Feb	Discussion	Plan to enhance on-line services (Strategic Plan)
26-Feb	Discussion	Status Update: Strategic Plan

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
26-Feb	Discussion	Successor Agency ROPS Update/DDR/Audit (Koerber)
26-Feb	Discussion	City Audit and Discussion of Unrestricted General Fund Balance
12-Mar	Presentation	Introduction of new SGV COG Director
12-Mar	Consent	Warrants
12-Mar	Discussion	Dutyman House Rental for Workforce Housing (Capoccia)
12-Mar	Discussion	Plan to enhance on-line services (Strategic Plan)
12-Mar	Discussion	Consideration of Green Advisory Committee to become Commission
12-Mar	Discussion	Public Safety Annual Report
12-Mar	Discussion	Re-evaluation of City's Assessment Districts
12-Mar	Discussion	IT Master Plan (Strategic Plan)
26-Mar	Consent	Warrants
26-Mar	Public Hearing	Revenue Discussion (variances, CUP, tree, tobacco, special events)
26-Mar	Discussion	Potential Consolidation of Commissions and Committees
26-Mar	Discussion	Status Update: Strategic Plan
26-Mar	Discussion	Status Update: Draft General Plan from GPSC (Strategic Plan)
26-Mar	Discussion	General Plan Land Use Alternatives/Build Out (Strategic Plan)
26-Mar	Discussion	Marketing Campaign defining Sierra Madre as a destination (Strategic Plan)
26-Mar	Discussion	Direction with development of Tree Master Plan (Strategic Plan)
26-Mar	Discussion	Status Update: Street Maintenance/Replacement Projects (Strategic Plan)
26-Mar	Discussion	Direction with development of Tree Master Plan (Strategic Plan)
2-Apr	Special	Budget Study Session - 6:30 pm
4-Apr	Special	Strategic Planning Retreat

COMMUNITY SERVICES

WATERWORKS AQUATICS

The Community Advisory Board met on January 24th. Waterworks received input from the Board regarding spring day camps and publicity opportunities. Waterworks provided updates on facility improvements that include: pool covers, shower head replacement, pool deck covers, pool covers and more. Waterworks also provided program updates on the swim team, scholarship program and mentorship program. The next meeting will be scheduled in a month.

COMMUNITY SERVICES COMMISSION

The Community Services Commission meets on Monday, January 28, 2013 at 6:30pm at the City Council Chambers. The meeting agenda includes: SMLL SEP, SEP Fees, Waterworks Update, Waterworks Reimbursement Request, YMCA Update and Extension, and staff update. The packets were sent to the Commissioners on Thursday, January 24, 2013 and are available on the City's website.

SENIOR SERVICES

Staff was approached by Sierra Madre resident Cheryl Mason to teach a Hawaiian dance class at the Hart Park House Senior Center. Ms. Mason will begin teaching the complimentary, introductory six week class starting on Monday, February 25th from 1-2 pm.

HUCK FINN FISHING DERBY

The first committee meeting will be held Tuesday, January 29th at 5:00 pm in the Sierra Madre Room and will discuss the new event lay out, volunteer needs, and sponsor requests. Sponsorship packets have been completed and will be sent out this week.

FOURTH OF JULY

Jim Annes has confirmed his participation as Chair of the 2013 - 4th of July Committee. Staff, Jim and 2012 Chair Meredith Keith will be meeting on January 24th at 7:00pm at Beantown to discuss the Chair's role. A date for the general Committee meeting will be selected.

HUMAN RESOURCES

CLAIMS

Workers Compensation:

- No new claims

Liability:

Travelers Ins./Salvatti vs. Sierra Madre claim closed

MUNICIPAL VOLUNTEER PROGRAM

This week staff began utilizing *VolunteerSpot* to advertise and collect signups for volunteers. Look for all the fun ways for people to get involved on Facebook, in the bi-weekly eBlasts and on the City's website.

RECRUITMENT

Open Recruitments

- Library Part-time Library Technician I Closes February 11
- Community Services Part-time Program Specialist (Events) Closes February 20

Closed Recruitments

- Volunteer Firefighter 30 Interviews held January 16 & 17
- Part-time Paramedics II 16 Interviews held January 18
- Public Safety Part-time Administrative Clerk Top 4 Chief's Interview
- Public Works Water Pump Operator 2nd Interviews pending
- Police
 - o Part-time Investigator Background Investigation
 - o Part-time Cadet Top 3 Chief's Oral Interview
 - o Sergeant 5-part testing completed, Chief's orals pending
 - o Police Officer Testing completed, 15 interviews scheduled for January 31
 - o Dispatcher Interviews scheduled for January 23rd

Pending Recruitments

• Fire Department – Part Time Engineer II

EMPLOYEE RECOGNITION LUNCHEON

The Employee Recognition Luncheon took place on Thursday, January 24th. Length of services awards were given to the following people:

LIBRARY SERVICES

1 year

Carolyn Thomas

PUBLIC WORKS

1 year

5 years

10 years

20 years

Manny Pina

James Carlson

Bruce Inman

Martin Cruz

Susan McConnell

POLICE DEPARTMENT

1 year

5 years

Jesse Cazarez

Mary Taylor

FIRE DEPARTMENT

1 Year

5 years

10 years

Steven Hamm

April Campos

Stephen Heydorff

Cecilia Hoschet Luis Manjarrez

Paul Razo Susan Sasaki Sabrina Somma Ryan Torncello Manuel Vasquez

1/10110

COMMUNITY SERVICES

5 years

Adam Matsumoto

Tommy Rillorta

ADMINISTRATIVE SERVICES

5 Years

Elaine Aguilar

Susan Clifton

LIBRARY SERVICES

ILOVE MY LIBRARY ESSAY/DRAWING CONTEST

There is still time to enter the contest to win cash prizes. 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 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.

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

- Picture Book Apps for Toddlers Tuesday, January 29, 10:00 am
- Teen eReader Workshop Wednesday, January 30, 4:00 pm

ONE BOOK ONE CITY PROGRAMS BEGIN IN FEBRUARY

Unbroken by Laura Hillenbrand, is the City's 2013 One Book One City selection this February and a month of exciting free programs with a World War II theme is being planned at the Library. Please join us for the book discussions and other programs. Events are posted on the Library's Homepage.

• Children's Airplane Flying Contest – Saturday, February 2, 10:00 am

BEST USED BOOK SALE

Now is your chance to get a good used book at the Friends Book sale:

Friday, February 1 from 3:00 – 7:00 pm

Saturday, February 2 from 10:00 am – 2:00 pm

The book sale is held in the back parking lot of the library and all proceeds benefit the library.

FRIENDS WINE TASTING EVENT

The Friends have scheduled their annual Wine Tasting Event for Sunday, February 17 from 2:00 - 5:00 pm at Alverno, Villa del Sol d'Oro. Proceeds from the event benefit the library. Tickets are \$60 each and are available at the library and other locations in town.

POLICE DEPARTMENT

RESIDENTIAL BURGLARIES ON THE RISE

During January 2013, eight residential burglaries were reported in the City. Many of those crimes were similar both in the method of entry and in the type of property taken. The police department is addressing the situation in various ways:

- Frequently communicating with Neighborhood Watch Groups, providing information on each crime, asking for their members to be vigilant in their monitoring of the neighborhoods and emphasizing the need to secure their homes.
- Deploying additional patrols in targeted areas. These patrols have been deployed each night since January 11th.
- Enhanced crime scene investigation to obtain any shred of evidence that may have been left by the suspects
- Requesting the assistance of the regional property crimes task force.

On January 17, 2013, Arcadia PD apprehended two individuals for burglary in the 1400 block of San Carlos. SMPD investigators are working with Arcadia police to determine if these individuals may also be responsible for other crimes in our City.

PUBLIC WORKS

COMMUNITY MEETING TO BE HELD

Staff mailed-out two letters to residents of the neighborhoods surrounding the upcoming MWD connection project, one on December 12th, the other January 22nd. The letters have informed residents of the approximate construction dates and some of the temporary neighborhood impacts of the work to be done for the City by MWD. The January 22nd letter invited them to a meeting to be held this Saturday morning January 26th from 10 to 11 AM. It is hoped that the meeting will be effective in clearing up some misconceptions about the scope of the project and provide the residents an opportunity to express their concerns directly to the MWD personnel who will be in attendance. A copy of the January letter is attached to the report.