City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

February 15, 2013

Subject:

City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- 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
- Saturday, March 9 Water Sub-Committee meeting 10:00 am City Council Chambers
- Wednesday, March 13 UUT Oversight Committee meeting 6:30 pm City Council Chambers
- 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:

- Wednesday, February 20 Tree Advisory Commission 7:00 pm
- Thursday, February 21 Planning Commission 7:00 pm

PRESIDENT'S DAY HOLIDAY

Please note, Monday, February 18th is President's Day and all non-safety offices are closed for the holiday. City Hall reopens on Tuesday morning.

NEGOTIATIONS WITH ATHENS DISPOSAL

About a year ago, the City Council took action to reduce expenditures because of the dissolution of the City's Redevelopment Agency. One of the items removed from the former Agency's budget was the power washing of sidewalks in the downtown area (a \$48,000 annual cost).

At that time, Athens agreed to continue to pressure wash the sidewalks (at no cost), if the Council would allow them to meet with staff to discuss a possible contract extension that could result in the "free pressure washing" on a more permanent basis. The Council allowed staff to enter into talks with Athens. Staff and the Athens representative have been meeting over the past year, and we will soon be ready to present a number of contract options to the City Council for your consideration.

CITY MANAGER STORMWATER QUALITY PROGRAM UPDATE

On Thursday, Director Inman and I attended a City Manager's briefing for the group of cities referred to as the "Peck Park Lake" cities. This includes the Cities of Sierra Madre, Arcadia, Bradbury, Duarte, Irwindale, and Monrovia. The purpose of the meeting was to discuss the Municipal Stormwater Permit (MS4 NPDES Permit) implementation options and possible regional coordination; specifically for the watershed management program and monitoring program. There are a number of options for the cities development of an Enhanced Watershed Management Program- ranging from an individual city developing its own plan, to joining a County effort, to forming our own "Peck Park Lake" group. Staff is evaluating the options, and the cities in attendance generally saw benefit to further exploration of the "Peck Park Lake Group" option. Staff will return when additional information is available.

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.

26-Feb	Presentation	Donation of Plaque for Hart Park House by SMHPS President Amy Putnam
26-Feb	Presentation	Winners of "I Love My Library" Essay Contest
26-Feb	Consent	Cancellation of August 13 and August 27 Council meetings
26-Feb	Consent	Award of Construction Contract for MWD Connection project
26-Feb	Consent	Warrants
26-Feb	Discussion	Award of Contract to D-C Connect
26-Feb	Public Hearing	Consideration of Ordinance 1335 regarding Massage Businesses
26-Feb	Discussion	Presentation by Southern California Edison regarding 2011 Windstorm
26-Feb	Discussion	Status Update: Strategic Plan
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	Recognition of Eagle Scout Alexander Tosh for Library project
12-Mar	Presentation	Introduction of new SGV COG Director
12-Mar	Consent	RFP Housing Element
12-Mar	Consent	Warrants
12-Mar	Discussion	Smoke-Free Multi Family Housing (Moran)
12-Mar	Discussion	Dutyman House Rental for Workforce Housing (Capoccia)
12-Mar	Discussion	Public Safety Annual Report

12-Mar	Discussion	Re-evaluation of City's Assessment Districts
12-Mar	Discussion	Water Conservation - Phase 1
12-Mar	Discussion	Water Dist. Fin. Request/Plan to secure add. water supply (Strat 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	Update: 186 W. Highland (Strategic Plan)
26-Mar	Discussion	Status Update: Strategic Plan
26-Mar	Discussion	Market Campaign defining Sierra Madre as a destination (Strategic Plan)
26-Mar	Discussion	Green Advisory Committee commitments and goals
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	Water Rate RFP
2-Apr	Special	Budget Study Session - 6:30 pm
4-Apr	Special	Strategic Planning Retreat
9-Apr	Consent	Warrants
9-Apr	Discussion	Results of Community Budget Survey
9-Apr	Discussion	Police Service Management Analysis Proposals
9-Apr	Discussion	Discussion regarding contract for parking enforcement
9-Apr	Discussion	Discussion regarding contracting out dispatch services
9-Apr	Discussion	Installation of Stop Signs
9-Apr	Discussion	Ordinance: Tree Preservation
9-Apr	Discussion	Library Survey Results

COMMUNITY SERVICES

SENIOR SERVICES

Public Works is in the process of replacing the motor for the ac/heat unit in the Hart Park House Senior Center main room. The center has been without heat for the last week.

To celebrate Valentine's Day there was a lunchtime raffle. The five lucky winners were provided with 2 admission tickets to see *Driving Miss Daisy* at the Sierra Madre Playhouse (tickets were provided by Grandcare Health Services).

MOUNT WILSON TRAIL RACE (MWTR)

The new permanent MWTR Etiquette sign was given to staff at the last Committee meeting and will be installed at the Trail head.

Additionally, the Sierra Madre Community Foundation approved a \$1,250 grant request which will cover the cost of the Kids' Fun Run.

VOLUNTEER FACILITY ATTENDANT TRAINING

The 2013 Volunteer Facility Attendant training was Sunday, February 10th. The first part of the training was for the facility walkthrough of the Sierra Madre Room, Hart Park House and Youth Activity Center.

Fourteen attendees participated in the facility training; reviewing the opening and closing procedures, checklists and A/V equipment. The second portion of the training was the First Aid and CPR/AED training from 9:00am-12:30pm. Seven attendees participated in the certification training held at the Youth Activity Center.

WISTARIA FESTIVAL TUP REVIEW MEETING

City Staff met with the Sierra Madre Chamber of Commerce on Friday, February 15th to review the TUP application and determine the guidelines for satisfying the TUP parameters. This year's Wistaria Festival is planned for March 17th.

DEVELOPMENT SERVICES

PLANNING COMMISSION MEETINGS

At the last February 7th Planning Commission meeting, the Commission recommended approval of the massage ordinance, which will now be forwarded to the City Council at the February 26th meeting for consideration. A public hearing was also held to consider amendments to the R-1 single-family residential development standards. The Commission made further changes and clarifications and continued the matter to the March 7 meeting for further consideration.

The next Planning Commission meeting is on February 21st. The item on the agenda is discussion to seek input from the Planning Commission regarding combining commissions and committees and the Planning Commission's role, in light of budget reductions and the ongoing need to reduce expenditures.

HUMAN RESOURCES

SAFETY COMMITTEE

The Safety Committee met on Wednesday. They reviewed the LossCap Report from the CJPIA as a result of the Risk Management Evaluations and prepared for the joint meeting with Department Heads later this month.

Open Recruitments

- Library Part-time Local History Analyst Closes February 26
- Community Services Part-time Program Specialist (Events) Closes February 20
- Fire Part-time Engineer II Closes March 6

Closed Recruitments

- Volunteer Firefighter Background checks
- Part-time Paramedics II Background checks
- Public Safety Part-time Administrative Clerk Beginning Backgrounds
- Police
 - o Part-time Investigator Beginning Backgrounds
 - o Part-time Cadet Beginning Backgrounds
 - o Sergeant Offer Letter Issued
 - Police Officer -Beginning Backgrounds
 - Dispatcher Beginning Backgrounds

CLAIMS

Workers Compensation - No new claims Liability - Adrian Vasquez vs Sierra Madre received 02/04/2013

LIBRARY SERVICES

WINNERS OF THE "I LOVE MY LIBRARY" ESSAY AND DRAWING CONTEST

Seventeen winners of the I Love My Library contest were announced at a Valentine's Party in the Library. The contest was open to children in grades K-8 and 188 entries were received. Each winner received a cash prize and 1st place winners read their winning essay. All winning entries are on display at the Library. Thank you to our local philanthropy groups who supported this program and a love of reading: The Friends, Kiwanis, Rotary, Civic Club, and the Community Foundation.

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

- eReader Workshop, Nook Saturday, February 16, 10:00 pm
- iPad/Tablet Workshop Tuesday, February 19, 7:00 pm
- Trace your family history Wednesday, February 20, 10:30 am

ONE BOOK ONE CITY PROGRAMS

Unbroken by Laura Hillenbrand, is the City's 2013 One Book One City selection this February. 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. The following events have been arranged and are posted on the Library's Homepage.

- Book Discussion Thursday, February 21, 11:00 am
- WWII Veterans Share their Stories Saturday, February 23, 10:00 am
- WWII Aircraft Thursday, February 28, 7:00 pm

INTERVIEW WITH LIBRARY DIRECTOR

Local radio station host, Gene Goss interviewed Carolyn Thomas, Library Director, on a variety of topics relating to the library. The radio program is called "Village Intersections" and can be accessed here: http://www.villagevine.org/village-intersections.html. The program will be aired at noon from February 15-21. Tune in to hear what's happening at 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. Tickets can also be purchased at the door.

POLICE DEPARTMENT

SAFETY MEETING

The Police Department conducted another meeting with the staff and students of Alverno regarding student safety and updating the schools safety plan.

RIVERSIDE OFFICER'S FUNERAL

Police Chief Giannone represented the City and the Police Department at the Funeral Services for slain Riverside Police Officer Michael Crain.

PROMOTIONAL ANNOUNCEMENT

Chief Giannone has announced the promotion of Corporal Esther Doyle to the position of Police Sergeant. Esther Doyle is an 18 year employee of the Police Department. Her formal swearing in date is still pending.