

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager 

Date: April 18, 2013

Subject: City Manager's Report

CITY MANAGER

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, April 23, City Council 6:30 pm (Closed Session at 6 pm)
- Wednesday, April 24, Library Board of Trustees 7:00 pm
- Thursday, April 25 Green Advisory Committee 7:00 pm

BUDGET UPDATE

Staff continues to work on the City's Fiscal Year 2013/2014 & 2014/2015 Budget document. Our goal was to have the draft document on the City's website by April 26th, but that was a little too aggressive. Staff will be presenting information regarding revenues and Capital Improvement Projects at the May 14th Council meeting. This is the last remaining portion of the budget that has not been reviewed in detail by the City Council. Very shortly, after the May 14th Council meeting, the budget document can be compiled and ready to go on the website in its entirety. The entire document will be ready for the Council's May 28th Council meeting, and can be reviewed at the May 28th, June 11th, and June 25th meetings, should additional time be necessary.

UUT COMMITTEE MEETING

This week's UUT Oversight Board Committee meeting was cancelled. One of the committee members has resigned. The voter approved ordinance requires a six member committee, one member appointed by each Council Member, and the sixth member is the City Treasurer. Council Member Koerber's appointee resigned, so he will be making a new appointment, most likely at the May 14th City Council meeting. Any interested individuals may contact Council Member Koerber.

ELEMENTARY SCHOOL NEIGHBORS

This is just a reminder that I will be meeting with the neighbors who live next to the Sierra Madre Elementary School regarding their parking concerns and they also wanted to discuss the upcoming City Council discussion regarding a preferential parking policy. The neighbors have asked if it is possible to meet with staff before the report is prepared. Director Inman, Chief Giannone and I will be meeting with the neighbors on Monday, April 22nd at 6 pm at City Hall.

A "Preferential Parking Policy" is most easily described as a "resident only parking zone". Essentially, only residents who live on the street would be allowed to park on the street between certain posted hours. Residents would receive either a sticker or rearview mirror parking permit, to designate that they live on the street and allowed to park.

RV PARKING SUBCOMMITTEE

The subcommittee gained another Planning Commissioner. At this time the sub-committee consists of Mayor Moran and Mayor Pro Tem Walsh, along with Planning Commissioners Spears and Vandeveld. Members of the public are encouraged to contact any members of this subcommittee to provide input regarding possible modifications to the City's Municipal Code regarding the parking of RV's, travel trailers, etc. in the R1 zone.

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.

Please note, this schedule has not been updated to include any objectives from the April 4th Strategic Plan Retreat. Objectives from the Retreat will be added to this list upon City Council's approval of the Strategic Plan.

14-May	Presentation	Recognition of Sierra Madre Older American of the Year
14-May	Consent	Appointment to UUT Oversight Committee (Koerber)
14-May	Consent	Agreement between the City of Sierra Madre and Successor Agency
14-May	Consent	Award of Contract for development of Tree Master Plan (Strategic Plan)
14-May	Consent	MOU for Enhanced Watershed Plan
14-May	Consent	Parking Enforcement Contract
14-May	Consent	Warrants
14-May	Public Hearing	Budget, Revenue Discussion (variances, CUP, tree, tobacco, special events)
14-May	Discussion	PUSD Construction Update
14-May	Discussion	Earthquake Warning System (Capoccia)
14-May	Discussion	Communication with Federal Legislators (Harabedian)
14-May	Discussion	City Council Liaison Appointments
14-May	Discussion	Assessment Districts/Set Public Hearing & direction re: Assessment Dist.
14-May	Discussion	Record Retention Schedule/E-mail Retention Schedule (Koerber)
14-May	Discussion	Financial Assistance to the Water Fund (from 1/22 meeting)
28-May	Consent	Warrants
28-May	Public Hearing	Adoption of the Housing Element
28-May	Public Hearing	Water Conservation
28-May	Public Hearing	Budget (if needed)
28-May	Discussion	PUSD Construction Update
28-May	Discussion	Heritage Housing Partners Exclusive Negotiation Agreement

28-May	Discussion	Ordinance: New Public Works Commission
28-May	Discussion	Development Impact Fees (from 2/26 meeting)
28-May	Discussion	Public Safety Survey
28-May	Discussion	Preferential Parking Policy (Capoccia)
11-Jun	Consent	Warrants
11-Jun	Public Hearing	Massage Ordinance (from 2/26 meeting)
11-Jun	Public Hearing	Assessment Districts
11-Jun	Discussion	Status Update: Draft General Plan from GPSC (Strategic Plan)
11-Jun	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
25-Jun	Consent	RFP Housing Element
25-Jun	Consent	Warrants
25-Jun	Discussion	Maddy Act/Reappointment of Commissioners
25-Jun	Discussion	Appointment of Delegate for League of Calif Cities Conference
25-Jun	Discussion	Art in Public Places (Walsh)
25-Jun	Discussion	Update: Market Demand Study (from 4/9 meeting)
25-Jun	Discussion	Ordinance: Tree Preservation
25-Jun	Discussion	LIDS and Green Streets Policy

COMMUNITY SERVICES

SENIOR SERVICES

The monthly physical therapy/balance class was held Monday with three new seniors participating. Several seniors throughout the week have asked about the next balance class.

Due to technical difficulties with the Council Chamber sound the senior movie program was moved to the Senior Center, but ultimately cancelled and rescheduled for May. There are three Wednesdays available for the movie program, so they regularly schedule May movies will not be affected. The seniors were very understanding, and agreed they would rather wait to see the movie in the council chambers with comfortable chairs. Staff will get to the bottom of the problem.

MOUNT WILSON TRAIL RACE

A special event permit for the Mount Wilson Trail Race and activities was approved at the Community Services Commission meeting this past Monday. A press release announcing Lono Tyson as the race starter should go out in the next week or so. Pre-orders for fleece vests and jackets are starting to arrive; the final date to submit an order is Monday, May 6th.

4TH OF JULY

At the Community Services Commission meeting on Monday, the Commission granted the fee waiver for 4th of July parade entries. The 4th of July Committee was thrilled with the decision and looks forward to contacting the parade entries. The press release for Parade Grand Marshal nominations will go out this week with a nomination deadline of Thursday, May 2nd. The May water bill insert is awaiting approval from Finance.

CONCERTS IN THE PARK

Staffing is waiting for confirmation on two bands, but the summer lineup will provide a variety of bands and diverse music genres. Staff will send out band packets in the next week in the hopes of completing all paperwork before June.

MOVIES IN THE PARK

Through sponsorships from the Issei Foundation, SMVFA, and Mother Moo -- 5 movies will be featured this spring/summer. Additional movies may follow, depending upon the support of additional sponsors.

CITY OF PASADENA CYCLING EVENT

Staff met with the City of Pasadena regarding a new cycling event. Pasadena is interested in including the City of Sierra Madre as part of the race route, which would need to be reviewed by the Community Services Commission.

COMMUNITY SERVICES COMMISSION

The Community Services Commission met on Monday, April 15 at 6:30pm. The Commission reviewed an extensive agenda which included several Special Event Permits. The next scheduled meeting is Monday, May 20, 2013.

FIRE DEPARTMENT

EMPLOYEES

Corey Lee has accepted a position as a firefighter for the City of Downey. April will be his last month with the Sierra Madre Fire Department – he will start with Downey in May.

Seven new recruits completed orientation on Monday, April 15th.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Police Captain – Closes May 31, 2013
- Police part-time Cadet – Closes May 20, 2013 or when 50 applications are received

Closed Recruitments

- Development Services part-time Code Enforcement Officer – conditional offer issued to top candidate on eligibility list who turned the job down, reviewing eligibility list
- Fire part-time Engineer – conditional offer issued
- Police
 - Part-time Cadet – 3rd candidate failed background, reopening recruitment
 - Police Officer - Completing background on second candidate
 - Dispatcher - backgrounds on a 2nd full-time candidate

CLAIMS

Staff is working on finalizing and closing the City's December 2011 windstorm claim. It is anticipated that this should be closed by the end of the month.

VOLUNTEER FIREFIGHTER RECRUITS

Seven new firefighter recruits had their orientation on Monday. They should begin their tenure with the City by May. There are two additional candidates going through the background process right now.

VOLUNTEER BREAKFAST

The Volunteer Breakfast was a great success with over 80 people in attendance. This event is a wonderful, simple way of saying "thank you" to all the people who donate their time and efforts to our many programs and services.