City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: September 5, 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. This week's meetings are:

- Tuesday, September 10 – City Council 6:30 pm / Closed Session at 6:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Thursday, September 12th – Honor's Dinner at the Alverno Villa at 5:30 pm
- September 14th – Water System Tour; Public Works Maintenance Yard at 9:00 am
- Saturday, September 28th – Digital Story Boards dedication at the Library and Richardson House, beginning at 10 am at the Library.
- Tuesday, October 15th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

NEXT WATER COMMUNITY MEETING

The next Community Meeting is Saturday, September 14th and will be a water system tour. The tour begins at 9 am at the Public Works Maintenance Yard, 621 W. Sierra Madre Boulevard. We are asking attendees to RSVP by calling or E-mailing City Hall, so that adequate transportation can be secured. E-mail CLin@cityofsierramadre.com

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.

24-Sep	Presentation	Assembly Member Chris Holden
24-Sep	Presentation	PUSD Construction Update by PUSD Board Member Mikala Rahn
24-Sep	Presentation	Water Conservation Update
24-Sep	Discussion	Second Reading: LID Plan and update to Green Streets Policy
24-Sep	Consent	Extension of Contract for SMTV
24-Sep	Consent	RFP Top 3 Sewer Repairs (Strategic Plan)
24-Sep	Consent	Warrants
24-Sep	Public Hearing	Development Impact Fee COLA
24-Sep	Public Hearing	General Plan Amendment - CUO, PFF Reduction, and Zone 215 N. Baldwin
24-Sep	Discussion	Budget Apps (Harabedian)
24-Sep	Discussion	City Council Liaisons to Energy, Environ., & Natural Resources Commission
24-Sep	Discussion	Strategic Plan Update from April 4, 2013 Retreat
24-Sep	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
24-Sep	Discussion	Review/Update of Draft Water and Sewer Rate Study
24-Sep	Discussion	AMI Meter Purchase
8-Oct	Presentation	Water Conservation Update
8-Oct	Consent	Warrants
8-Oct	Consent	Ordinance: Street Sweeping
8-Oct	Consent	Prioritized list of delayed projects (Strategic Plan)
8-Oct	Consent	Employee Recruitment and Retention Plan (Strategic Plan) also from 3/12/13
8-Oct	Consent	Award of Contract to Sequoia for debt collection services
8-Oct	Consent	Consideration of additional Capital Improvement Projects (CIP)
8-Oct	Public Hearing	Building and Fire Code Adoption
8-Oct	Public Hearing	Water and Sewer Rates
8-Oct	Discussion	Alternative budget reductions for Fiscal Year 2014-2015
8-Oct	Discussion	Plan to enhance on-line services (Strategic Plan)
8-Oct	Discussion	Volunteer Program Review (Walsh)
8-Oct	Discussion	Gray Water Systems
15-Oct	Special	Strategic Planning Retreat
22-Oct	Presentation	Water Conservation Update
22-Oct	Presentation	Water Bill Demo
22-Oct	Consent	Building and Fire Code Adoption
22-Oct	Consent	Warrants
22-Oct	Public Hearing	Appeal - 610 Baldwin Court
22-Oct	Public Hearing	Appeal - 630 Baldwin Court
22-Oct	Public Hearing	Appeal - 638 Baldwin Court
22-Oct	Discussion	Ordinance: Tree Preservation
22-Oct	Discussion	Rental options for Duty Man House
22-Oct	Discussion	Block Party TUPs (Moran)
12-Nov	Consent	Warrants
12-Nov	Public Hearing	Tract Map 407-413 Mariposa Avenue

12-Nov	Discussion	Approval of Strategic Plan from October 15 Retreat
12-Nov	Discussion	Athens Contract adding discounts for seniors

COMMUNITY SERVICES

SENIOR CENTER

Thirteen individuals have already registered for the November 13th excursion to the taping of Jeopardy. This trip was previously held in March, but with limited audience seating for the March excursion not all interested participants could attend.

Humana is sponsoring the September Senior Movie Program and brought water and granola bars to the first movie on Wednesday, September 4th; 11 seniors enjoyed "My Big Fat Greek Wedding."

COORDINATING COUNCIL

The Coordinating Council met for their first quarterly meeting on Thursday, September 5th. SMTV Committee member John Johnson was the presenter and discussed how organizations could effectively use channel 98 as a marketing tool. Those in attendance shared the upcoming activities for their organizations, handing out flyers and signup sheets. The next meeting will likely be held Thursday, December 5th.

WELLNESS IN THE PARK

The final few applications are trickling in, and all vendors will be contacted next week with arrival and set up information. Electricity will be provided to two vendors as it is essential for their display. To increase the visibility all vendors were asked to share the event flyer with their friends, family, clients, and organization members; information was also posted on Facebook and a press release was sent out. Co-chairs will meet one final time on September 13th to discuss last minute details. The Health Fair is September 21st in Memorial Park.

CITY HALL ART SHOW

The City Hall Art Show resumed this week on Tuesday, September 3. The featured artist is Sierra Madre resident Gwen Gordon. Gwen's watercolor paintings are on display at City Hall through Thursday, October 24.

FIRE DEPARTMENT

OES STRIKE TEAM

The OES Strike Team that was dispatched to the Rim Fire in Stanislaus National Forest on August 23rd, returned on Friday, August 30th. At the time of their return, the fire was 32% contained. As of Wednesday, September 4th, fire crews have established 80% containment. If the situation does not drastically change, they expect 100% containment on September 20th.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Part-time Fire Engineer – Open Until Filled
- Part-time Code Enforcement Officer – Closes September 7, 2013
- Associate Librarian for Youth Services – Closes September 5, 2013

Closed Recruitments

- Public Works Maintenance Worker (full- and part-time)
- Part-time Fire Engineer
- Police
    - Part-time Cadet
    - Officer
- Library Services Manager
- Part-time Library Page

LIBRARY SERVICES

LIBRARY BOARD OF TRUSTEES

The next Library Board of Trustee meeting will be Wednesday, September 25, 2013 at 7:00 p.m. City Hall. The agenda will be available on the City's website approximately 72 hours before the meeting.

STAFFING

Interviews for the grant funded Teen Docent Coordinator have been scheduled.
The recruitment for Youth Services Associate Librarian is underway.

DIGITAL STORYBOARD UPDATE

Save the Date for our Opening Celebration which will be held on Saturday, September, 28, 2013 from 10 a.m. to 12 p.m. The new storyboards have been installed and the public will soon be able to view our local history stories both in the Local History Room of the library and at the Richardson House Museum.

TEEN DOCENTS BEGIN WORK

Teens interested in becoming a volunteer history docent can sign up now at the Sierra Madre Public Library. Beginning in September, five teens at a time will train and give tours during a five-week period using new Digital Storyboard technology at the Library's Local History Room and at the Richardson House museum.

EREADER WORKSHOPS

Drop-in instruction for eReaders will be on September 7th at 10 a.m. Stop in at the library and let us help you download eBooks!

PARENTING WORKSHOP

Families with children ages three and younger are invited to register for the Library's five-week Parent/Child Workshop featuring noted resource professionals on Thursdays, September 5, 12, 19, 26, and October 3 at 10 a.m.

POLICE DEPARTMENT

PASADENA HUMANE SOCIETY

The August 2013 Animal Control Report is attached for your review.

RESIDENTIAL BURGLARY UPDATE

The Police Department has been deploying extra officers on dayshift in both plain clothes and in uniform to address the rising issue of residential burglaries. The City has not experienced any residential burglaries since August 17, 2013 and the Department feels the extra suppression units along with the public education and awareness are paying off. More people are calling the Police Department to reports suspicious activities than in the past and that is a good thing. The Police Department has also conducted 3 Neighborhood Watch Meetings in August, four were scheduled but one was cancelled by the homeowner due to the heat. The Police Department has seven Neighborhood Watch Meetings scheduled for September.

Attachment (1)