


Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager 

Date: October 3, 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. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. Next week's meetings are:

- Tuesday, October 8 – City Council meeting 6:30 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Tuesday, October 15th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC
- Holiday – Non-Public Safety Offices Closed on Monday, October 14th for Columbus Day Holiday

SGVMWD CONNECTION UPDATE

California Health department has given Water Superintendent Reynoso a verbal approval to begin using water from the SGVMWD connection, with the written permit amendment to be delivered to the City next week. We will hold off actually taking the water until Monday at the earliest; we want to have full water staff on site when we start taking the water, so that we can respond to customer inquiries and to ensure that the high level of monitoring that will initially be needed, is covered.

WATER & SEWER RATE STUDY

You will notice that the draft Water & Sewer Rate Study is not on the October 8th Council agenda. There was not adequate time to turn the report around after Monday night's Special Council meeting. The report will be on the Council's October 22nd agenda.

RHNA UPDATE

The Southern California Association of Governments is beginning the 5th Cycle RHNA process, and meetings of the RHNA and Housing Element Reform Subcommittee will be scheduled. The first meeting is Wednesday, October 23, 2012 at the SCAG offices. The City Council SCAG Liaison and Alternate Liaison (Council Member Capoccia and Mayor Pro Tem Harabedian) will be meeting to

review the 4th Cycle process so that Sierra Madre can submit comments and recommendations early in the process. Staff will be returning to the entire Council, at an upcoming Council meeting, as soon as there is something to report.

LOCAL IMPACT OF FEDERAL GOVERNMENT SHUT-DOWN

We were notified this week, by the United States Forest Service, to close and lock the Chantry Gate at the top of Santa Anita Avenue. The Chantry gate will be closed until the Federal furlough is lifted. The road up Chantry is a popular destination, and on the occasions when we have had to lock the gate, we receive numerous complaints. We put the information on the City's Facebook page in an attempt to get the word out.

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.

15-Oct	Special	Strategic Planning Retreat
22-Oct	Presentation	Water Conservation Update
22-Oct	Presentation	Water Bill Demo
22-Oct	Consent	Second Reading: Ordinance 1344 - LID Plan & Green Streets Policy
22-Oct	Consent	Extension of Contract for SMTV
22-Oct	Consent	Notice of Completion: MWD Connection
22-Oct	Consent	Award of Contract to Sequoia for debt collection services
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	Public Hearing	Building and Fire Code Adoption
22-Oct	Discussion	Appoint Youth Commissioner to the Community Services Commission
22-Oct	Discussion	Block Party TUPs (Moran)
22-Oct	Discussion	Water and Sewer Rates
22-Oct	Discussion	Ordinance: Tree Preservation
22-Oct	Discussion	Alternative budget reductions for Fiscal Year 2014-2015
12-Nov	Consent	Building and Fire Code Adoption
12-Nov	Consent	Warrants
12-Nov	Public Hearing	Ordinance: Amendment to 2nd Unit
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
12-Nov	Discussion	SGV Economic Partnership Membership
12-Nov	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)

12-Nov	Discussion	Plan to enhance on-line services (Strategic Plan)
12-Nov	Discussion	April 2014 Municipal Election Resolutions
26-Nov	Consent	Second Reading: Amendment to 2nd Unit
26-Nov	Consent	Final Water/Sewer Study (Strategic Plan)
26-Nov	Consent	1st Quarter Financial Report
26-Nov	Consent	Warrants
26-Nov	Public Hearing	Water and Sewer Rates (tentative)
26-Nov	Discussion	Ordinance: Multi-Family Housing Smoking Ordinance (from 3/12)
26-Nov	Discussion	Way Finding Signs
26-Nov	Discussion	Memorial Park Restroom Remodel
10-Dec	Consent	Warrants
10-Dec	Consent	Record Retention Schedule
10-Dec	Discussion	Increased fines for illegal fireworks
10-Dec	Discussion	Strategic Plan Update from October 15, 2013 Retreat

COMMUNITY SERVICES

EXCURSIONS

The November 13th trip to see the taping of Jeopardy is filling up fast. The last day to register is November 5th; trip price is \$15.00 per person.

Registration is now available for the December 13th trip to see "Because It's Christmas", a holiday show at the Candlelight Pavilion in Claremont. Only 25 tickets are available, and the trip is expected to sell out. Trip price is \$67.00 and includes lunch. The last day to register is November 14th.

OKTOBERFEST

The Oktoberfest Committee held a final meeting this past Tuesday to discuss details for the event, finalize sponsors, and confirm registrations. Next Monday, October 7th is the last day to register for the event. The cost to play is \$304 for a team of four golfers, \$84 for an individual golfer, and \$62 for a tennis player. All participants will enjoy a fun tournament, lunch as well as receive a goodie bag and commemorative beer stein.

SENIOR CENTER

The number of seniors attending the Wednesday 11:00 am Chair Yoga class instructed by Paul Hagen has increased by 50% over the last two weeks with 22 seniors now participating.

The monthly free blood pressure screening conducted by Methodist Hospital is next Tuesday, October 8th at 11:00 am. The free legal consultations are next Wednesday, October 9th beginning at 10:00am, appointments are required.

COMPOST GIVEAWAY

Athens Services and the City of Sierra Madre are hosting the free Compost Giveaway on Saturday, October 12th. The event information will be included in next week's eBlast and has been posted on the City's Facebook page.

DROUGHT TOLERANT PLANT WORKSHOP

The last drought tolerant plant workshop is Thursday, October 3rd at 6:30 pm in the Sierra Madre Room. The workshop series has been well attended and the community has shown a strong interest in drought tolerant landscaping. Staff is expecting approximately 40 attendees for the final workshop.

SENIOR COMMUNITY COMMISSION MEETING

The Senior Community Commission meeting was Thursday, October 3rd at 3:00 pm in the Council Chambers. The meeting agenda included: Wellness in the Park report, Memorial Park restroom conversion update, allocation of Senior Donation account, Senior Master Plan update and Commissioner updates.

DEVELOPMENT SERVICES

OCTOBER 15TH SCOPING MEETING REGARDING EIR FOR THE GENERAL PLAN UPDATE

The Notice of Preparation (NOP) for the Draft EIR (Environmental Impact Report) has been posted and provided on the City's website. There is no General Plan Draft EIR to review – the NOP serves to advise and solicit comments and suggestions regarding the scope and content of the EIR that will be prepared, as required by CEQA. The 30-day public review period to submit comments is from September 23, 2013 to October 23, 2013. The scoping meeting will be held on October 15, 2013, at 6:30 p.m. in the City Council Chambers, to present the EIR process and to receive public comments and suggestions regarding the scope and content of the EIR.

HUMAN RESOURCES

HEALTH FAIR

We had a very successful employee health fair on Thursday, with over a dozen vendors in attendance. Employees were able to review and sign-up for the various types of insurance, as well as get flu shots, have their blood pressure tested, and body fat and hydration levels checked.

RECRUITMENT

Open Recruitments

- Part-time Fire Engineer
- Police Officer
- Police Dispatcher
- Part-time Police Community Services Officer
- Electronic Resources Analyst

Closed Recruitments

- Part-time Fire Engineer
- Police
 - Part-time Cadet
 - Captain
- Part-time Code Enforcement Officer
- Associate Librarian for Youth Services

LIBRARY SERVICES

SIERRA MADRE STORIES & TREASURES

Thank you to all members of City Council, City Staff, Library Board of Trustees, Historical Society Members, Friends, and the public for attending the unveiling of our digital storyboard on Saturday, September 28, 2013. The event was well attended at both the Library and the Richardson House with over 50 at each location. Comments included:

What a wonderful way for the community to have access to these treasured photos!

Rich, wonderful presentation and resource.

Great addition to our library and museum!

Love the innovation! Love our library!

Great asset to our library.

Congratulations on bringing Sierra Madre's history to the public.

In addition, the new glass door on the Local History Room is quite inviting and the room is now open to the public during open hours for viewing the storyboard and browsing our collection of California History books. Please stop by the library and take a look at our history! Also, the Richardson House Museum is open on Saturday mornings from 10 am to 12 pm and you could take a look at the digital storyboard that is on display there.

IN 'N OUT READING PROGRAM

Children ages 4 through 12 are invited to sign up for the In-N-Out reading program beginning Saturday, October 5, 2013 at the Library. Each child reads five books and notes the titles on a reading log. After five books are read, a parent or guardian will sign the log and the child will receive a coupon for a free hamburger or cheeseburger. Children too young to read may participate if an adult reads to them. Each child may earn up to three certificates during the program, while supplies last. The program ends on November 16, 2013.

STAFFING

- Diane Siegel has been hired on a grant funded project to recruit and train Teen Docents. Diane has extensive experience working with volunteers and local history including with the Pasadena Museum of History, Los Angeles Public Library, and Los Angeles City Hall. Diane will be developing training materials based on topics displayed on the storyboards and train docents. In addition she will set up training schedules and public tours.
- Second round interviews are taking place next week for the Youth Services position and soon we will have a new Youth Services Librarian.
- A recruitment is underway for an Electronic Resource Analyst; this is the position that manages the City's website and documents online.

BEST USED BOOK SALE

The Friends of the Library will be holding a book sale:

Friday, October 4, 3-7 pm

Saturday, October 5, 10 am – 2 pm

All proceeds benefit the library.

POLICE DEPARTMENT

PASADENA HUMANE SOCIETY

Please see the attached Pasadena Humane Society Report for the Month of September 2013.

PUBLIC WORKS

CONSERVATION

To steal a phrase from another City program, "Sierra Madre Water customers Rock!" For the first two days of October, conservation over last October's use stands at 22%, with 1.5 million gallons saved.

STREET PROJECT UPDATE

The street project continues towards completion, with slurry seal and striping to take place on West Sierra Madre Blvd. this Friday night and Sunday night respectively. Work will start at 9 PM, with the boulevard completely closed to traffic between Baldwin and Lima. This scheduling is intended to minimize the impacts on the downtown business area.

Delays in completion of the ARAM overlay on Oak Meadow Road have caused resident concerns to continue. Observing the unfinished project, residents are concerned about the appearance, quality, and durability of the work that has been done. Staff has met with a group of residents at the site, and following that met with the design engineer, contract inspector, and construction contractor to devise a solution. Staff has attached a step by step illustration of the ARAM process on the following page in hope of reassuring the reader that the finished product will meet with everyone's approval.

CALTRANS NOTIFIES CITY OF FUNDING AVAILABILITY

Caltrans notified staff this week that federal funding that Public Works applied for in October of 2012 has been approved and will be available shortly. The funds total \$60,000 and come from the Federal Highway Administration for cleanup of arterial streets following the November 2011 windstorm. Staff will prepare and submit the next round off Caltrans applications for payment.



SYSTEM 2 – Cape Seal with Leveling Course
Leveling Course + Asphalt-Rubber Aggregate Membrane (ARAM) + Type II Slurry
Residential Streets



1



2



3



4



5



6



pasadena humane society & spca
compassion and care for all animals

Animal Control
9/1/2013 to 9/30/2013
SIERRA MAD

Field Officer Statistics
 9/1/2013 to 9/30/2013
 SIERRA MAD

	ASST	DEAD	INV	PATRO	STRAY	TRANS	UNLOA	WILD	XSERV	TOTAL
	0	0	0	28	0	0	0	0	2	30
ANIML	0	0	0	0	0	1	11	0	0	12
CONF	0	0	0	0	5	0	0	1	0	6
FLWUP	0	0	1	0	0	0	0	0	0	1
INJ	0	0	0	0	0	0	0	5	0	5
MUNI	0	0	2	0	0	0	0	0	0	2
NEG	0	0	4	0	0	0	0	0	0	4
PD	3	0	0	0	0	0	0	0	0	3
PUBLIC	1	0	0	0	0	0	0	0	0	1
ROAM	0	0	0	0	4	0	0	6	0	10
SICK	0	0	0	0	0	0	0	1	0	1
WILD	0	8	0	0	0	0	0	0	0	8
TOTAL	4	8	7	28	9	1	11	13	2	83

Impounded Animal Report
is between 9/1/2013 and 9/30/2013
SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD		2	2	4
	PIGEON	1	0	1
CAT		6	0	6
DOG		5	0	5
MAMMAL	FOX	0	1	1
	RACCOON	0	4	4
	SKUNK	0	1	1
REPTILE	SNAKE	0	1	1
RODENT	SQUIRREL	3	1	4
TOTAL		17	10	27

Wildlife Impounded Animal Report for All Cities

9/1/2013 to 9/30/2013

SIERRA MAD

		ACTIVE	DECEASED	TOTAL
BIRD	HUMMINGBIRD	1	0	1
	OWL	1	2	3
	PIGEON	1	0	1
	Total	3	2	5
MAMMAL	FOX	0	1	1
	RACCOON	0	4	4
	SKUNK	0	1	1
	Total	0	6	6
REPTILE	SNAKE	0	1	1
	Total	0	1	1
RODENT	SQUIRREL	3	1	4
	Total	3	1	4
TOTAL		6	10	16

Live Animal Intake Reason Report

9/1/2013 to 9/30/2013

SIERRA MAD

		OWNE	PROT	REQ	RTRN	STRAY	WILD	TOTAL
BIRD		0	0	0	0	0	2	2
	PIGEON	0	0	0	0	0	1	1
CAT		1	0	2	1	2	0	6
DOG		0	2	0	0	3	0	5
RODENT	SQUIRREL	0	0	0	0	0	3	3
TOTAL		1	2	2	1	5	6	17

Euthanasia Reason Report

9/1/2013 to 9/30/2013

SIERRA MAD

		EUTH			TOTAL
		NA INJUR	NA SICK	Total	
BIRD		0	1	1	1
	PIGEON	0	1	1	1
CAT		1	1	2	2
RODENT	SQUIRREL	1	0	1	1
TOTAL		2	3	5	5

Animals Euthanized for Space: 0

Owner Requested Euthanasia Reason Report

9/1/2013 to 9/30/2013

SIERRA MAD

		REQ EUTH		TOTAL
		NA OLD	Total	
CAT		2	2	2
TOTAL		2	2	2

Animal Outcome Report

9/1/2013 to 9/30/2013

SIERRA MAD

		ADOPTION	DIED	EUTH	RELEASE	REQ EUTH	RESCUE	RTO	TOTAL
BIRD		0	1	1	0	0	0	0	2
	PIGEON	0	0	1	0	0	0	0	1
	Total	0	1	2	0	0	0	0	3
CAT		1	0	2	0	2	0	1	6
	Total	1	0	2	0	2	0	1	6
DOG		1	0	0	0	0	0	5	6
	Total	1	0	0	0	0	0	5	6
MAMMAL	OPOSSUM	0	0	0	4	0	0	0	4
	Total	0	0	0	4	0	0	0	4
RABBIT		0	0	0	0	0	2	0	2
	Total	0	0	0	0	0	2	0	2
RODENT	SQUIRREL	0	1	1	0	0	0	0	2
	Total	0	1	1	0	0	0	0	2
TOTAL		2	2	5	4	2	2	6	23

**Animals Still Here at End of Month
as of 9/30/2013
SIERRA MAD**

	ACTIVE
CAT	2
OTHER	1
TOTAL	3

RTO List for SIERRA MAD
During from 9/1/2013 to 9/30/2013

SIERRA MAD

DATE OUT	TYPE	AID #	RECPT #	PRICE	PID #	NAME (FIRST LAST)	STREET	CITY, STATE ZIP
9/3/13	DOG STRAY	A337965	R13-132548	20.00	P273124	SHARON GRAY	485 N MICHILLINDA	PASADENA, CA 91107
9/19/13	DOG STRAY	A339098	R13-134698	20.00	P273869	MEGHAN SNYDER	1401 RANCHO RD	ARCADIA, CA 91006
9/27/13	DOG STRAY	A263558	R13-135505	40.00	P058011	MARTHA ROOD	702 W ALEGRIA AVE	SIERRA MADRE, CA 91024

Impound Fee Totals for SIERRA MAD = \$80.00

Impound Fee Totals for SIERRA MAD = \$80.00