City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: January 9, 2014

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, January 14 City Council meeting 6:30 pm
- Wednesday, January 15 Energy, Environment, and Natural Resources Commission 7:00 pm
- Thursday, January 16 Planning Commission 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Employee Years of Service Recognition Breakfast February 6, 2014
- Friends of the Library Wine Tasting February 21, 2014

SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP

This week, Directors Cox, Castro and I had a productive meeting with Jennifer McLain, the Business Development Manager, for the Partnership. After gaining insight to the status of the various pieces of the Marketing & Branding Plan back to the City Council, Ms. McLain offered to assist and will be preparing a Partnership Action Plan outlining the items she and the Partnership will be assisting the City with, such as setting up the Landlord Forum, evaluating businesses' interest in a BID, as well as assistance in finding qualified interns and general assistance in promoting the City.

GOVERNOR RELEASES HIS BUDGET

Today, Governor Brown released his budget proposal. The \$154.9 billion state budget proposes paying down \$11 billion of the state's debt, repaying \$6 billion in deferred payments to schools and increasing the state's rainy day fund by \$1.6 billion as well as dedicating some funding to restoring social services programs.

In regards to local government, the Governor is proposing to expand Infrastructure Financing Districts (IFDs) with a number of caveats. IFD's aren't new; they are a mechanism that uses tax increment financing to finance tax allocation bonds, the proceeds from which are used for local infrastructure related to large

development. Currently there is a 2/3rd voter approval requirement, but the Governor proposes to lower the voter requirement to 55%, if certain "benchmarks" are met. The Governor also proposes to expand the type of projects that IFD's can fund. Currently IFD's are used for large scale public works projects ("new" projects only, not maintenance, repairs, operating costs, etc.)

A full copy of the Governor's budget can be found here: http://www.kcra.com/blob/view/-/23839510/data/1/-/u7vt4r/-/Brown-budget.pdf

JANUARY 14TH CITY COUNCIL MEETING

The agenda packet for Tuesday night's meeting is more than 500 pages in length, primarily due to the three Stonegate appeals. Please note, the Stonegate Design Guidelines were only included as an exhibit in the Agenda Report for 610 Baldwin Court. The Design Guidelines are the same for all projects in Stonegate (thus also applicable to 630 and 638 Baldwin Court), so an attempt was made to save some paper. The entire agenda packet was uploaded to the City's website on Thursday evening.

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.

28-Jan	Presentation	Recognition of Outgoing Police Lieutenants Buchanan and Hundshamer
28-Jan	Presentation	Swearing In Newly Appointed Police Captain
28-Jan	Presentation	Municipal Volunteer Program Improvements (from 10/8/13) (Strategic Plan)
28-Jan	Consent	Resolution: Title VI
28-Jan	Consent	Second Quarter Financial Report
28-Jan	Consent	Warrants
28-Jan	Consent	Award of Contract to Sequoia for Debt Collection Services
28-Jan	Public Hearing	SB2 - Support of Transitional Housing and Emergency Shelters
28-Jan	Public Hearing	Adopt Housing Element (tentative) (Strategic Plan)
28-Jan	Public Hearing	Resolution No. 14-01 - Allocating CDBG funds for Fiscal Year 14/15
28-Jan	Public Hearing	Water and Sewer Rates (tentative)
28-Jan	Discussion	710 Freeway City Alliance
28-Jan	Discussion	Gray Water Systems
28-Jan	Discussion	Audit (tentative)
11-Feb	Presentation	Water Conservation Update
11-Feb	Consent	Disbanding General Plan Update Committee (Koerber)
11-Feb	Consent	Cancellation of April 8, 2014 City Council meeting
11-Feb	Consent	Warrants
11-Feb	Public Hearing	Adopt Housing Element (Strategic Plan)
11-Feb	Public Hearing	Development Impact Fees

11-Feb	Discussion	Strategic Plan Update from October 15, 2013 Retreat
11-Feb	Discussion	Consideration of Sidewalk Repair Master Plan (Strategic Plan)
11-Feb	Discussion	Increased Fines for Illegal Fireworks
11-Feb	Discussion	Resolution - Approving Library Strategic Plan (Strategic Plan)
25-Feb	Presentation	Utility Bill Enhancements
25-Feb	Consent	Warrants
25-Feb	Discussion	Ordinance: Multi-Family Housing Smoking Ordinance (from 3/12/13)
25-Feb	Discussion	City Signage Plan
25-Feb	Discussion	Review & Update of City's Publicity Policy
25-Feb	Discussion	Ordinance: Street Sweeping
25-Feb	Discussion	Facility Fee Waiver Policy Revisions
25-Feb	Discussion	Hart Park House Senior Center Restrooms (from 11/26/13)
11-Mar	Presentation	Public Safety Report - Presented by Chief Giannone and Chief Heydorff
11-Mar	Presentation	Water Conservation Update
11-Mar	Consent	Warrants
11-Mar	Public Hearing	Stale-Dated Checks
11-Mar	Discussion	Strategic Plan Update from October 15, 2013 Retreat

COMMUNITY SERVICES

SENIOR CENTER

On Monday, January 6th the Braille Institute provided a seminar about "Understanding Vision Loss and the Emotional Impact". They will host a follow up seminar on Monday, January 13th from 11:00 am to noon on "The Business of Living", which focuses on identifying and separating paper and coin money, accessible banking, writing guides & paper, and shopping and dining tips. These seminars are designed for individuals experiencing low vision.

On Thursday, January 9th from 12:00 pm to 1:00 pm paramedics from the Sierra Madre Fire Department hosted a CPR and AED training session at the Senior Center instructing on current CPR practices and how to use the Senior Center AED.

On Monday, January 13th from 2:00-3:00 pm teens from the YMCA are providing instruction on electronic devices (cell phones, tablets, and computers). Call the Senior Center at 626-355-7394 to signup.

The first Senior Cinema of the year is next Wednesday, January 15 at 1:00 pm in the City Hall Council Chambers, the movie is, "We Are Marshall."

The final seminar from the "Brain Games" series is next Thursday, January 16 from 11:00am-1:30 pm. This closing presentation ties together topics from the last five months and their collective benefits.

The Senior Master Plan Committee will have their first meeting on Monday, January 13th. This meeting is open to the public and will be held at 3 pm at the Senior Center.

EXCURSIONS

On Friday, January 10th, 34 seniors visited the Los Angeles Times Headquarters & Printing Plant, which included a tour of the publication process and tour of the robot assisted final distribution. Only two

spaces remain for the Thursday, February 27th trip to the Feline Conservation Center. Other upcoming trips are Whale Watching on Saturday, March 22nd and the Palm Springs Follies on Friday, April 11th. To register visit www.cityofsierramadre.com/onlineregistration.

HUCK FINN

The Huck Finn Committee met Monday, January 6th. Discussion topics included expansion of the campout to provide for additional campsites, additional activities to be hosted by Rotary, contracting with Waterworks Aquatics to again supply lifeguards, and sponsorship support.

MOUNT WILSON TRAIL RACE

The Committee met on Tuesday, January 9th and discussed sponsorships, filling the logistics position, registration, and various food components. Spero Foundation has donated \$500, and verbal commitments have been made from four past sponsors. Two long time committee members will step into the logistics role. Registration is slightly modified this year with a Sierra Madre resident registration on Saturday, March 1st from 9:00am-3:00pm, and open registration on Monday, March 3rd beginning at 11:00am. A breakfast food truck may be on site the morning of the race and will hopefully attract more individuals to Kersting Court.

VOLUNTEER FACILITY ATTENDANT TRAINING

The date for the Volunteer Attendant Facility Training has been set for Sunday, January 26, 2014. The training covers the opening and closing procedure for the Hart Park House, Sierra Madre Room and Youth Activity Center. In addition a Red Cross First Aid and CPR certification course is scheduled the same day for attendees that do not possess current certification.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The next Planning Commission meeting is January 16, at 7:00 p.m. The items on the agenda include: 1) Adoption of the 2014-2021 Housing Element and General Plan Amendment to incorporate the Housing Element into the General Plan, and 2) a Conditional Use Permit request to allow demolition of a single-story 3,330 square foot house and construction of a new single-story 6,440 square foot house at 258 Rancho Road.

INTRODUCING -- NEW INTERIM CODE ENFORCEMENT OFFICER LARRY MILLS

Larry Mills, our new interim part-time Code Enforcement Officer, started this week in Development Services. He comes with extensive experience in code enforcement serving the Cities of Glendale, Los Angeles, Greenville (North Carolina), and 20 years in neighboring Pasadena, where he was instrumental in the removal of non-conforming roof signs throughout the City and helped draft the RV Ordinance, in addition to other code enforcement duties. He is certified as a Zoning Enforcement Officer by the American Association of Code Enforcement, and will be working up to 20 hours/week on a temporary basis until a permanent part-time Code Enforcement Officer is hired by the City.

ECONOMIC DEVELOPMENT

CITY SIGN PROJECT

Staff received the first drafts of the new entry signs for the City, developed by a volunteer recruited through Facebook. Staff will be setting up a meeting with the Marketing & Branding Committee for early February to review the different options for all the signs and to come up with a recommendation for the City Council.

HUMAN RESOURCES

ACA AND VOLUNTEER FIREFIGHTERS

Implications of the Affordable Care Act's mandate for large employers to insure employees remain to be seen among the country's 26,000 volunteer fire departments and more than 1.1 million volunteer firefighters, who often receive little more than a stipend for pay. However, because of that stipend and because many volunteers work more than 30 hours per week, the Internal Revenue Service counts them as employees in tax calculation. The IRS has yet to clarify how the health care law affects volunteer fire departments. As entities push for answers, U.S. lawmakers have filed bills to remove volunteer firefighters and emergency workers from the mandate. Staff is following this issue closely and will report back when additional information is available.

EMPLOYEE RECOGNITION BREAKFAST

Staff has begun planning for the Recognition Breakfast scheduled for February 6. This is the event where employees are honored for their years of service.

SAFETY COMMITTEE

The internal Safety Committee met this week to discuss the quarterly inspections and upcoming training topics which include Hazmat, red button, safety manual, and City facility evacuation procedures.

RECRUITMENT

Open Recruitments

• Volunteer Fire Fighter

Closed Recruitments

- Part-time Fire Engineer
- Part-time Fire Safety Officer Filming
- Police
 - o Officer
 - o Dispatcher
 - o Part-time LAPD Officers
 - o Part-time Community Services Officer
- Public Works
 - o Part-time Water Pump Operator
 - Water Pump Operator
 - o Maintenance Worker

Hiring

- Police Captain started Monday, December 29
- Electronic Resources Analyst started Monday, January 6
- Temporary Part-time Code Enforcement Officer started Monday, January 6
- Dispatcher scheduled to start January 16, 2014

LIBRARY SERVICES

PROGRAMS

• Preschool storytimes: Mondays at 10:00 am / Wednesdays at 7:00 pm

- Teen Book Club: Wednesdays at 4:00 pm
- Third Thursday Book Club: Thursday, January 16 at 11:00 am

 The End of Your Life Book Club by Will Schwalbe. Describes the role that reading and discussing books played between the author and his mother during her chemotherapy treatments.

ONE BOOK, ONE CITY

Maisie Dobbs by Jacqueline Winspear, has been chosen as the featured book for our annual One Book One City Program. Many events are planned during the month of February including an author visit from Jacqueline Winspear later in the month. In addition, a display of World War I memorabilia and artifacts is featured in the library. Please drop by the library or check the library website http://www.cityofsierramadre.com/departments/library for a list of programs and events.

MINI ROSE FLOAT PROGRAM

Over 100 children and their parents created mini rose floats on Monday, December 23rd. Sierra Madre Rose Float Association official Bob Young brought foam from Sierra Madre's entry into this year's Tournament of Roses Parade for children to use as the bases for their own beautiful floats. Afterwards, the children towed their floats in a parade through the Library to the new Local History Room. Teen Docent Coordinator Diane Siegel and several of the teen history docents shared a short presentation on Sierra Madre's rose floats throughout the years using the new digital storyboard.

NEW STAFF



Christine Smart is the new Youth Services Librarian who started her position in December. Christine was on hand to help with the mini-rose float program and has already begun providing weekly storytimes. She has four years of experience as a Children's Librarian in Salt Lake City, Utah and New Holland, Pennsylvania. Christine grew up in La Canada and along with her husband and daughter are excited to be "home". Christine has begun her Masters of Library Science Degree at San Jose State University. Please stop by the Children's room and say "hi."



Bradley Wood is the new Electronic Resource Analyst and comes to us with experience in professional web development. He received a Bachelor of Science Degree in Computer Science/New Media/Systems from Taylor University in Indiana and he is very motivated and eager to bring his talents to our City Website. . Bradley and his wife are Sierra Madre residents.

WINE TASTING EVENT

Tickets for the Friends' of the Library Annual Wine Tasting Event on Friday, February 21, 2014 are now available for purchase at the library. The 44th Wine and Cuisine Tasting Benefit will be held at Alverno Villa in Sierra Madre. Ticket prices are as follows:

 $\$80.00 - Premium Event 6:00pm - 7:00pm Main Event: 7:00 - 9:00 pm \\ \$60.00 - Main Event: 7:00pm - 9:00 pm$

All donations benefit the library for providing programs such as the Summer Reading Club, weekly story times and Teen Book Club, databases such as Ancestry.com, and support the purchase of new materials for the library.