City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager &

Date: January 31, 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:

- Thursday, February 6th Senior Community Commission 3:00 pm
- Thursday, February 6th 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 13, 2014
- Friends of the Library Wine Tasting February 21, 2014
- Strategic Planning Retreat April 25, 2014 Youth Activity Center (YAC)

NEW WATER AND SEWER RATES

With the approval of new water and sewer rates, staff will be making the changes to the City's water and sewer billing system. The new rates will be effective customers' March 1st bills. Which means customers' bills received the first week of March, 2014 will include the new rates, and the new 4-tier billing structure, instead of the current 3-tiered rate structure. If anyone is interested in estimating the effect of the new rates on their water and sewer bills, please go to the City's website and look for the "rate calculators" on the Public Works/Water page, or http://www.cityofsierramadre.com/water

NOMINATIONS – OLDER SIERRA MADRE AMERICAN OF THE YEAR

Nominations are now being accepted for the 2014 Older 'Sierra Madre' American of the Year. Nominees must be 60 years of age or older, live in Sierra Madre, and demonstrate outstanding community service and volunteerism. Nomination forms are available at all City facilities. Nomination forms are due by Tuesday, February 18 at the Hart Park House Senior Center.

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.

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	Second Reading of Ordinance 1352 Transitional & Supportive Housing
11-Feb	Consent	Application to Dispose of Federal Excess Personal Property
11-Feb	Consent	Second Reading of Ordinance 1351 Setting Water and Sewer Rates
11-Feb	Consent	Warrants
11-Feb	Public Hearing	Ordinance Regarding Protected Trees
11-Feb	Discussion	Hart Park House Senior Center Storage/Restrooms (from 11/26/13)
11-Feb	Discussion	Acceptance of CAFR for FY ending 6/2013 (carry over from 2/28)
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	Resolution: Title VI
25-Feb	Consent	Warrants
25-Feb	Discussion	Ordinance: Multi-Family Housing Smoking Ordinance (from 3/12/13)
25-Feb	Discussion	Gray Water Systems
25-Feb	Discussion	Strategic Plan Update from October 15, 2013 Retreat
25-Feb	Discussion	Review & Update of City's Publicity Policy
25-Feb	Discussion	Consideration of Sidewalk Repair Master Plan (Strategic Plan)
25-Feb	Discussion	Ordinance: Street Sweeping
25-Feb	Discussion	Facility Fee Waiver Policy Revisions
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	Development Impact Fees
11-Mar	Public Hearing	Resolution No. 14-01 - Allocating CDBG funds for Fiscal Year 14/15
11-Mar	Discussion	Strategic Plan Update from October 15, 2013 Retreat
11-Mar	Discussion	City Signage Plan
11-Mar	Discussion	Consideration of Phase 3 Water Conservation
25-Mar	Consent	Warrants
25-Mar	Public Hearing	Stale-Dated Checks
25-Mar	Discussion	Replace City Hall Landscape with Drought Tolerant Landscape (Strat Plan)

25-Mar	Discussion	Report on Planning Commission's Review of General Plan Update (Strat Plan)
25-Mar	Discussion	Marketing and Branding Plan (Strategic Plan)
25-Mar	Discussion	Five-Year Water Infrastructure Plan (Strategic Plan)
25-Mar	Discussion	Enhanced Watershed Management Plan (Strategic Plan)
25-Mar	Discussion	Evaluation of Obsolete City Voicemail and Telephone System
8-Apr	Consent	Municipal Election
22-Apr	Consent	Warrants
22-Apr	Consent	Historical Society MOU
22-Apr	Discussion	City Council Reorganization
25-Apr	Special	Strategic Planning Retreat

COMMUNITY SERVICES

WISTARIA VINE

The 2014 Winter/Spring Wistaria Vine was made available on the City website on January 27, 2014. The hardcopy version is being delivered to the Arcadia Post Office on Friday, January 31, 2014 for mailing to all Sierra Madre residents.

WATERWORKS COMMUNITY ADVISORY BOARD

The Community Advisory Board met on January 28, 2014 at the Aquatic Center. The meeting included Waterworks staff and members of the community. Waterworks staff provided updates on the pool facility and potential maintenance upgrades, as well as plans for the upcoming spring and summer seasons.

CITY HALL ART SHOW

The next City Hall Art Show goes on display to the public on Monday, February 3, 2014. The featured artist is Peter Morris, who was selected by the Art Review Board. Mr. Morris' artwork features watercolor and sketch pieces of Southern California. Artwork subjects include Mary's Market and still life sketches of daily life on the Metro Gold Line.

SENIOR CENTER

Nominations are now being accepted for the 2014 Older 'Sierra Madre' American of the Year. Nominees must be 60 years of age or older, live in Sierra Madre, and demonstrate outstanding community service and volunteerism. Nomination forms are available at all City facilities. Nomination forms are due by Tuesday, February 18 at the Hart Park House Senior Center.

Seventh grade students from St. Rita School stopped by the Senior Center on Wednesday, January 29th to share their art projects with seniors. The art projects stayed on display at the Senior Center for the remainder of the week.

Quartet, a 2012 British Comedy-Drama about a home for retired musicians, will be shown on Wednesday, February 5th at the City Hall Council Chambers.

Tax consultations begin next Wednesday, February 5th at 1pm at the Hart Park House Senior Center. Appointments are held every Wednesday between 1pm and 2pm, and must be scheduled in advance with the Senior Services office.

MOUNT WILSON TRAIL

The first Mount Wilson Trail Race training run, sponsored by Team CrossFit Academy, will be held on Saturday, February 8th. The group will meet at Kersting Court at 7:00am.

EXCURSIONS

Registration is now available for the May 16th trip to the Ronald Reagan Library and Museum. The cost of the trip is \$20.00 and includes a guided tour of the facility's exhibits featuring the limited engagement of, "Honoring the Legends of Baseball." To register visit, https://apm.activecommunities.com/sierramadre, or the Hart Park House Senior Center or Community Recreation Center.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The next Planning Commission meeting is on February 6, 2014, at 7:00 p.m. The discussion items on the agenda include the three Stonegate projects that were remanded by the City Council, with the recommendation that the Planning Commission form a subcommittee to work with the applicant on design modifications relating specifically to comply with the Stonegate Design Guidelines, D-1.1 to D-1.9, and review of the General Plan Update Chapter One – Section One (Land Use).

FIRE DEPARTMENT

NEW VOLUNTEER FIREFIGHTERS

The Fire Department is currently in the process of hiring twelve probationary volunteer firefighters. Eighteen prospective candidates were chosen from a pool of fifty-four by an interview panel to move onto the final practical evaluations. Evaluations are to be held on February 10th, 12th, and 14th.

LIBRARY SERVICES

CHILDREN'S AIRPLANE FLYING CONTEST

Come join the fun on Saturday, February 1st at 2 pm in the library. Children of all ages will assemble and fly paper airplanes and learn about airplanes from World War I. This program is free and is part of our One Book One City Events that are occurring throughout the month of February.

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. A paper airplane flying contest, featuring World War I airplanes, will be held for children on Saturday, February 1st at 2:00 pm. Please drop by the library or check the library website http://www.cityofsierramadre.com/departments/library for a complete list of programs and events.

PROGRAMS

Preschool story times: Mondays at 10:00 am

Wednesdays at 7:00 pm

Barks & Books: Thursday, February 13, 3:30 pm

Teen Book Club: Wednesdays at 4:00 pm

eReader Workshop: Saturday, February 1, 10:00 am

Tuesday, February 4, 7:00 pm

ART AND ESSAY CONTEST

Local students in grades K – 8 are invited to enter the Art and Essay Contest *So Much to See,So Much to Do@ Sierra Madre Public Library* by picking up an entry form available at the Library, on the Library website http://www.cityofsierramadre.com/departments/library and at schools in Sierra Madre.

Students who live in Sierra Madre, go to school in town, and/or have Sierra Madre library cards are eligible for cash prizes. Two prizes will be awarded per grade level.

Children in grades K-2 can use their imagination to create drawings showcasing *So Much to See,So Much to Do @ Sierra Madre Public Library*. Students in grades 3-8 can write in an essay stating why they feel there is *So Much to See, So Much to Do @ Sierra Madre Public Library*.

Entries are due by February 28th at the Library and the winning entries will be presented on St. Patrick's Day, March 17th.

OVERDUE NOTICES BY E-MAIL

Library patrons may now choose to receive their overdue notices by e-mail instead of in print format. E-mail notices are quicker to implement and do not include a printing cost. Staff will be asking patrons how they would like to receive their overdue notices and will send them out as requested.

WINE TASTING EVENT

Tickets for the Friends 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: 6:00 - 7:00 pm, Main Event: 7:00-9:00 pm

\$60.00 - Main Event: 7:00 - 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.

FRIENDS BEST USED BOOK SALE

It looks like February will be VINTAGE month at the Best Used Book Sale! We have some wonderful sets like "Journeys Through Bookland" (1909), "The World of Mark Twain" (1924), and the complete set of "Abraham Lincoln" by Carl Sandberg (1939). We have several volumes by famed historian and writer, Page Smith, and books by authors as varied as Bill Mauldin, Pearl Buck and Charles Dickens. A charming book features letters from famous people in the past to their children. In addition, on our FEATURED shelves, we'll have a collection of Vintage children's books as well as a group of both newer and Vintage California History books.

In the basement we have many wonderful "Coffee-table" type books on Art, Popular Culture, Cooking, History and Sports. These volumes are in wonderful condition and are reasonably priced. As always,

the parking lot will have Bargain Books for \$1.00 and paperbacks for 25 cents each or 5/\$1.00. Children's books range from 25 cents to \$1.00 in the parking lot.

The Friday, February 7th sale will take place from 3:00 - 7:00 p.m. Saturday, February 8th, the sale runs from 10 a.m. to 2 p.m. All proceeds benefit the library.

PUBLIC WORKS

"COOKIES" TELL THE TALE

Staff has included the photograph below as a graphic illustration of the cause of the discolored water that some Sierra Madre customers have received and others continue to receive. The photo is of three "cookies," the disk of steel pipeline material that is removed for the installation of a new or replacement service connection. The large cookie on the left was taken from a main prior to the October 12th introduction of imported water and it shows the typical amount of rust buildup on the inside of a steel pipeline. The others taken following the introduction of imported water into the system. They show the elimination of the rust that has taken place. The rust eliminated from the pipelines, both public and private is the cause of the discoloration.

Water Department staff has met with representatives of the California Department of Health Services throughout the process of bringing the new water to the City and we have followed all of that department's recommendations for dealing with water discoloration. Staff has also met with a chemist and engineer from MWD, and again was advised that the steps we are taking are appropriate, and that there are no additional measures that can be implemented. Finally, staff has been in contact with Works, LLC., an independent water quality specialist. In a letter received January 30, Worx advised that:

"At this time, discoloration is attributable to the gradual removal of any deposits that had formed in the distribution system. With continued flushing, this issue will clear up as the deposits are removed over time.

"The gradual distribution system cleanup is a common occurrence whenever water systems are required to change to a new water chemistry that has not been used before. The change from a scale forming source water to a more corrosive water, and the presence of unlined steel mains and galvanized plumbing are all factors in the discoloration experienced in the distribution system." Staff will continue its aggressive hydrant flushing program until the last of the system problem areas has been cleared up.

