

# Memorandum

**To:** Honorable Mayor and Members of the City Council

**From:** Elaine I. Aguilar, City Manager

**Date:** August 29, 2014

**Subject:** City Manager's Report

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## 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, September 4<sup>th</sup> – Senior Commission meeting 3:00 pm
- Thursday, September 4<sup>th</sup> – Planning Commission meeting 7:00 pm

### UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Wednesday, September 3<sup>rd</sup> – Police Town Hall Meeting: Council Chambers 6:30 pm
- Thursday, September 11<sup>th</sup> – September 11<sup>th</sup> Remembrance: in front of the Fire Station 6:30 am
- Thursday, October 9<sup>th</sup> – Annual Honor's Dinner recognizing City Volunteers – Alverno Villa
- Saturday, October 11<sup>th</sup> – Fire Prevention Festival; 11:00 am – 2:00 pm Sierra Madre Fire Station
- Friday, November 14<sup>th</sup> – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

### LABOR DAY HOLIDAY

City offices including City Hall, the Library, and Recreation Center will close on Monday, September 1, 2014 in observance of the Labor Day holiday. City offices will re-open on Tuesday, September 2. Public Safety offices will remain open during the holiday.

### 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.

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9-Sep	Presentation	Water Conservation Update
9-Sep	Consent	Tree Replacement Accounting Policy
9-Sep	Consent	Update regarding City's Volunteer Program (Strategic Plan)
9-Sep	Consent	Consideration of Contract with MV Chang (Interim Finance Director)
9-Sep	Consent	Warrants
9-Sep	Consent	Grant of Easement to Southern California Edison for Utility Lines
9-Sep	Consent	Resolution: Cal Trans Agreement
9-Sep	Consent	Waterworks Contract
9-Sep	Consent	Library Hours (Board of Trustees Recommendation)
9-Sep	Public Hearing	Citizens Options for Public Safety (COPS) Grant
9-Sep	Public Hearing	Resolution No. 14-68: Adoption Sewer System Management Plan Update
9-Sep	Discussion	Consideration of Alternate Organizational Structures (Strategic Plan)
		Customer Service & Communication Enhancement Plan (Strategic Plan)
		Full-Time Employee Salary Compaction Plan & Health Benefits (Delmar)
9-Sep	Discussion	Hunting in City (Delmar)
9-Sep	Discussion	Water blending of imported and ground water (Strategic Plan)
Sept	Special	Fiscal Year 2014/2015 Policy Discussion
Sept	Special	Land Use Element
23-Sep	Consent	Holiday Schedule for City Council meetings in November and December
23-Sep	Consent	Electricity and Water Usage/Cost Trends - FY ending June 30
23-Sep	Consent	Conflict of Interest Disclosure Categories
23-Sep	Consent	Personnel Rules & Regulations
23-Sep	Consent	Completion of FY 2013/2014 Street Project Construction (Strategic Plan)
23-Sep	Consent	Authorization to go out to bid for Sewer Project
23-Sep	Consent	Fourth Quarter Financial Reports
23-Sep	Consent	Gas Tax Payment
23-Sep	Consent	Warrants
23-Sep	Consent	Recommendation for assessment of Library building (Strategic Plan)
22-Sep	Discussion	Allocation of Uncommitted General Fund Reserves
22-Sep	Discussion	Appointment of Youth Commissioner to Community Services Commission
23-Sep	Discussion	Strategic Plan Update
23-Sep	Discussion	Development Impact Fees (tentative)
23-Sep	Discussion	Allocation of Development Impact Fees to Eligible Projects (Strategic Plan)
23-Sep	Discussion	City Hall Drought Tolerant Landscape Project
23-Sep	Discussion	Adopt-A-Tree Program (Strategic Plan)
23-Sep	Discussion	West Tunnel Water Availability in event of disaster (Strategic Plan)
23-Sep	Discussion	"Summary of FY 2014/2015 Budget" Pamphlet for Public (Strategic Plan)
23-Sep	Discussion	Financial Update on Sewer and Water Utility Funds (Strategic Plan)
Sept	Special	Land Use Water Resources Element
14-Oct	Presentation	Water Conservation Update
14-Oct	Consent	Authorization of IT Management Audit

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14-Oct	Consent	Withdrawal from LA-RICS (Chief Giannone & Chief Heydorff)
14-Oct	Consent	Warrants
14-Oct	Consent	General Plan EIR Draft (Strategic Plan)
14-Oct	Discussion	Historic Survey (Capoccia)
14-Oct	Discussion	Development Agreement with Heritage Housing Partners
14-Oct	Discussion	Stub Outs for Gray Water Systems in New Construction
14-Oct	Discussion	Consideration of Sidewalk Repair Master Plan (Strategic Plan)
14-Oct	Discussion	RFP: East Tunnel Improvement Study (Strategic Plan)
14-Oct	Discussion	Replacement of Obsolete City Telephone Systems (Strategic Plan)
Oct	Special	Fiscal Year 2014/2015 Policy Discussion
28-Oct	Consent	Vendors Over \$25,000
28-Oct	Consent	Warrants
28-Oct	Discussion	Consideration of Possible Property Sale Inspection Program (Strategic Plan)
28-Oct	Discussion	City Signage, City Marketing, Branding Plan, & Econ Dev (Strategic Plan)
28-Oct	Discussion	Consideration of Solicitation Regulation
28-Oct	Discussion	City Reserve Policy
28-Oct	Discussion	Consideration of Water Conservation Ordinance (Strategic Plan)
11-Nov		HOLIDAY - CITY HALL CLOSED
Nov	Special	General Plan Introduction
14-Nov	Special	Strategic Planning Retreat
25-Nov	Consent	Warrants
25-Nov	Consent	First Quarter Financial Reports
25-Nov	Discussion	Approval of Strategic Planning Retreat from November 14 Retreat
25-Nov	Discussion	Final Draft of General Plan (Strategic Plan)
25-Nov	Discussion	Street Sweeping Update (from 3/25/14)

## **COMMUNITY SERVICES**

### WHAT'S HAPPENING AT THE SENIOR CENTER

*The Dog Days of Summer*, a week of dog related activities, was held at the Senior Center. Activities included a cutest dog photo contest, enjoying dog themed desserts at lunch, watching the movie Marley and Me, visiting with two therapy dogs, and a hot dog dinner catered by the Gables of Monrovia.

Tech Talk occurred on Monday, August 25th with seniors receiving assistance with their electronic devices. Four individuals received legal appointments which occurred on Wednesday, August 27th.

A presentation from Pasadena Heritage regarding the history of San Gabriel Valley was scheduled for Wednesday, August 27th; however, due to a scheduling error by the presenter, the presentation was rescheduled for Tuesday, September 17th.

### ADULT SOFTBALL

The Sierra Madre Adult Softball League concluded for the season on August 27<sup>th</sup>; that evening championship games for both the A and B League were held. The A League winner was Sierra Madre

Memorial and B League winner was Stone Ages. Each team will receive Championship t-shirts. A survey will be sent to the team manager of each team to get their feedback on various components of the league.

#### HALLOWEEN HAPPENINGS

On Thursday, August 28th, staff met with representatives from the Police Department and Fire Department to determine safety concerns, equipment needs, and road closures for this year's Halloween Happenings events. The most notable change is the closure of Baldwin Avenue between Sierra Madre Blvd and West Montecito from 2:30-5:30pm. Because Halloween falls on a Friday, staff is anticipating a larger than usual crowd.

#### EXCURSIONS

Only two spaces remain for the September 19th trip to the Gondola Getaway. Additionally, registration is now available for the October 17th trip to the Oasis Camel Dairy and November 14th trip to the Autry Museum and Route 66 exhibit.

#### SENIOR SPECIALIST POSITION

Staff met with a candidate for the Senior Specialist position on Wednesday, August 27<sup>th</sup> for one last interview. Pending a background check the candidate will hopefully start mid-September.

#### CITY HALL ART EXHIBITION

Elizabeth Butterfield is the featured artist for the September/October City Hall Art Exhibition. Elizabeth's artwork went on display Tuesday, August 26<sup>th</sup> and will remain through the end of October.

### **DEVELOPMENT SERVICES**

#### PLANNING COMMISSION

The Planning Commission meeting had their meeting on August 21st and took action on the following items:

- 1) Continued the Hillside Development Permit/CUP applications for the construction of a 3,264 square foot residence on property located at 610 Baldwin Court (Stonegate property), to the September 18, 2014 meeting. The Commission did not feel that the project revisions did enough to reduce the bulk, mass and scale as it applies to the Stonegate Design Guidelines (D-1.1 to 1.9), and provided direction to the applicant that additional mass needs to be shifted, reduced, or moved, and to consider reducing the ceiling heights; and
- 2) Approved a CUP application for a building addition to an existing house and new construction of a new unit (total two units) for an R-3 zone property at 126 E. Laurel Avenue.

The next Planning Commission meeting is on September 4, 2014 at 7:00 p.m. The items for discussion include the Implementation Program (progress of work completed) and review of the Land Use section with incorporation of water conservation policies to be consistent with implementation of future water conservation measures.

## **FIRE DEPARTMENT**

### **FIRE HORN HISTORY**

The Fire Horn, located in the Montecito parking lot at the corner of Baldwin Ave. and Montecito Ave., is a radio frequency controlled signal originally used for alerting volunteer members of the Fire Department to the existence and location of a fire. With the ability to be heard over the entirety of the 3.2 square miles of the City of Sierra Madre, the horn has faced some controversy since its original installation in 1915 due to the volume and frequency of the alerts.

- 1915 - The original horn was an electric siren, installed at the fire station at 55 W. Sierra Madre Blvd.
- 1940 - The siren was replaced due to age with a mechanical horn that used stored compressed air and a mechanical valve.
- 1956 - The horn was used in the making of the original movie *Invasion of the Body Snatchers*.



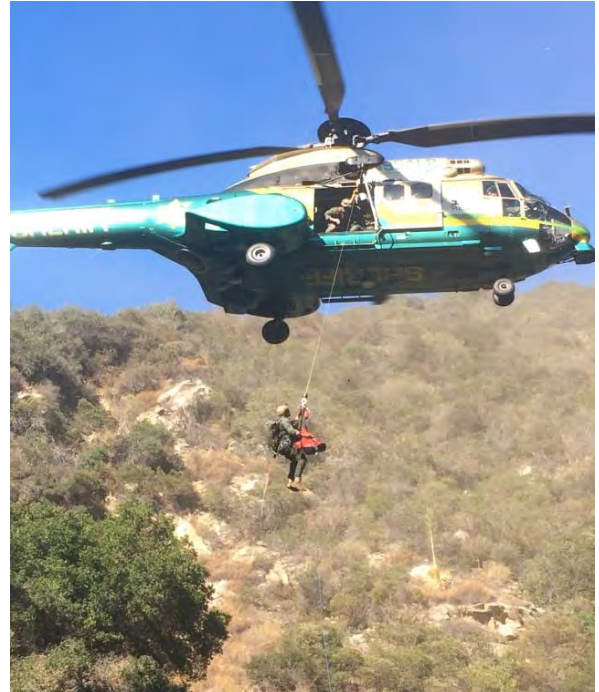
- 1976 - The horn's mechanical valve was replaced by an electric solenoid that was activated over telephone lines.
- 1985 - The horn was moved from the original City Hall to its current location in the Montecito parking lot. At that time the two-story building next to the Montecito parking lot was not built, and the horn was oriented to face north toward the mountains.
- 1997 - The circuitry was replaced by a radio frequency, eliminating the need for a phone line.

The horn has recently been repaired, and it is intended that the horn will be used as an emergency notification system in the event of disaster. Pursuant to previous Council action, the horn will be tested daily at 5 pm.



### CERT TRAINING

The Sierra Madre Fire Department provided Initial Community Emergency Response Team (CERT) Training for 27 graduates on August 16, 2014. Training included EMS skills, live fire with an extinguisher, and fire suppression. Fire Chief Heydorff presented certificates for the graduates at the completion of the course.



### HUMAN RESOURCES

#### FILMING

Staff is working with Warner Brothers Studios to shoot a television series at several locations within Sierra Madre. If approved, filming will take place the first or second week of September. Some of the filming will occur in City Hall, during closed hours.

#### RECRUITMENT

##### *Open Recruitments*

- Police Officer
- Fiscal Services Manager
- Fire Engineer, part-time

##### *Closed Recruitments*

- Water Pump Operator
- Police Dispatcher
- Police Investigator, part-time
- Community Services Officer, part-time
- Accountant, part-time

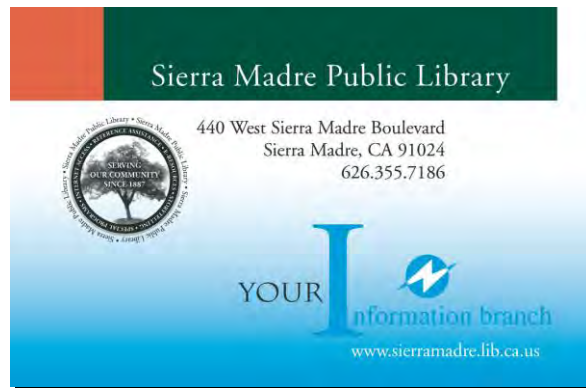
- Paramedic, part-time
- Library Page, part-time
- Senior Program Specialist, part-time
- Library Tech, part-time

## **LIBRARY SERVICES**

### **GET CARDED AT SIERRA MADRE PUBLIC LIBRARY**

Great news!

All lost and damaged library cards will be replaced for free between September 1 and October 31, 2014 at the Sierra Madre Public Library. Now is the time to check out the library!



### **PAWS TO READ, SUMMER READING PROGRAM**

Our summer reading program “Paws to Read” was a wonderful success this summer with 594 participants including children, teens, and adults who enrolled in the program. The Friends of the Library, Kiwanis Club, and Sierra Madre Volunteer Firefighters Association sponsored the family programs, and donated award prizes, including a book for each child who completed the program. Our community is fortunate to offer this vibrant program throughout the summer months.

Reading during the summer months is crucial to a student’s achievement and success in school with the California Library Association (CLA) reporting that “summer reading loss is cumulative. By the end of 6th grade, children who consistently lose reading skills over the summer will be two years behind their classmates.” In addition, “students who participated in a summer reading program had better reading skills at the end of third grade and scored higher on standardized tests than students who did not participate.” However, “reading just 5 books over the summer can prevent summer learning loss”.

Reading for pleasure, being able to select your own materials, and reading aloud all contribute to language development and highlight the joys and advantages of reading. \*for additional research on the importance of summer reading see [California Library Association’s Summer Reading research page](#) .

One of the categories in our summer reading program called “Challengers” actually challenges children to read up to five hours per week. This year 59 children achieved this goal and they and their families

were invited to a Pool Party! With 90 attendees, this event was a beautiful tribute to the young readers in our community. The Challenger program was sponsored by the Sierra Madre Kiwanis Club.

It is not only beneficial to read, but there are also some hidden surprises. We had 9 weekly adult winners who included Carolyn Owen, Lida Bushloper, Jane Zamanzedeh, Irene Meyer, Donella Heyn-Lamb, Lorinda Rodriquez, Susan Aoki, Fran Garbaccio, and Catherine Flammer. Each one received a gift bag of reading goodies.

We thank all of our sponsors for providing the resources and support so that we can offer this fantastic annual program to our community.

#### POPULAR PARENTING WORKSHOP

Popular parenting workshop, *1,2,3 Play with Me* begins Saturday, September 6<sup>th</sup> from 9:00 am – 10:15 am in the library. Parent and child need to pre-register for this 5 week session which goes through October 4<sup>th</sup>. The program is geared for newborn children through toddlers. Please call the library at (626)355-7186 to sign up for this program.

### **POLICE DEPARTMENT**

#### BACK TO SCHOOL TOWN HALL MEETING

On September 3, 2014, the Police Department is continuing its community outreach efforts, and will be presenting a Back to School Town Hall meeting in City Council Chambers at 6:30 pm. Parents and teens are encouraged to attend to hear important information on ways to keep safe in the new school year. Topics to be discussed include general student safety, traffic safety to and from school, and there will be a special Social Media Safety presentation by members of the Federal Bureau of Investigations Computer Crimes Section. All citizens who may have teens and kids attending school should take the time to attend with your teens and obtain important information to help start the new school year off safely.

### **PUBLIC WORKS**

#### PASADENA NON-POTABLE WATER PROJECT

Staff received a Notice of Preparation (of a draft environmental impact report) and scoping meeting schedule this week for an ambitious reclaimed water project. The first phase project will extend the existing Glendale reclaimed water pipeline from Scholl Canyon to Arroyo Seco, where four customers will be provided with 700 acre feet of reclaimed water per year for irrigation and industrial purposes. Later phases will extend as far east as the Altadena Golf Course, Pasadena City College, Caltech, and the Huntington Library. There is no plan to extend the pipeline all the way to Sierra Madre. Ultimately the project could provide as much as 3,060 acre-feet a year in reclaimed, non-potable water.

#### NORTH MOUNTAIN TRAIL WATER MAIN REPLACEMENT

City Contractor Stephen Doreck Equipment Rentals has completed the initial installation of the new water main in North Mountain Trail Avenue. The line has been disinfected and connected into the operating system and charged. The new main is undergoing pressure testing before being placed into service. Those portions of the main that have cleared pressure testing began having individual house services installed Friday.



CDBG-FUNDED CURB RAMP PROJECT

City Contractor John Ecker Concrete, Inc. has begun work on the federally-funded curb ramp project. The small firm's efforts have initially focused on North Sunnyside Avenue, with removals of curb and sidewalk having taken place this week. Ultimately the project will result in the installation of 33 curb ramps, addressing all remaining areas of sidewalk and street intersections where ramps do not exist.