# City of Sierra Madre

# Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

June 7, 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. Next week's meetings are:

- Tuesday, June 11<sup>th</sup>, City Council 6:30 pm
- Wednesday, June 12<sup>th</sup>, UUT Oversight Commission 6:30 pm

# **WATER CONSERVATION**

This was the first week residents were officially notified of their base consumption amounts and their conservation targets. We received approximately 50 to 70 phone calls, emails, and walk in visitors, asking questions about their mandatory water conservation notification letter. Most of the questions pertained to how the baseline usage was calculated and questions about their conservation targets. Because the base year calculation uses the customer's total annual consumption to calculate a bimonthly average, the resulting base amount often results in a greater than 10% or 20% reduction in water consumption during the summer months. But as you may recall, this was discussed by the City Council and because the City's most urgent need for conservation is during the summer months, the calculation formula was approved.

Staff continues to work on publicizing the need for water conservation. A proposal is being presented to the San Gabriel Valley Water District on Monday requesting funding assistance for printing and publicizing water conservation efforts.

#### DAILY PRODUCTION NUMBERS

One of the informational items staff will be adding to the City's website is a "daily production ticker." The Daily production ticker will show the amount of water produced that day, as compared to water production for the same day, one year earlier.

Just for informational purposes here are a couple of the production figures for this week.

Date	Gallons	
May 31, 2013	2,727,208	
May 31, 2012	2,650,164	

Date	Gallons	
June 4, 2013	3,305,412	
June 4, 2012	2,546,940	

Date	Gallons	
June 7, 2013	2,730,948	
June 7, 2012	2,740,000	

# WATER & SEWER RATE STUDY

The City received six (6) responses from firms interested in performing the City's water & sewer rate study. The Water Sub-Committee (composed of Council Members Capoccia and Moran, along with Directors Inman and Schnaider, and me) will be reviewing the proposals next week in preparation of making a recommendation to the City Council at the June 25th Council meeting.

#### COMMUNITY YARD SALE

Normally, this event would be in the Community Services section of this memorandum, but I wanted to make sure everyone was aware that this weekend is the 3<sup>rd</sup> Annual Community Yard Sale, hosted by the Senior Community Commission! The Community Yard Sale is this Saturday, June 8<sup>th</sup> from 8am-12pm.

A new street banner was placed over Baldwin this week to advertise the event and encourage attendance. As a result staff has received several phone calls about purchasing a selling space; however, the spaces sold out a few weeks ago. We have 21 sellers signed up. Additional marketing efforts were posted on yard sale websites and newspaper community calendars. Following the event a truck from Acts Thrift Store will pick up any items to be donated that the sellers did not want to take home.

# **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.

Please note, this schedule has been updated to include objectives from the Council's recently approved Strategic Plan. Strategic Plan items are designed by (SP) at the end of the title.

Just a reminder, the City Council is dark in August. (There are no Council meetings.)

25-Jun	Presentation	PUSD Construction Update
25-Jun	Consent	Agreement between the City of Sierra Madre and Successor Agency
25-Jun	Consent	Appointment of Delegate for League of Calif Cities Conference
25-Jun	Consent	PERS and employee salary Resolutions; MOU amendments to CEA
25-Jun	Consent	Award of Contract to Sequoia for debt collection services
25-Jun	Consent	Warrants
25-Jun	Consent	GASB 54
25-Jun	Public Hearing	Congestion Management Program
25-Jun	Discussion	Communication with Federal Legislators (Harabedian)
25-Jun	Discussion	Maddy Act/Reappointment of Commissioners FY 2013-2014
25-Jun	Discussion	Art in Public Places (Walsh)
25-Jun	Discussion	Request for Reduction of Public Facilities Fees - 215 N. Baldwin
25-Jun	Discussion	Strategic Plan Update from April 4, 2013 Retreat
25-Jun	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
25-Jun	Discussion	Status Update: SGVMWD Funding Request (Strategic Plan)
25 <b>-</b> Jun	Discussion	Water Meter RFP (Strategic Plan)
25-Jun	Discussion	Ordinance: LIDS and Green Streets (Strategic Plan) Tentative
9-Jul	Presentation	PUSD Construction Update
9-Jul	Consent	RFP Housing Element (Strategic Plan)
9-Jul	Consent	Fourth Quarter Financial Report
9-Jul	Discussion	Ordinance: Energy, Environment, & Natural Resources Commission (Tentative)
9-Jul	Discussion	Athens Contract Amendment
9-Jul	Discussion	Update: Market Demand Study (from 4/9 meeting)
9-Jul	Discussion	Parking Enforcement
9-Jul	Discussion	Electricity Usage and Cost Trends (from 1/8/13)
23-Jul	Consent	RFP Top 3 Sewer Repairs (Strategic Plan)
23-Jul	Consent	Warrants
23-Jul	Discussion	City Marketing Plan (Strategic Plan)
23-Jul	Discussion	Strategic Plan Update from April 4, 2013 Retreat
23-Jul	Discussion	Ordinance: Tree Preservation
10-Sep	Presentation	PUSD Construction Update
10-Sep	Consent	Award of Contract for SMTV
10-Sep	Consent	Support of Ontario Airport (Koerber)
10-Sep	Consent	Warrants
10-Sep	Discussion	Rental options for Duty Man House
10-Sep	Discussion	Budget Apps (Harabedian)
10-Sep	Discussion	Report results of business recruitment (Strategic Plan)

10-Sep

Discussion

Preliminary Water/Sewer Study

# **COMMUNITY SERVICES**

# WATERWORKS AQUATICS

The Community Advisory Board meeting scheduled for June 4, 2013 was canceled. A new meeting date will be scheduled at a later time that accommodates the schedules of the Board members.

#### **SMTV3** COMMITTEE

The SMTV3 Committee met for the final time on Wednesday, June 5, 2013. The SMTV3 Committee discussed the results of the SMTV survey. Based on the survey results, the Committee is moving forward with plans to create a more robust list of programs for channel 98 and is creating a programming guide. The Committee is working with KGEM to create the programming list for the months of July and August as a test period. If all goes smoothly the new channel 98 programming will roll out to the public in September.

The SMTV3 committee is changing to an ad hoc committee starting July 1, 2013. This change was made to provide staff with additional time to focus on all areas of Community Services. The Committee is now under the purview of the Human Resources Department which oversees communications for the City of Sierra Madre and will meet bi-annually to set goals and objectives.

#### SENIOR SERVICES

The June Senior Moments newsletter was sent out the end of last week advertising some fantastic upcoming programs including a new "Cell Phone class", summer excursions, and the Community Yard Sale. The Cell Phone class will be hosted in conjunction with a Girl Scout Gold Award; four sessions will be offered and each will feature basic, medium, and advanced topics.

# MOUNT WILSON TRAIL RACE

At the Mount Wilson Trail Race wrap up meeting this week the Committee discussed positive components of the event, and areas needing improvement. Areas of improvement including the logistics of the Kids' Fun Run and the look and feel of the race chute. Overall the Committee thought the event has a huge success, and several members have received positive feedback from runners and community members alike. The Committee looks forward to the 2014 race, and anticipates meeting in November to begin the planning process.

#### FAMILY MOVIE FRIDAYS

The Goonies will be shown at the Family Movie Friday Series this Friday, June 6th. A strong attendance is anticipated as it is a classic film enjoyed by both young and old. The movie begins at 8pm in Kersting Court.

#### COORDINATING COUNCIL

The Coordinating Council met this week and a decision was made to move the Council's monthly meeting to a quarterly meeting schedule. The next meeting will be held the first week of September.

#### DEVELOPMENT SERVICES

#### PLANNING COMMISSION

The Planning Commission held their meeting on Thursday, June 6, and took three separate actions to deny three hillside development applications for construction of new homes located in Stonegate - 610, 630, and 638 Baldwin Court. The Planning Commission based their denial decisions on the impact of mass, profile, and form of the houses in the hillside setting, basically making the findings that the proposed homes were too large for the building pads, and that two of the proposed homes impacted the existing natural vegetation (protected trees) on these properties – issues of the projects that the Commission found were inconsistent with General Plan policies and HMZ criteria. The denial decisions are final unless appeal applications to the City Council are made within 14 days of the June 6 decisions.

# **FIRE DEPARTMENT**

#### **APPARATUS**

The Water Tender was out of service for maintenance for two weeks at the end of May. It is now back in service.

# **HUMAN RESOURCES**

#### RECRUITMENT

Open Recruitments

- Police Captain Open Until Filled
- Police Officer Closes June 20, 2013
- Part-time Engineer Closes June 13, 2013
- Part-time Account Technician Closes June 10, 2013 or when 50 applications are received

#### Closed Recruitments

- Part-time Library Administrative Clerk
- Development Services part-time Code Enforcement Officer
- Public Works Maintenance Worker
- Part-time Paramedic
- Police
  - Dispatcher
  - o Part-time Cadet

# **TRAININGS**

Staff is in the works of scheduling a number of trainings including: Automatic External Defibrillator (AED), Harassment Prevention, Dealing with Difficult Customers, AB 1234 Ethics Training, and Incident Command System.

#### RECRUITMENT & RETENTION SUBCOMMITTEE

This subcommittee met this week and has mostly identified the programs/incentives/benefits that it would like to recommend as a part of the Recruitment & Retention Plan. Staff will be doing a bit more

research and fine-tuning of the details in the next few weeks. At the next meeting, the subcommittee will prioritize the programs and discuss a timeline for implementation.

# **WISTARIA VINE**

The Wistaria Vine should arrive in all residents' mailboxes this weekend or early next week. The publication covers all City departments with an emphasis on water conservation.

# LIBRARY SERVICES

# BEST USED BOOK SALE

Stop by the Library parking lot and pick up a great used book. All proceeds benefit the library.

Friday, June 7, 3-7 pm Saturday, June 8, 10 am - 2 pm

#### THIRD THURSDAY BOOK CLUB

The next meeting of the Third Thursday Book Club will be Thursday, June 20<sup>th</sup> at 11:00 am. The Group is currently enjoying *Catch-22* by Joseph Heller

#### SUMMER READING PROGRAM

Summer Reading Program calendars are being printed. Associate Librarian Tosh has been visiting schools to promote the upcoming eight week program from June 10 to August 3.

#### FAMILY FUN PROGRAMS

- Monday, June 17, 10 a.m. Annie Banannie. Cook up an entertaining and sensational balloon story with Annie!
- Thursday, June 27, 7 p.m. Animal Magic. Exciting family audience participation comedy-magic, show with live exotic pets!
- Wednesday, July 10, 7 p.m. Stuffed Animal Sleepover. Children leave their stuffed animals at the library for a sleepover and come back the next day to see what fun the animals have had.
- Monday, July 15, 10 a.m. Clint Perry and the Boo Hoo Crew. Hilarious music, costumes, play, pirates, toys and more await!
- Monday, July 2910 a.m. David Cousins. Bright, fun award-winning comedy juggling with audience involvement, music and thrills!

# Programs for adults include:

- Saturday, June 29, 2013, 10 a.m., Edible Gardening
- Saturday, July 13, 2013, 4 p.m., Saturday Afternoon Café Sounds
- Saturday, July 27, 2013, 4 p.m., Saturday Afternoon Café Sounds