City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

July 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. Next week's meetings are:

- Monday, July 8th, Special Planning Commission meeting, 7:00 pm
- Tuesday, July 9th, City Council 6:30 pm; Closed Session at 5:30 pm
- Thursday, July 11th, Senior Commission 3:00 pm

HAPPY JULY 4TH!

July 4th festivities officially begin tonight at 5 pm in Memorial Park, with music, food trucks and the beer garden. The detailed listing of activities is below:

July 3rd, Memorial Park, 5pm-10pm

Friends of the Sierra Madre Little League Beer Garden, Kids Fun Zone, and Food Trucks Performances by Loveless Motel Showcase, and Groovy Lemon Pie 7:00-9:30pm Bubble Wrap Fireworks at 8:00pm

July 4th Firecracker Fun Run, 8:00am

Check-in/Registration from 7:00-7:45 am in Kersting Court; Registration fee \$25.00 5k Run, dogs and strollers welcome

July 4th, Parade, 10:00am-12:00pm

The length of Sierra Madre Blvd. from Sunnyside to Sierra Vista Park.

July 4th, Community Picnic, Sierra Vista Park, 12-4pm

Friends of the Sierra Madre Little League Beer Garden, Kids Fun Zone, and Food Trucks Performance by the Gem City Jazz Cats Free Admission to the Sierra Madre Pool Community Games at 1:00pm, hosted by Sierra Madre Civic Club

FREE shuttle available on Thursday, July 4th between 12:00-4:30pm for transportation to the Community Picnic. Stops along Sierra Madre Blvd.

A very special "Thank You" to the volunteer 4th of July Parade Committee and all of the additional volunteers who work so hard to make this a fun and successful event! Thank you!

JUNE WATER PRODUCTION FIGURES

At least once a month, the City Manager's report will include an update regarding our water production. We want to get information out to the public regarding the effect there water conservation is having on our pumping; reduced pumping helps our underground aquifer. We are beginning with the month of June, because the Council's mandatory water conservation resolution was adopted on May 28, 2013.

For the month of June 2013, as compared to the month of June 2012, we produced 8.38% less water.

Gallons Produced June 2013 81,704,782 Gallons Produced June 2012 89,182,848

Reduction in production is - 7,478,066 gallons, or 8.38%

CLOSED FOR JULY 4TH HOLIDAY & NEW "OPEN" HOURS

Non-Public Safety offices are closed on Thursday, July 4th for the holiday. As a reminder, effective July 1st, City Hall, the Community Center and Senior Center are open to the public from 11 am to 5:30 pm on Monday to Thursday, excluding holidays. City Hall will reopen to the public on Monday, July 8th. The Library is open to the public for regular hours on Friday and Saturday.

This was the first week of the new hours, and I was made aware of one complaint from an individual about the new hours. On Monday, there was a minor glitch with our voice mail system, which "thought" we were open for business at 7:30 am and automatically transferred calls. The voice mail clock has been reset. I think this may have been a "low" week for visits to City Hall because of the 4th of July holiday, so we will see what next week brings!

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.)

23-Jul	Presentation	Water Conservation Update
23-Jul	Presentation	PUSD Construction Update
23-Jul	Consent	Agreement between the City of Sierra Madre and Successor Agency
23-Jul	Consent	Electricity Usage and Cost Trends (from 1/8/13)
23-Jul	Consent	RFP Housing Element (Strategic Plan)
23-Jul	Consent	RFP Top 3 Sewer Repairs (Strategic Plan)
23-Jul	Consent	Fourth Quarter Financial Report
23-Jul	Consent	Warrants
23-Jul	Public Hearing	Re-zone Library Lot (Koerber)
23-Jul	Discussion	City Marketing Plan (Strat Plan)/Update on Market Demand Study (from 4/9)
23-Jul	Discussion	Strategic Plan Update from April 4, 2013 Retreat
23-Jul	Discussion	Ordinance: LIDS and Green Streets (Strategic Plan)
23-Jul	Discussion	Parking Enforcement
23-Jul	Discussion	Water and Sewer Rate Policy Direction
10-Sep	Presentation	Water Conservation Update
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	Award of Contract to Sequoia for debt collection services
10-Sep	Consent	Warrants - (August 13, 27, & Sept 10)
10-Sep	Discussion	Ordinance: Art in Public Places (from 6/25)
10-Sep	Discussion	Report results of business recruitment (Strategic Plan)
10-Sep	Discussion	Review of Draft Water and Sewer Rate Study
24-Sep	Presentation	Water Conservation Update
24-Sep	Consent	Warrants
24-Sep	Public Hearing	Development Impact Fee COLA
24-Sep	Discussion	Plan to enhance on-line services (Strategic Plan)
24-Sep	Discussion	Athens Contract Amendment
24-Sep	Discussion	Strategic Plan Update from April 4, 2013 Retreat
24-Sep	Discussion	Block Party TUPs (Moran)
24-Sep	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
24-Sep	Discussion	Ordinance: Tree Preservation
24-Sep	Discussion	Alternative budget reductions for Fiscal Year 2014-2015
8-Oct	Presentation	Water Conservation Update
8-Oct	Consent	Warrants
8-Oct	Consent	Ordinance: Street Sweeping
8-Oct	Consent	Prioritized list of delayed projects (Strategic Plan)
8-Oct	Consent	Employee Recruitment and Retention Plan (Strategic Plan) also from 3/12/13
8-Oct	Consent	Consideration of additional Capital Improvement Projects (CIP)
8-Oct	Public Hearing	Building and Fire Code Adoption
8-Oct	Public Hearing	Water and Sewer Rates

8-Oct	Discussion	Ordinance: Multi-Family Housing Smoking Ordinance (from 3/12)
8-Oct	Discussion	Budget Apps (Harabedian)
8-Oct	Discussion	Volunteer Program Review (Walsh)
8-Oct	Discussion	Gray Water Systems
15-Oct	Special	Strategic Planning Retreat

COMMUNITY SERVICES

EXCURSIONS

The excursion last Friday, June 28th to the Museum of Contemporary Art (MOCA) was cancelled due to low enrollment. Participants were issued a refund and encouraged to use it towards a future trip.

The next excursion is Friday, July 12th to see Pageant of the Masters in Laguna Beach. There are still nine spaces available for the evening trip.

FOURTH OF JULY

The 4th of July Committee has been finalizing last minute details for the festivities which begin this evening. No parking signs were posted last Sunday, and all residents received the promotional mailer on Monday. A parade meeting was held on Tuesday to ensure all volunteers assisting with the parade staging and exit were aware of the logistics. Festivities begin Wednesday, July 3rd from 5-10pm in Memorial Park and continue on Thursday, July 4th from 8am-4pm along Sierra Madre Blvd. and in Sierra Vista Park.

ADULT SOFTBALL

The season began Sunday, June 23rd with a full day of games. Team Managers brought forward a few concerns after the first day, but staff worked with the umpires and team managers to clarify rules and expectations. There are no games this week due to a Sierra Madre Little League tournament.

CONCERTS IN THE PARK

Staff received rave reviews about the band from those in attendance at last Sunday's concert. Beatles tribute band *Hard Days Night* performed to a very full Memorial Park, and food was served by the *Slummin Gourmet* food truck which had a successful night. Sunday, July 7th features blues music from the *Luke Mulholland Band*, and food service from *Meet n' Potatoes* food truck.

SIERRA MADRE FARMER'S MARKET

The Farmer's Market is closed on Wednesday, July 3rd because of the Sierra Madre 4th July Festivities. (The 4th of July festivities utilize S. Hermosa Avenue for the food trucks.) The Farmer's Market will return to their normal hours next Wednesday, July 10 from 3:00pm-8:00pm.

DEVELOPMENT SERVICES

PUBLIC FACILITY IMPACT (DEVELOPMENT IMPACT) FEE STUDY

Per Council's direction from the last meeting, Staff checked with Willdan and they are able to reduce the scope of work by \$2,500 by removing the assessment of the "per square foot" methodology, and retaining the assessment of "per bedroom and per dwelling unit" methodologies. Staff will be working

with Carlos Villarreal from Willdan Financial Services to commence the study, and will return to the Council with the findings of the report in about five months when it's complete.

APPEALS FILED ON STONEGATE PROJECTS

The applicant (CETT) for the three Stonegate projects, denied by the Planning Commission last month, has timely filed appeal applications early this week. The earliest that the appeal hearings can be scheduled for the City Council will in September (August is dark), depending on the schedule of items that are already planned for those meetings. The applicant bases their appeals "on grounds that the denial is contrary to the goals of the Stonegate Design Guidelines, the goals of the Sierra Madre Hillside Management Zone and the intent of the Settlement Agreement", and that "the Planning Commission's decision was not supported by substantial evidence."

SPECIAL PLANNING MEETING

A special Planning Commission meeting will be held on Monday, July 8, at 7:00 pm. The public hearing item is the proposed re-zoning of the library property and the vacant property located directly behind library parking lot. While the current General Plan land use designation for these properties is "Municipal", the current RP (Residential Professional, where the library building is) and R-3 (Multifamily residential) zoning is inconsistent with the General Plan. The rezoning would allow for future development of the vacant site for civic uses, or a use which support civic uses. After the Planning Commission's recommendation at this meeting, the proposed rezoning is scheduled to come before the City Council at its July 23, 2013 meeting.

LIBRARY SERVICES

LIBRARY BOARD OF TRUSTEES

Rob Stockly was appointed Chair of the Library Board of Trustees at the June 26, 2013 meeting; Gene Goss was appointed Vice-Chair at the same meeting. Congratulations to Glenn Putnam who was appointed to a second term as a Trustee on the Library Board; his new term will run from July 1, 2013 – June 30, 2016. Glenn also served this past year as Chair of the Library Board of Trustees and took an active role in bringing the, "I Love My Library" Essay/Drawing Contest to the community.

LIBRARY STRATEGIC PLANNING COMMITTEE MEETING

Nineteen members of our community and staff met at the library Monday, June 24th to talk about library services. Benchmarks from surrounding libraries were provided and participants were asked what the library does well, what the library needs to improve on, and what services they would like to address in the upcoming years. Linda Demmers, Consultant, led the discussion and will compile the input, along with our library survey results, current library statistics, and staff suggestions. The next meeting for this committee is scheduled for July 22, 2013 at 7:00 pm in the library.

SIGN-UPS FOR OUR SUMMER READING PROGRAM HAVE BEGUN!

Over 400 children, teens and adults have already registered for the summer reading program called "Reading is Delicious". The program runs through August 3rd and this is your chance to read a good book, earn prizes, and attend a fun program! Mark your calendars for the following events:

Family Fun Programs

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, July 13, 2013, 4 p.m. - Saturday Afternoon Café Sounds Saturday, July 27, 2013, 4 p.m. - Saturday Afternoon Café Sounds

COMPUTER RESERVATIONS ARE NOW SELF-SERVICE

Patrons wishing to sign up for internet computers at the library are now able to sign up themselves. Previously, patrons called the library to make a reservation, but staff is showing patrons how they can sign up themselves from computer work stations. It is an easy process and is working well for all.

FIRE DEPARTMENT

PHOS-CHEK

Annual Phos-Chek has been completed for the Chantry Flats area as of June 26th, 2013. The Sierra Madre Fire Department also completed Phos-Chek for areas surrounding the Rose Bowl and the City of La Verne. Phos-Chek is a fire retardant.

PUBLIC WORKS

EDISON RATE HIKE TO EFFECT WATER COSTS

Staff has been notified that Edison's rates for our water wells and booster pumps is increasing by 22.4%. Staff has met with the City's Edison Account Manager to work out ways to save elsewhere in our system, find other rates, etc. That work is in progress; in the meantime, the increase in Edison rates is included in the staff report for July 9th regarding the purchase of imported water and will be included in the water rates study.