


Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager 

Date: August 30, 2013

Subject: City Manager's Report

CITY MANAGER

THIS WEEK'S MEETINGS

Please note that the agenda is available on the City's website approximately 72 hours before the meeting. This week's meetings are:

- Thursday, September 5 – Senior Community Commission 3:00 pm
- Thursday, September 5 – Planning Commission, 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Monday, September 2nd – Labor Day Holiday, non-Public Safety offices closed
- Thursday, September 12th – Honor's Dinner at the Alverno Villa at 5:30 pm
- Saturday, September 28th – Digital Story Boards dedication at the Library and Richardson House, beginning at 10 am at the Library.
- Tuesday, October 15th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

WATER COMMUNITY MEETING

Our second Community Water Meeting, held on Monday, August 26th, was not as well attended as our August 14th meeting. There were approximately a dozen individuals in attendance. The topic was, "Water and Sewer Infrastructure." The session was recorded and will be linked to our City's website, and broadcast on SMTV3, for individuals who missed the meeting.

The next Community Meeting is Saturday, September 14th and will be a water system tour. The tour begins at 9 am at the Public Works Maintenance Yard, 621 W. Sierra Madre Boulevard. We are asking attendees to RSVP by calling or E-mailing City Hall, so that adequate transportation can be secured. E-mail CLin@cityofsierramadre.com

CHLORAMINE INFORMATION LINK

As mentioned in last week's City Manager's report, we are mailing letters notifying water customers of the temporary change in the City's source of water supply. As you are aware, the San Gabriel Valley Municipal Water District will be providing imported treated surface water produced by the Metropolitan

Water District. The change from local ground water to imported water results in a change in the disinfectant in the water from chlorine to chloramines. Letters should begin arriving in mailboxes today, Saturday, and early next week. In the meantime, we are also providing additional information regarding chloramines with the following links:

http://water.epa.gov/lawsregs/rulesregs/sdwa/mdbp/chloramines_index.cfm

<http://www.epa.gov/ogwdw/disinfection/chloramine/pdfs/Q1.pdf>

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.

10-Sep	Presentation	Water Conservation Update
10-Sep	Consent	Agreement between the City of Sierra Madre and Successor Agency
10-Sep	Consent	Second Reading of Ordinance 1343 for Re-Zoning
10-Sep	Consent	Purchase Police Vehicle
10-Sep	Consent	Warrants - (August 13, 27, & Sept 10)
10-Sep	Public Hearing	Citizens Option for Public Safety (COPS) Grant
10-Sep	Discussion	Ordinance: Art in Public Places (from 6/25)
10-Sep	Discussion	Appointment of Commissioners to the Planning Commission
10-Sep	Consent	Support of Ontario Airport (Koerber)
10-Sep	Discussion	Ordinance: LID Plan and update to Green Streets Policy
10-Sep	Discussion	Update: Mkt Demand Study & City Marketing Plan/Business Recruitment
10-Sep	Discussion	Parking Enforcement Contract
10-Sep	Discussion	Review of Draft Water and Sewer Rate Study (tentative)
24-Sep	Presentation	Assembly Member Chris Holden
24-Sep	Presentation	PUSD Construction Update by PUSD Board Member Mikala Rahn
24-Sep	Presentation	Water Conservation Update
24-Sep	Discussion	Second Reading: LID Plan and update to Green Streets Policy
24-Sep	Consent	Extension of Contract for SMTV
24-Sep	Consent	RFP Top 3 Sewer Repairs (Strategic Plan)
24-Sep	Consent	Warrants
24-Sep	Public Hearing	Development Impact Fee COLA
24-Sep	Public Hearing	General Plan Amendment - CUO, PFF Reduction, and Zone 215 N. Baldwin
24-Sep	Discussion	Budget Apps (Harabedian)

24-Sep	Discussion	City Council Liaisons to Energy, Environ., & Natural Resources Commission
24-Sep	Discussion	Strategic Plan Update from April 4, 2013 Retreat
24-Sep	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
24-Sep	Discussion	AMI Meter Purchase
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	Award of Contract to Sequoia for debt collection services
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	Plan to enhance on-line services (Strategic Plan)
8-Oct	Discussion	Volunteer Program Review (Walsh)
8-Oct	Discussion	Gray Water Systems
15-Oct	Special	Strategic Planning Retreat
22-Oct	Presentation	Water Conservation Update
22-Oct	Presentation	Water Bill Demo
22-Oct	Consent	Building and Fire Code Adoption
22-Oct	Consent	Warrants
22-Oct	Public Hearing	Appeal - 610 Baldwin Court
22-Oct	Public Hearing	Appeal - 630 Baldwin Court
22-Oct	Public Hearing	Appeal - 638 Baldwin Court
22-Oct	Discussion	Rental options for Duty Man House
22-Oct	Discussion	Block Party TUPs (Moran)

COMMUNITY SERVICES

SENIOR CENTER

Last Thursday, August 22nd a new monthly seminar began. Presenter Jackie Stahl from ComforeCare started with a presentation on the causes of dementia followed by the Olympics of Brain Building—brain stimulating activities. The next seminar is on stress and will be held September 19th. The most recent Lunch and Learn, held Wednesday, August 28th, was a huge hit amongst the attendees. A nutritionist from Methodist Hospital presented on senior nutrition and brain health. She brought interactive food models that demonstrated the proper amount to eat of specific foods.

SUMMER FUN IN THE PARK/CONCERTS IN THE PARK

“Thank you” letters were sent to Summer Fun presenters and concert sponsors. A photo collage will be sent to Kensington Assisted Living, thanking them for their title sponsorship of the Concert series.

OKTOBERFEST

One golf team, two golfers, and two tennis players have already signed up for the tournament. Another email will be sent next week reminding past participants to register. Staff has started to receive donations for the raffle, and is working on securing the larger sponsors. A committee meeting is scheduled for the first week of September.

WELLNESS IN THE PARK

On Thursday, August 29th event co-chairs reviewed vendor applications and developed the site map for the event. A blood pressure screening has also been added, and two of the vendors will be offering chair massage and acupuncture treatments. Additionally, a Body Mass Index (BMI) screening may be offered, but details are still being confirmed.

DEVELOPMENT SERVICES

PLANNING COMMISSION MEETING

The next Planning Commission meeting is Thursday, September 5, at 7:00 p.m. Items on the agenda include: 1) Proposed text amendments to the Second Unit Ordinance (Chapter 17.22 of the Zoning Code) to revise various zoning standards such as maximum allowable floor area, height, parking and affordability requirements for second units. The proposed revisions implement a housing program objective identified in the adopted 2008-2014 Housing Element to encourage the creation of second units in order to meet the City's Regional Housing Needs Assessment (RHNA) allocation; and 2) a discussion on the definition of bedroom as requested by the Planning Commission.

FIRE DEPARTMENT

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An OES Strike Team, consisting of engines from Sierra Madre, Monrovia, Arcadia, West Covina, and Glendale, was dispatched on Friday August 23rd to the Rim Fire located in the Stanislaus Forest on the border of Yosemite National Park. The Strike Team joined 95 other fire crews, representing 4,840 fire personnel currently on-scene. Sierra Madre's OES 281 Engine is crewed by Captain Richard Snyder, Engineer Jeff Bohn, and Firefighters William Birdo and Kevin Garcia. They are currently assigned to the Mi Wuk Structure Protection Group.

The Rim Fire originated on August 17th at approximately 3:15 PM; the cause is under investigation. As of August 29th, 2013 the fire is 30% contained and has burned 192,737 acres. 5,506 structures are currently threatened and 111 structures (11 residences, 97 outbuildings, 3 commercial properties) have been destroyed. Mandatory evacuations have been issued for residences north of Old Yosemite Road and south of Highway 120, and several campgrounds have been closed along Tioga Road. Steep and inaccessible terrain are significantly challenging fire suppression efforts. Aerial resources are being used to slow the fire's eastward advancement into the western portion of Yosemite National Park, and allowing Fire Fighters time to construct fire lines. Burning operations by ground crews are currently underway near Duckwall Mountain and Pilot Peak; these operations will continue as weather conditions allow.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Police Captain – Closes September 3, 2013
- Part-time Fire Engineer – Open Until Filled
- Part-time Code Enforcement Officer – Closes September 7, 2013
- Temporary Part-time Associate Librarian – Closes August 30, 2013
- Associate Librarian for Youth Services – Closes September 5, 2013

Closed Recruitments

- Public Works Maintenance Worker (full- and part-time)
- Part-time Fire Engineer
- Police
 - Part-time Cadet
 - Officer
- Library Services Manager
- Part-time Library Page

HONORS DINNER

The Honors Dinner is right around the corner on Thursday, September 12. This year's theme is Dinner in Tuscany and the plans are shaping up for another wonderful event.

LIBRARY SERVICES

LIBRARY BOARD OF TRUSTEES

The next Library Board of Trustees meeting is on Wednesday, September 25, 2012 at 7 p.m. City Hall.

STAFFING

Interviews for the Library Services Manager position are in progress. In addition, the recruitment for the Youth Services Librarian is open. Two part-time Pages have been hired and are going through background check.

PARENTING WORKSHOP

Families with children ages three and younger are invited to register for the Library's five-week Parent/Child Workshop featuring noted resource professionals on Thursdays, September 5, 12, 19, 26, and October 3 at 10 a.m.

DIGITAL STORY BOARDS

Our two Digital Storyboards featuring "Sierra Madre Stories & Treasures" have been installed. One storyboard is located in the Local History Room at the Library and one is at the Richardson House. Save the Date for the Opening Celebration on Saturday, September 28, 2013 from 10 a.m. to 12 p.m.

THIRD THURSDAY BOOK CLUB

Thursday, September 19th, at 11 a.m. *Double Cross: The True Story of the D-Day Spies* by Ben Macintyre.

TEEN DOCENT SIGN UPS

Teens interested in becoming a volunteer history docent can sign up now at the Sierra Madre Public Library. Beginning in September, five teens at a time will be trained to give tours during a five-week period using new Digital Storyboard technology at the Library's Local History Room and at the Richardson House museum.

ARCHIVES NOW OPEN

Sierra Madre's archives, housed at the Library, are now open. Materials were moved to the Library basement and the new Local History Room is nearly ready at the Library.

YOUTH SERVICES

Teen Book Club resumes after a summer hiatus on Wednesday, September 11th at 4 p.m., Storytimes have resumed after a two-week break - Mondays at 10 a.m. and Wednesdays at 7 p.m. Barks and Books will resume on September 12th after a month break.

EREADER WORKSHOPS

"Drop-in" instruction for e readers will be on the first Tuesday of the month, September 3rd at 7 p.m. and on the first Saturday of the month, September 7th at 10 a.m.

FRIENDS OF THE LIBRARY

Please save the dates:

44th Annual **Wine and Cuisine Tasting** ---- February 21, 2014

52nd Annual **Sierra Madre Art Fair** ---- May 3 and 4, 2014.

BEST USED BOOK SALE

Many Friends of the Library volunteers supported the August book sale, netting \$2,815 for the Library. The next book sale will be October 4th and 5th. Watch for the "Spook-tac-ular Event"!

PUBLIC WORKS

WATER CONSERVATION UPDATE

Sierra Madre water customers continue to do a remarkable job conserving water. As of August 28th, production is down 26.8% over last August. Over 26.7 million gallons have been saved this month alone. That's equivalent to 76 acre feet not pumped from the aquifer.

NO MORE "LEAKERS"

Use of the term "leaker" has been used for years by Water Department staff to describe water mains or combinations of water mains and house services that require more frequent than usual visits by staff to repair leaks. As we have spoken publically about infrastructure needs, we have used the term publically. This, we realize now was an error, as it has led some members of the community to believe that we have a network of pipe that leaks constantly. That is not the case; what we have intended to say is that these mains are of such a condition that leaks occur more frequently than in other areas of the system. While we remain unswerving in our statements that parts of the water distribution system need to be replaced, we want to get away from the use of the term "leakers" and utilize something that is perhaps less convenient to say but is more descriptive or accurate. We will begin to utilize terms such as "high maintenance mains" or "priority replacement mains."

LEAK DETECTION EQUIPMENT TESTED

Case in point to illustrate the discussion above regarding the term “leaker.” A potential vendor demonstrated an advanced leak detection system for Water staff on August 22nd. The tests were done on mains previously identified as “leakers”. In each instance, the leak detection equipment found no leaks in the City’s water system. However, the leak detection equipment was working well, because it was able to identify a leak in an irrigation system on private property. While these streets will remain on our priority list due to frequency of staff visits for repair, we have demonstrated that the mains and services on those streets are not leaking constantly.

WATER MAIN ACROSS THE PARK

Water Department staff has been working on the two end points for the water main that is being built across Sierra Vista Park. Those points of connection to the existing pipelines are complete, and trenching across the park is slated to begin next week. Staff is expecting to complete about 100 feet a day, and will not trench more than can be completed and backfilled in a day, to avoid leaving excavations open overnight. For the September 14th Walk and Talk at the Maintenance Yard, staff plans on leaving a portion of the excavation open so that visitors can observe the work.