City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

January 17, 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:

- Tuesday, January 21 Special Community Services Commission 6:30 pm
- Wednesday, January 22 Library Board of Trustees 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

HOLIDAY CLOSURE

Please note that all non-public safety offices are closed on Monday, January 20th for the Dr. Martin Luther King Jr. Holiday.

2014-2021 HOUSING ELEMENT UPDATE

The Council is receiving a copy of the current draft Housing Element as approved by the Planning Commission. There is additional information under the Development Services Section of the report. But, I wanted to state that staff is pleased to report that HCD (State Housing and Community Development) has approved the draft Housing Element update. In case you are wondering why the HCD approves the plan, before going to the City Council – that is because State law requires the City to submit a draft to HCD for their preliminary review and comment (to review for compliance with Housing law.) But, the Housing Element is not considered "certified" until Council has taken action. If the Housing Element is approved by the City Council, then staff forwards the approval resolution to the State HCD.

The update process was initiated in October, and staff provided a summary of the Housing Element to the Planning Commission at a public workshop on Nov 7th, before it was submitted to HCD. On

December 20th, a notice of public hearing was posted for the January 16th Planning Commission meeting. The draft housing element has been available on the City's website since the beginning of December.

COLBY FIRE

Sierra Madre public safety staff provided assistance to the cities of Glendora and Azusa, in response to the Colby fire. During emergencies we provide mutual assistance to our neighbors - just as they provided us with assistance during the 2008 Santa Anita fire. We had four to five SMPD officers and Police Chief Giannone assisting over these past two days. All of the staff has returned to Sierra Madre as of 4:30 p.m. today.

I received a very nice thank you email from the Glendora City Manager expressing his appreciation. I offered additional assistance in the post-disaster phase, such as the complicated financial aspects, and protection of property post-fire. We would be glad to meet with Glendora's staff to share our "lessons learned."

GOVERNOR DECLARES DROUGHT EMERGENCY

I have attached a copy of an article from the LA Times regarding the Governor's declaration of a drought emergency. Among other items, the Governor is urging residents to cut water use by 20%. As you are aware, Sierra Madre was ahead of the curve on this matter and has already implemented mandatory conservation. The Governor's declaration comes after California's driest year on records.

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.

28-Jan	Presentation	Recognition of Outgoing Police Lieutenants Buchanan and Hundshamer
28-Jan	Presentation	Swearing In Newly Appointed Police Captain
28-Jan	Presentation	Municipal Volunteer Program Improvements (Strategic Plan)
28-Jan	Consent	Appointment of Retired Annuitant to Temp Position (Code Enforcement)
28-Jan	Consent	Second Quarter Financial Report
28-Jan	Consent	Warrants
28-Jan	Consent	2 nd reading Ordinance 1350 – Rezone of Sierra Vista Park and Mtc. yard
28-Jan	Consent	Award of Contract to Sequoia for Debt Collection Services
28-Jan	Public Hearing	SB2 - Support of Transitional Housing and Emergency Shelters
28-Jan	Public Hearing	Adopt Housing Element (Strategic Plan)
28-Jan	Public Hearing	Water and Sewer Rates
28-Jan	Discussion	710 Freeway City Alliance
28-Jan	Discussion	Consideration of SB 405 - Single Use Bag Phase Out
28-Jan	Discussion	Strategic Plan Update from October 15, 2013 Retreat

28-Jan	Discussion	Ordinance 1303 amending SMMC Regarding Trees
28-Jan	Discussion	Audit
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	Warrants
11-Feb	Public Hearing	Adopt Housing Element (Strategic Plan)
11-Feb	Public Hearing	Resolution No. 14-01 - Allocating CDBG funds for Fiscal Year 14/15
11-Feb	Discussion	Strategic Plan Update from October 15, 2013 Retreat
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	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
25-Feb	Discussion	Hart Park House Senior Center Restrooms (from 11/26/13)
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	Stale-Dated Checks
11-Mar	Discussion	Strategic Plan Update from October 15, 2013 Retreat
11-Mar	Discussion	City Signage Plan

COMMUNITY SERVICES

SENIOR CENTER

The Center for Healthcare Rights will be in attendance on Wednesday, January 22nd from 12pm-1pm to discuss 2014 Medicare changes.

The monthly balance classed was moved from Monday, January 20th to Monday, January 27th due to the holiday closure. Class time is 11:00am-11:45 at the Senior Center.

FOURTH OF JULY

The Fourth of July Committee held their first meeting on Monday, January 13th to begin the planning process. Any community members interested in volunteering can contact Kyle Schnurr at kschnurr@cityofsierramadre.com.

SENIOR MASTER PLAN COMMITTEE

The Senior Master Plan Committee held their first meeting on Monday, January 13th. Nina Bartolai was selected as the Committee Chair and Amy Putnam the Vice Chair. The committee will hold a regular meeting on the 1st Monday of each month at 3:00pm at the Hart Park House Senior Center. The Committee's first project is to complete a 2014 Scorecard of the 2007 Senior Master Plan.

COMMUNITY SERVICES COMMISSION

The regularly scheduled Community Services Commission meeting on Monday, January 20, 2014 has been rescheduled due to the Martin Luther King Jr. holiday. The rescheduled meeting is Tuesday, January 21, 2014 at 6:30pm in the Council Chambers. The meeting agenda includes the review of Special Event Permit 14-01, Contract Instructors and the Richardson House project.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The Planning Commission held their meeting this past Thursday, January 16th, and took action on the following items: 1) Continued the request for a CUP to allow construction of a 6,440 square foot one-story house at 258 Rancho Road, to allow the architect to consider other design options for the garage so as not to encroach into the north side yard setback – the project will return at the February 20th meeting; and 2) Recommended to the City Council approval of the 2014-2021 Housing Element update and General Plan Amendment to incorporate the Housing Element into the General Plan.

The next meeting is on February 6th, and on the agenda is the review of the General Plan land use element and appointment of a subcommittee to address design issues regarding the three Stonegate projects which were remanded to the Planning Commission.

2014-2021 HOUSING ELEMENT UPDATE

The HCD (State Housing and Community Development) has approved the draft Housing Element update. The attached HCD letter, received this week, states that the 2014-2021 Housing Element update is in compliance with State housing law. As noted above, the Planning Commission recommended approval and the next step is for the City Council to consider adoption and inclusion of the Housing Element into the General Plan, which is scheduled for the January 28th City Council meeting. At the same meeting, a proposed code amendment for transitional/supportive housing and emergency shelters, mandated by State law pursuant to Senate Bill 2, will be before the Council. These two action items are necessary in order to obtain a certified Housing Element for the 2014-2021 period. If this doesn't occur, the City will have to prepare another Housing Element update in four years, instead of eight years.

Because of the length of the housing element document, hard copies are provided under separate cover for your review. The document has also been available on the City's website, on the Development Services Department page, and available at City Hall and at the Development Services counter.

HUMAN RESOURCES

ACA AND VOLUNTEER FIREFIGHTERS

Last week I reported that there may be implications of the Affordable Care Act on our volunteer firefighters. I am happy to report that last Friday the U.S. Department of Treasury announced that Fire Departments won't have to provide coverage to volunteer firefighters under the federal health care law.

EMPLOYEE RECOGNITION BREAKFAST

Please note that the Employee Recognition Breakfast has been rescheduled to February 13th. Each staff person in attendance has been invited to bring sports equipment, from a list provided, to donate to Sierra Madre Elementary School.

RECRUITMENT

Open Recruitments

None

Closed Recruitments

- Part-time Code Enforcement Officer
- Volunteer Firefighter
- Part-time Fire Engineer
- Part-time Fire Safety Officer Filming
- Part-time Paramedic
- Police
 - o Officer
 - o Part-time Community Services Officer
- Public Works
 - o Part-time Water Pump Operator
 - o Maintenance Worker

Hiring

- Dispatcher scheduled to start January 16, 2014
- Part-time LAPD Officers scheduled to start January 27, 2014
- Water Pump Operatory scheduled to start January 27, 2014

LIBRARY SERVICES

PROGRAMS

- Preschool story times: Mondays at 10:00 am / Wednesdays at 7:00 pm
- Teen Book Club: Wednesdays at 4:00 pm

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.

RECORDS RETENTION FOR POLICE DEPARTMENT

Staff has begun working with the Police Department to create and house a secure database of Police Records. The process includes taking an inventory of documents, creating the database to store them, creating metadata fields for ease of searching, and then scanning the documents into the database. A component of the Tyler database which is currently used for archiving and searching City documents will be used and is called TCM Enterprise.

GRANT FROM STATE LIBRARY RECEIVED FOR FAMILY PLACE TRAINING

We applied for and were selected to receive funding from the California State Library for two staff to attend a Family Place Training Institute on February 3rd -5th, 2014 in Carson. In addition, staff will have the opportunity to attend six professional development webinars and a regional networking meeting. The State Library will be partnering with the Touchpoints CenterTM to develop a training curriculum specifically for libraries that will cover early childhood development and family engagement. As part of the State Library's *Early Learning with Families* 2.0 initiative, the \$4,000 allocation is intended to help libraries strengthen their services for young children (0-5), their families and caregivers. Our library is currently designated a "Family Place Library", offering two five-week parenting workshops each year. These popular workshops, intended to introduce our youngest patrons to reading, fill up quickly. Our next five-week Parenting workshop is planned for April. Christine Smart, our new Youth Services Librarian, will be attending the training along with part-time Library Technician, Kim Steffens.

ART RACKS INSTALLED

Art Racks which hold a portion of the Library's Art Collection, have been installed in the basement. Over 30 of the library's art works are now securely and safely stored on the racks, which was a recommendation from the California Preservation Assessment Plan report. The rest of the art works are displayed throughout the library. Recently a volunteer with a degree in Art History and a Master's Degree from Sotheby's, Megan Avalos, assisted with updating the inventory of the library's art collection. We are now ready to proceed with an appraisal of the collection. The art racks were purchased with monies from the Friends.

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 1 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.

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 28 at the Library and the winning entries will be presented on St. Patrick's Day, March 17.

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.

latimes.com/science/la-me-brown-drought-20140118,0,1045068.story

latimes.com

California declares drought emergency

Gov. Jerry Brown's decree urges residents to cut water use by 20% and takes steps to ease shortage's effects on farms and wildlife.

By Bettina Boxall and Anthony York

5:03 PM PST, January 17, 2014

Gov. Jerry Brown officially declared a drought emergency in the state Friday, urging residents to cut water use by 20% and directing state agencies to take a range of steps to ease the effects of water shortages on agriculture, communities and fish and wildlife.

"We ought to be ready for a long, continued, persistent effort to restrain our water use," Brown said. He warned that Californians may be facing unprecedented dry conditions and need to become "more efficient and more elegant" in how they use natural resources.

"This is not a partisan adversary. This is Mother Nature," he said at a San Francisco news conference. "We have to get on nature's side and not abuse the resources that we have."

Brown's <u>drought proclamation</u> follows California's driest year on record and comes amid dropping reservoir levels and no sign of relief in the near future.

Some Northern California communities dependent on shrinking local supplies have already imposed rationing and others are asking residents to eliminate outdoor watering. Many Central Valley irrigation districts are warning growers to expect severe delivery cuts this spring and summer.

Politicians and agricultural interests who have urged Brown to declare an emergency welcomed the action as an important tool for coping with the unrelenting parched conditions.

"Farmers across California face wrenching decisions today, as well as in coming months," Paul Wenger, president of the California Farm Bureau Federation, said in a statement. "Will they have enough water to plant crops, to water their livestock, and keep trees and vines alive?"

The detailed, 20-point drought declaration calls on California agencies to launch a statewide conservation campaign, expedite voluntary water transfers by rights holders to districts in need of supplies and hire additional seasonal firefighters this year to respond to elevated wildfire risk.

The proclamation allows state agencies to ease requirements for reservoir releases related to downstream water quality and directs them to monitor groundwater levels.

The declaration stops short of statewide mandatory rationing. "We're not aware of any governor doing [that]," said Nancy Vogel, public affairs director of the state Department of Water Resources. "The governor's authorities are broad, but we wouldn't want to speculate on the scope of that authority."

The last statewide drought declaration was issued in 2009 by Gov. Arnold Schwarzenegger. Since 1987, there have been 13 emergency proclamations, most of them for a part of the state, and three executive orders related to drought, according to the water resources department.

"The history of California water is the history of droughts," said Jay Lund, director of the Center for Watershed Sciences at UC Davis. "Droughts motivate us to do stuff."

Inevitably, they become political fodder.

This year is no different. Praise for Brown's action Friday was laced with exhortations. Legislators from the Central Valley called for more water storage projects. Senate President Pro Tem Darrell Steinberg (D-Sacramento) said an \$11-billion water bond should be reworked for the fall ballot and the state should tap the significant amount of unused money available from prior bonds.

Proponents of a \$25-billion proposal to replumb the Sacramento-San Joaquin delta said the project would help avert future water shortages.

Some parts of the state are in a better position to deal with the drought than others. Thanks to long-term conservation efforts and the development of large regional storage facilities in Southern California, water managers do not expect to impose rationing in the Southland this year.

"Lowering water demand in Southern California is a big reason why this region has sufficient supplies short term," said Jeffrey Kightlinger, general manager of the Metropolitan Water District of Southern California. "But this drought is a wake-up call to re-examine all of our water uses and redouble the commitment to conserve every possible drop."

State water resources director Mark Cowin said other regions could take a cue from Southern California.

"We need to carry out that same level of drought-proofing throughout the state," Cowin said, adding that billions of dollars would be needed for infrastructure upgrades. "We definitely need more financing to make that happen."

Peter Gleick, an international water expert and president of the Pacific Institute, an Oakland-based think tank, said many of Brown's directives were too open-ended to know exactly how they would play out until state agencies execute them.

"What we see here is the tension between protecting the environment and providing water for human demands," he said. "There's a lot of yelling and screaming about how bad things are going to be, but we should be taking a calm, rational look.

"We shouldn't be rushing into emergency responses that we may regret later," he added.

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