City of Sierra Madre

Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager

Date: July 24, 2014

Subject: City Manager's Report

CITY MANAGER

PLEASE NOTE: THE NEXT CITY MANAGER'S REPORT WILL BE PREPARED ON FRIDAY, AUGUST 15TH. THERE WILL NOT BE A REPORT PREPARED ON AUGUST 1ST OR AUGUST 7TH.

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 meeting are held in City Council Chambers at City Hall. Next week's meetings are:

- None

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Tuesday, August 12th – City Council meeting 6:30 pm (Regarding Extension of Moratorium)
- Friday, November 14th – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

COMMUNITY EVENTS

- Sunday, July 27th – Concert In The Park: Hard Day's Night – Beatles Tribute Band 6:00 pm
- Sunday, August 3rd – Concert In The Park: Gem City Jazz Cats 6:00 pm
- Tuesday, August 6th – Annual National Night Out Event; 5:00 pm Memorial Park
- Sunday, August 10th – Concert In The Park: Opa, Opa Latin Jazz 6:00 pm
- Sunday, August 17th – Concert In The Park: Sierra Madre Music Bands 6:00 pm
- Saturday, October 11th – Fire Prevention Festival; 11:00 am – 2:00 pm Sierra Madre Fire Station

PUBLIC HEARING FOR CONSIDERATION OF INTERIM MORATORIUM EXTENSION

City Council will meet on Tuesday, August 12, 2014 at 6:30 pm, in the City Hall Council Chambers, to consider extending the water service moratorium for an additional 22 months and 15 days (until July 26, 2016).

On July 8, 2014, the City Council adopted Ordinance No. 1357U, establishing an Interim Moratorium Ordinance Pursuant to Government Code Section 65858 on the issuance of all building permits and any

discretionary approvals for construction of new development requiring new water service connections. The interim ordinance was an urgency ordinance, making it effective immediately. The Interim Ordinance 1357U will expire on August 22, 2014, unless the City Council takes action to extend the moratorium before it expires.

SPECIAL COUNCIL MEETINGS

As soon as we determine which dates would be good for additional Special City Council meetings, we will include the information in the City Manager's report. I recommend that we initially plan on two Special Council meetings in the months of September, October, and November for either budget discussions, General Plan review, or review of possible water conservation policies and programs. In November we can determine how much progress has been made, and can determine the number of Special meetings that could/should continue into the new calendar year.

SPECIAL WATER CONSERVATION RELATED MAILER

Staff continues to work on the approximately 4,000 personalized letters notifying water customers of their new water conservation target. As was mentioned at this week's Council meeting, a special mailer will be going out in approximately two weeks. The mailer will include the 30% Mandatory Water Conservation notification, notification of the new water conservation rules, and a "tip sheet" that provides water saving tips.

As a reminder, the new watering regulations are:
Even numbered addresses – may water on Mondays and Thursdays
Odd numbered addresses – may water on Tuesdays and Fridays

Please remember to reset your sprinkler timers.

SENIOR COMMUNITY COMMISSION VACANCY

If you know of someone who is interested in serving as a Senior Community Commissioner, please ask them to call City Hall, visit the City's website, or contact the Hart Park House.

At this time, we have received two applications for Council consideration: (Staff is waiting for one additional application so that the appointment can be scheduled for a future Council meeting.)

Senior Community Commission – 1 Vacancy

1. Mr. Robert Tager
2. Mrs. Joan Spears

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.

12-Aug	Presentation	Proclamation Recognizing National Public Lands Day
12-Aug	Presentation	Recognition to outgoing Director of Finance, Karin Schnaider
12-Aug	Consent	Memorandum of Understanding for use of LA-RICS Equipment
12-Aug	Public Hearing	Extend Building Moratorium and Timing of General Plan Update
9-Sep	Presentation	Water Conservation Update
9-Sep	Consent	Tree Replacement Accounting Policy
9-Sep	Consent	Authorization of IT Management Audit
9-Sep	Consent	Electricity Usage and Cost Trends - FY ending June 30
9-Sep	Consent	Personnel Rules & Regulations
9-Sep	Consent	Conflict of Interest Disclosure Categories
9-Sep	Consent	Fourth Quarter Financial Reports
9-Sep	Consent	Warrants
9-Sep	Consent	Grant of Easement to Southern California Edison
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	Discussion	Development Impact Fees (tentative)
9-Sep	Discussion	Update regarding City's Volunteer Program (Strategic Plan)
9-Sep		Consideration of Alternate Organizational Structures (Strategic Plan)
9-Sep		Full-Time Employee Salary Compaction Plan & Health Benefits (Delmar)
9-Sep	Discussion	Customer Service & Communication Enhancement Plan (Strategic Plan)
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
23-Sep	Consent	Holiday Schedule for City Council meetings in November and December
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	Award of Bid: Council Chambers Audio/Visual Equipment
23-Sep	Consent	Warrants
23-Sep	Consent	Recommendation for assessment of Library Building (Strategic Plan)
22-Sep	Discussion	Allocation of Uncommitted General Fund Reserves
23-Sep	Discussion	Strategic Plan Update
23-Sep	Discussion	Allocation of Development Impact Fees to Eligible Projects (Strategic Plan)
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)
14-Oct	Presentation	Water Conservation Update
14-Oct	Consent	Withdrawal from LA-RICS (Chief Giannone & Chief Heydorff)
14-Oct	Consent	Adoption Sewer System Management Plan Update
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)

COMMUNITY SERVICES

SENIOR CENTER

Sometime between Saturday, July 19th and Sunday, July 20th the water valve connected to the toilet in the men's restroom inside the Senior Center burst. The issue was not identified until staff arrived Sunday afternoon to setup for Concerts in the Park. The men's restroom, foyer, and part of the Senior Center great room were flooded with water. The water was mopped up, but the damage it caused continues to worsen as the floors have become discolored and are warping. Additionally, an odor has developed.

An Insurance Adjustor visited the Senior Center on Thursday, July 24th, to assess the water damage. A specialist in water and fire damage services, was also called in. Their recommendation is to remove the wet, moist drywall which covers the entire length of the north wall of the Senior Center main room and class room, and partial west wall of the classroom; allow the walls to air dry over the weekend, and then place the drywall and repaint on Monday, July 28th. The project will begin tomorrow, and Public Works staff will meet the contractor to open the facility and move furniture.

Eventually, the entire floor will also need to be replaced, but new floor samples will need to be selected first as the current flooring is discontinued. Samples will be brought for review next week. The process could take one week, but will likely take two-three weeks depending on floor selection.

There will be some disruption to the lunch program and classes occurring at the Senior Center. The lunch program and classes for Friday and Monday will occur as normal, but Senior Club will be cancelled over the weekend and Rotary will be relocated on Tuesday. Depending on the dry wall progress, on Monday staff will reassess hosting programs, services, meetings and lunch at the facility. The major disruption will occur with the replacement of the floor and at that time all programs, classes, activities, and rentals will need to be relocated, likely to the Sierra Madre Room.

Staff is recording all hours worked on this project which will be factored into the overall claim.

Regarding other activities at the Senior Center: On Tuesday, July 22nd seniors in attendance participated in brain games which provide hands-on activities to help seniors sharpen their mind. This is the strongest attendance thus far and word of mouth seems to work best to get the word out about the program.

Legal consultations were held on Wednesday, July 23rd. There is currently an increase in demand for this service.

SUMMER FUN IN THE PARK

On Tuesday, July 22nd youth participated in a drum circle hosted by Sierra Madre Music. Participants were encouraged to bring their own pots, buckets, and bowls to bang, but some were provided.

CONCERTS IN THE PARK

On July 20th the Spero Foundation sponsored Sunday's summer concert which featured the rock and roll tunes of Decades of Rock. It was an energetic concert with lots of people on their feet dancing. Peppertree Grill served tacos out of the recently purchased food service canopy which was acquired to meet LA County Health Department requirements; the Ice Princess was also in attendance serving frozen treats. On Sunday, July 20th the Sierra Madre Volunteer Firefighter's Association is sponsoring Beatle's tribute band *Hard Day's Night*, and food will be available from the Farmer's Belly Food Truck.

FAMILY MOVIE FRIDAYS

Lego Movie, the final installment in the Family Movie Fridays Series, was presented on Friday, July 18th at 8:00pm in Memorial Park. Kevin Hageman, a writer for the movie, gave an entertaining introduction to the movie. Survey results collected at the three summer movies are being tabulated for feedback.

CITY HALL ART SHOW

The current City Hall Art Show by Lynne Fearman was completed and taken down on Thursday, July 24th. The next scheduled art show is in September and features collage art.

COMMUNITY SERVICES COMMISSION

The Community Services Commission met on Monday, July 21, 2014. The Commission appointed a new Chair (Jeff Shantz) and Vice Chair (Pat Alcorn) as part of the yearly reorganization. The Commission also approved Special Event Permits 14-10 and 14-11 for the Angel Festival and Spero Foundation's Rhythm, Wine and Brews events. The Commission is dark in August and will resume their regular meeting schedule on Monday, September 15, 2014.

FIRE DEPARTMENT

CAL FIRE INTERNATIONAL FIRE TRUCK

The Fire Department has received documents from the State of California to initiate the return of Brush 42, the 1967 International Fire Truck on loan from the Department of Forestry and Fire Protection. Brush 42 has been out of service since 2004. The State of California required a current Incorporated Resolution for the loan of Federal Excess Personal Property before the equipment could be returned. City Council approved that Resolution (No. 14-13) on February 11, 2014.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Water Pump Operator
- Police Officer
- Fiscal Services Manager
- Fire Engineer, part-time
- Program Specialist, part-time

Closed Recruitments

- Police Dispatcher
- Police Investigator, part-time
- Community Services Officer, part-time
- Accountant, part-time
- Paramedic, part-time

EMPLOYEE APPRECIATION ACTIVITIES

The summer employee appreciation activities kicked off this week with a "Team Spirit" BBQ. Next week pizza will be delivered to each facility.

LIBRARY SERVICES

SUMMER READING PROGRAM SIGN-UPS

"Paws to Read", our annual Summer Reading Program began Monday, June 9th and runs through Saturday, August 2nd. The reading program is open to all ages including children, teens, and adults.

LOCAL HISTORY TOURS ON TUESDAYS

Meet at the Richardson House to take the teen-led, Digital Storyboard Tour:

- July 29, 1:30 pm

FRIENDS OF THE LIBRARY BOOK SALE

Get your bargain books at the Best Used Book Sale, featuring back to school titles and items:

- Friday, August 1, 3:00 -7:00 pm
- Saturday, August 2, 10:00 am – 2:00 pm

The book sale is held at the rear of the library in the parking lot and the basement. All proceeds benefit the library.

POLICE DEPARTMENT

NATIONAL NIGHT OUT

Join the Sierra Madre Police Department, Sierra Madre Fire Department, Sierra Madre CERT Team, Sierra Madre Search and Rescue, Pasadena Humane Society, and other local agencies at the annual National Night Out. Bring the family and enjoy an informative evening. See attached flyer for additional information.

JOIN SIERRA MADRE POLICE DEPARTMENT!

NATIONAL NIGHT OUT!

August 5th from 6pm-9pm
Memorial Park

Bring the family out to enjoy a fun night hosted by your Police Department!

Food Trucks! Bounce Houses! Live DJ! Activities for the Kids!

Prizes! Give-aways!