


Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager 

Date: August 2, 2013

Subject: City Manager's Report

CITY MANAGER

NEXT WEEK'S MEETINGS

There are no Commission or City Council meetings this upcoming week.

SAVE THE DATE!

Please put the following events on your calendar:

- National Night Out in Memorial Park on August 6th at 6 pm; Safety displays, face painting, giveaways for the children, and a raffle for an emergency kit!
- "Grand opening" ceremony for the City's news Digital Storyboards. The storyboards are getting installed at the Library and the Richardson House, and September 28, 2013 (10 am to noon) has been scheduled for the grand unveiling!

WATER CONSERVATION SUMMARY FOR JULY

Sierra Madre water customers are to be roundly congratulated and thanked for their water conservation efforts. For July 2013, Sierra Madre water production was reduced 19.6% as compared to July 2012. Over 19 million gallons (59 acre-feet) was saved. Fantastic!

WATER AND SEWER RATE STUDY - COMMUNITY MEETINGS

We have scheduled informational community meetings leading up to the City Council's consideration of new water and sewer rates in October 2013. Each meeting will cover a different topic.

The following meetings have been scheduled and the general topic is listed: (Please note, the topics may be slightly revised closer to the date.)

- August 14 @ 6:30 pm – City Hall Council Chambers – Water and Sewer Department's Budget, Finances, and Bond Debt
- August 26 @ 6:30 pm – Maintenance Yard – "State of System" - Capital and Long Term Master Plan, Sewer & Water System Needs

- September 14 (Saturday) @ 9:00 am – Maintenance Yard - Water System “How the water gets to your tap.”
- September 30 @ 6:30 pm – City Hall Council Chambers – Preview of the Water & Sewer Rate Study
- October 10 @ 6:30 – City Hall Council Chambers – Conclusion and highlights from all previous meetings

The meetings are open to the public and we have begun placing notices in the newspapers and also including information on the City’s Eblast. These are not “Council Meetings” and as such are not “Brown Act” meetings.

PLANNING COMMISSIONER OPENINGS – DEADLINE LAPSED

The deadline to submit an application for the Planning Commission has lapsed (July 25th). The City Council will be considering the appointment of two Planning Commissioners. The applicants are:

- G. Matthew Buckles
- Vincent DeMarzo
- Peter Diedrich
- Gina Frierman-Hunt

COMMUNITY SERVICES – YOUTH COMMISSIONER

We are accepting applications for a vacant Youth Commissioner on the Community Services Commission. If you know of any interested youth, please refer them to Community Services Department or the City’s Website.

UPCOMING COUNCIL MEETING ITEMS

There are no Council Meetings scheduled for the month of August 2013.

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 currently scheduled during the month of August.) I will be working with the Mayor to reschedule a few of the September agenda items for one of the October meetings.

10-Sep	Presentation	Water Conservation Update
10-Sep	Presentation	PUSD Construction Update
10-Sep	Consent	Agreement between the City of Sierra Madre and Successor Agency

10-Sep	Consent	Support of Ontario Airport (Koerber)
10-Sep	Consent	Acceptance of Contract for 2014-2021 Housing Element
10-Sep	Consent	Second Reading of Ordinance 1343 for Re-Zoning
10-Sep	Consent	Extension of Contract for SMTV
10-Sep	Consent	Award of Contract to Sequoia for debt collection services
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	Discussion	Ordinance: LID Plan and update to Green Streets Policy
10-Sep	Discussion	Update: Market Demand Study and City Marketing Plan
10-Sep	Discussion	Report results of business recruitment (Strategic Plan)
10-Sep	Discussion	Parking Enforcement Contract
10-Sep	Discussion	Review of Draft Water and Sewer Rate Study (if needed)
24-Sep	Presentation	Assembly Member Chris Holden
24-Sep	Presentation	Water Conservation Update
24-Sep	Discussion	Second Reading: LID Plan and update to Green Streets Policy
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 - Re Zone 215 N. Baldwin
24-Sep	Discussion	Plan to enhance on-line services (Strategic Plan)
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	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
24-Sep	Discussion	Budget Apps (Harabedian)
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	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

COMMUNITY SERVICES

SENIOR CENTER

The August Senior Moments Newsletter was distributed this week highlighting the Seniors Rock concert hosted by the Senior Community Commission on August 11th, a new "Brain Building seminar", and senior based fitness class, Zumba Gold. Wellness in the Park Commissioner Co-chairs have been contacting possible vendors, speakers, and screening providers to participate in the event; participation letters and forms were sent this week to those interested.

EXCURSIONS

Final participation numbers were submitted this week for the August 16th excursion to the USS Iowa; 37 individuals will be attending the trip. A slight modification was made to the September 13th trip to Riley's Farm in Oak Glen, CA. Peddler's Pack Alpaca Farm is unfortunately closed on the trip day so the group will be visiting Law's Complex, featuring an apple cider mill and ranch, gift shop, and coffee shop. October's excursion is the biennial trip to Oktoberfest at Big Bear Lake; registration is now available.

SUMMER FUN IN THE PARK

Due to an unexpected staffing constraint, the Los Angeles Arboretum canceled last minute for their presentation on Tuesday, July 30th. The presentation was to feature insects and reptiles, and has always been a favorite among participants. Although a presentation did not occur, staff did host a variety of fitness activities similar to the Thursday CATZ activities; 18 youth participated.

SOFTBALL

After a weeklong break for the Sierra Madre Little League regional tournament, adult softball games resumed on Sunday, July 28th. Staff continues to communicate with the umpire service to resolve minor disputes and ensure that all umpires are familiar with the league rules. Designs for the championship t-shirts are currently being created.

CONCERTS IN THE PARK

Concerts in the park is coming to a close with only two performances left in the series. On Sunday, August 4th is the concert sponsored by the LA County Arts Commission and LA County Supervisor Michael D. Antonovich. The all-girl rock and roll group The Undercover Girls will be performing with the Meat 'n Potatoes truck serving food. August 11th is the final concert and sponsored by the Senior Community Commission. The Gem City Jazz Cats, a big band/swing group, will be performing. They are popular among the Sierra Madre community and have performed at other City events, including 4th of July. The Commission will be giving away free popsicles, and selling beverages as well as Seniors Rock! t-shirts.

OKTOBERFEST

The tennis tournament coordinator did confirm that the four Sierra Madre Courts, two at Memorial Park and two at Sierra Vista Park, will be used for the 2013 tournament. New ideas for the golf tournament include having a shotgun style format resulting in everyone starting and ending at the same time; additionally, offering multiple prize holes including hole-in-one contests. A save the date will be included in the local paper as well as distributed to past participants.

ART REVIEW BOARD

The Art Review Board met on Tuesday, July 30 at the Community Recreation Center. The Board set the City Hall Art Exhibition schedule for the upcoming year through July 2014. Art exhibitions are approximately 8 weeks in length and include two City sponsored shows. A water hero themed youth show is scheduled for December and a city staff exhibition is scheduled for spring 2014. In addition the Board set parameters for a call for artists to expand the roster of artists for future shows.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The Planning Commission met on Thursday, August 1. The actions items included: 1) recommended approval of a General Plan Amendment to change the land use designation from RM (residential medium density) to RH (residential high density), and approval of a CUP to construct two units and a garage at 215 N. Baldwin Avenue; 2) approval of a CUP to allow the addition of a deck for a residence at 68 E. Miramonte Avenue; and 3) continuation (to August 15) of a request for a CUP to demolish five units and construct seven condominium units at 407-413 Mariposa Avenue.

HUMAN RESOURCES

RECRUITMENT

CLOSED RECRUITMENTS:

- Paramedics
- Police Officers
- Library Services Manager
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OPEN RECRUITMENTS

- Police Captain - Open until filled
- Part-time Engineer – Practical being scheduled

LIBRARY SERVICES

LIBRARY BOARD OF TRUSTEE MEETING

The Library Board of Trustees has cancelled their August meeting. The next Library Board of Trustee meeting will be Wednesday, September 25, 2013 at 7 pm at City Hall

SAVE THE DATE!

Digital Storyboards will be installed at the Library and the Richardson House. September 28, 2013 will be the opening celebration for our new digital storyboards.

BOOK SALE THIS WEEKEND

Friends Best Used Book Sale at the Library will be Friday, August 2, 2013 from 3-7 p.m. and Saturday, August 3, 2013 from 10 a.m. – 2 p.m.

READING IS DELICIOUS - SUMMER READING PROGRAM

One week remains in the *Reading is Delicious* Summer Reading Program, so participants have until Saturday August 3 to report and log their summer reading times. So far, the following 7 adults have received a Sierra Madre Library gab and a gift certificate:

- ❖ Week 1: Sandra Dickey - gift certificate to Sierra Briganti
- ❖ Week 2: Bradley Adams - \$20 gift certificate to Casa Del Rey
- ❖ Week 3: Carolyn Leach - \$25 gift certificate to Only Place in Town
- ❖ Week 4: Gerald Reedy- \$25 gift certificate for Savor the Flavor
- ❖ Week 5: Lorinda Rodriguez - \$30 Gift Certificate to Waldo Ward
- ❖ Week 6: Suanne Ellis - \$25 Gift Certificate to Corfu
- ❖ Week 7: Nicole Hellings - \$25 gift certificate to The Only Place in Town

STAFFING

A recruitment is underway for the permanent, exempt Library Services Manager position. The recruitment for PT Page has been closed and interviews are scheduled for early August.

LIBRARY STRATEGIC PLAN UPDATE

Community members and staff met with consultant Linda Demmers on Monday, July 22 @ 7 p.m. in the library. They provided recommendations for future library goals involving programs, technology, and service groups. The final Strategic Plan will be presented to the Library Board of Trustees this Fall.

ARCHIVES CLOSED FOR REMODELING

Sierra Madre's archives, housed at the Library, will be closed from August 5 through August 23, 2013, as materials are moved to the Library basement and the new Local History Room is set up at the Library. During this time the Digital Storyboards will be installed at the Library and the Richardson House. Our local Rotarians will be lending a helping hand in painting the Local History Room.

STORYTIME NAP

No story times are scheduled between August 5 and August 16. Staff will be wrapping up Summer Reading Club Activities during that time. In addition, the Barks & Books program will take a break in August and resume Thursday, September 12 at 3:30 p.m. Regularly scheduled story times will resume the week of August 19: Mondays at 10 a.m. and Wednesdays at 7 p.m.

PUBLIC WORKS

LIGHTS OUT

The flashing lights on the Sierra Madre Boulevard approaches to the Lima stop signs are out due to damage to the electrical panel. Public Works staff will repair the panel as soon as Edison turns the power off. Once the repairs are done Edison will be back out to re-set the meter and energize the system. The panel was damaged in a traffic collision.

SCHOOL SITE DUST NUISANCE

Staff has received numerous complaints about the amount of dirt being left in North Canon and East Grandview by the Middle School grading operation. The contractor is taking all of the normal precautions and is operating a street sweeper continuously to pick up as much dirt from the street as possible and to minimize dust. Director Inman has discussed dust control procedures with on-site contractor personnel and advised them to extend the area being covered by the sweeper. Staff has been advised that the export operation will be completed by the 5th at the very latest; the remaining grading will be confined to the school site alone. Observed water use on the site for dust control appears that there is an effort to keep water use to a minimum while still meeting AQMD dust control standards.

Public Works Assists in Library Project

On Monday August 5th, PW staff will begin assisting the Library with its relocation of furniture and storage from the Historic Room to the basement. The work will include electrical wiring to serve the new storyboard, relocation of furniture and storage cabinets, disposal of surplus equipment, painting preparation, and other miscellaneous work.