City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

September 19, 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. Unless otherwise noted, all meeting are held in City Council Chambers at City Hall. Next week's meetings are:

- Monday, September 23 CRA Successor Oversight Board 6:00 pm, Council Chambers
- Monday, September 23 Special meeting Energy, Environment, & Natural Resources
 7:00 pm, City Hall Conference Room
- Tuesday, September 24 City Council 6:30pm; Closed Session begins at 5:30 pm
- Wednesday, September 25 Library Board of Trustees, 7:00 pm
- Thursday, September 19 Planning Commission 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- Wellness in the Park Memorial Park 9:00am 12:00pm
- September 25th Free Class: Landscape that Saves Water in Sierra Madre Room 6:30 pm
- Saturday, September 28th Digital Story Boards dedication at the Library and Richardson House, beginning at 10 am at the Library.
- October 3rd Landscape that Saves Water in Sierra Madre Room 6:30 pm
- Saturday, October 12, 2013 Free Compost Giveaway Sierra Vista Park 9:00am 12:00pm
- Tuesday, October 15th City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

NEXT WATER COMMUNITY MEETING

The next water Community Meeting is September 30th at 6:30 in City Council Chambers The topic is the preliminary draft water and sewer rate study

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.

8-Oct	Presentation	Water Conservation Update
8-Oct	Presentation	Introduction of New Firefighters
8-Oct	Presentation	Presentation by SM Rose Float Association
8-Oct	Consent	Cancellation of second December meeting
8-Oct	Consent	Extension of Contract for SMTV
8-Oct	Consent	Modification to Class and Compensation Schedule
8-Oct	Consent	Vendors over \$25,000
8-Oct	Consent	Warrants
8-Oct	Public Hearing	Water and Sewer Rates
8-Oct	Discussion	Prioritized list of delayed projects (Strategic Plan)
8-Oct	Discussion	Employee Recruitment and Retention Plan (Strategic Plan) from 3/12/13
8-Oct	Discussion	Volunteer Program Review (Walsh)
8-Oct	Discussion	Gray Water Systems
8-Oct	Discussion	Consideration of additional Capital Improvement Projects (CIP)
15-Oct	Special	Strategic Planning Retreat
22-Oct	Presentation	Water Conservation Update
22-Oct	Presentation	Water Bill Demo
22-Oct	Consent	Second Reading: Ordinance 1344 - LID Plan & Green Streets Policy
22-Oct	Consent	Award of Contract to Sequoia for debt collection services
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	Public Hearing	Building and Fire Code Adoption
22-Oct	Discussion	Block Party TUPs (Moran)
22-Oct	Discussion	Ordinance: Tree Preservation
22-Oct	Discussion	Alternative budget reductions for Fiscal Year 2014-2015
12-Nov	Consent	Building and Fire Code Adoption
12-Nov	Consent	Warrants
12-Nov	Public Hearing	Ordinance: Amendment to 2nd Unit
12-Nov	Public Hearing	Tract Map 407-413 Mariposa Avenue
12-Nov	Discussion	Approval of Strategic Plan from October 15 Retreat
12-Nov	Discussion	Athens Contract adding discounts for seniors

12-Nov	Discussion.	SGV Economic Partnership Membership
12-Nov	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
12-Nov	Discussion	Plan to enhance on-line services (Strategic Plan)
12-Nov	Discussion	April 2014 Municipal Election Resolutions
26-Nov	Consent	Second Reading: Amendment to 2nd Unit
26-Nov	Consent	Final Water/Sewer Study (Strategic Plan)
26-Nov	Consent	1st Quarter Financial Report
26-Nov	Consent	Warrants
26-Nov	Discussion	Ordinance: Multi-Family Housing Smoking Ordinance (from 3/12)
26-Nov	Discussion	Way Finding Signs

COMMUNITY SERVICES

SENIOR CENTER

The balance class doubled in size this month. This may have been a result of increased signage at the Senior Center advertising the once a month class.

Humana sponsored the senior movie this week and provided water and granola bars to seniors while they enjoyed watching *The Magic of Belle Isle*.

On Thursday, Jackie Stahl from Comforcare offered the second healthy brain seminar focusing on reducing stress.

Three different sign companies were contacted for pictures, designs, and pricing for permanent signage at the Hart Park House.

WELLNESS IN THE PARK

Wellness in the Park is this Saturday from 9am-12pm. Twenty-seven vendors will be sharing information with three of those vendors also providing seminars. Volunteers from Alverno High School and Sierra Madre Middle School will assist with event. The Senior Commission is passing out File of Life packets and selling "Seniors Rock" t-shirts. Participants will have the opportunity to sign up for the Senior Moments mailing list, or for the upcoming AARP Driver Safety Course.

OKTOBERFEST

Thorson Motor Center is sponsoring the three Hole-In-One prize holes and will cover the insurance cost for the car, cash, and dream vacation. Small Planet Foods has confirmed a donation of Lara Bars and Food Should Taste Good all-natural tortilla chips for the goodie bag.

HALLOWEEN HAPPENINGS

Preparations are underway for this year's Halloween Happenings events. Past emcee Lisa Spigai has confirmed her participation as emcee for the 2013 Costume Contest.

FREE COMPOST GIVEAWAY

The City of Sierra Madre and Athens Services are hosting the fall compost giveaway event on Saturday, October 12, 2013 from 9:00am to 12:00pm. The event is held in Sierra Vista Park, across from the sand volleyball courts. Sierra Madre residents are eligible for this program and must provide proof of residency the day of. Staff has submitted a press release this week and began online marketing of the event on the City's Facebook page.

WISTARIA VINE

The fall/winter Wistaria Vine was delivered to the post office on September 17. The fall/winter edition features programs, events and services for the months of September through December. Along with Community Services information, the newsletter contained library services and general city information.

FIRE DEPARTMENT

PROMOTIONS

Fire Chief Steve Heydorff is proud to announce the promotion of Jason Williams to the position of Battalion Chief for the Sierra Madre Fire Department effective September 20th, 2013.

Battalion Chief Williams has been with the SMFD for almost four years and brings a wealth of education, training and experience to the new position. Jason has been a full time firefighter and paramedic for 17 years and is currently working with the Orange County Fire Authority as a Fire Captain/Paramedic.

Jason is California state-certified as a Type-4 Incident Commander, Chief Officer, Engine Boss, Fire Officer, Apparatus Operator, Firefighter-1 and Firefighter-2. Additionally, he has taken extensive classes in advanced incident command, rescue, structure and wildland firefighting through the National Fire Academy, National Wildfire Coordinating Group, and New Mexico Tech. He is also an advanced-level Terrorism Liaison Officer.

Please join me in welcoming Jason Williams to his new position as a Battalion Chief with the Sierra Madre Fire Department.

SMOKE DETECTORS

As always, remember that smoke detectors save lives. As a general rule of thumb, it is recommended that batteries be replaced at least every six months or when the time changes. It is also a good practice to check your smoke detectors monthly and replace every 10 years.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Part-time Fire Engineer Open Until Filled
- Police Captain

Closed Recruitments

- Part-time Fire Engineer
- Police
 - o Part-time Cadet
 - Officer
- Part-time Library Page
- Part-time Associate Librarian
- Youth Services Librarian
- Part-time Code Enforcement Officer
- Associate Librarian for Youth Services

LIBRARY SERVICES

STAFFING

Interviews have concluded for the Teen Docent Coordinator and it is currently in background check. Interviews have been scheduled for the Youth Services Associate Librarian.

SIERRA MADRE STORIES AND TREASURES

Save the date for our Opening Celebration of the digital storyboards which will be held on Saturday, September, 28, 2013 from 10 a.m. to 12 p.m. The new storyboards have been installed, we will have a new glass door in place for the Local History Room by next week.

10:00 am: Local History Room 11:00 am: Richardson House

Light refreshments will be served at both locations.

TEEN.DOCENTS

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 train and 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.

PROMOTING THE LIBRARY'S COLLECTIONS

Stop by the library and take a look as we have been moving some things around:

- The Young Adult books have moved to the shelves near the Children's room.
- The Mystery collection was spread out so there is more room to browse.
- The oversize books have been moved over by the newspapers for better viewing.
- The Playaways moved from behind the desk into the Reading Room.
- All children's DVD's have been moved to lower shelves in the Reading Room.

LIBRARY STRATEGIC PLAN UPDATE

The Strategic Planning Committee met twice on June 24 and July 22 with consultant Linda Demmers. Members from the community voted on top strategic goals for the library and provided input for types of collections and services that they felt were important. A complete report will be presented to the Library Board of Trustees at the October 23 meeting. A sneak peak at the top strategic goals are:

- 1. Improve the public's awareness of library services, explore new ways of communicating with the community, and facilitate the public's access to information about library services. (14)
- 2. Seek stable sources of funding to sustain current levels of service, hours of operation, and programs. (11)
- 3. Expand and improve the use of new technologies to provide access to library materials, information about library service, and help customers connect to the digital world. (9)
- 4. Provide a facility that is comfortable and welcoming, safe, energy efficient, disabled accessible and well organized. (8)
- 5. Develop collections that meet the community's needs including local history materials. (6/6)

PUBLIC WORKS

SGVMWD UPDATE

As noted in the letter that went out to the community regarding the change in the disinfection agent in our imported water, staff's goal for initiation of the use of SGVMWD water was Monday, September 16. That goal has been thwarted yet again by delays emanating from MWD, the design engineer for the project, and the State Health Department. The Health Department is holding the issuance of the amended permit, pending their receipt of the City's Operation and Maintenance Plan, which is being revised and completed by the project design engineer. MWD is holding off on turning on their valve to disinfect and flush their section of the connection until the Health department issues the amended permit, even though the water so used would be discharged into the spreading basins and not into our system.

It now looks like the initiation of use of imported water will take place Monday the 23rd of September, following issuance of the permit on Friday.