City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

September 27, 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 30 Special City Council meeting "Water & Sewer Rate Study" 7:00 pm
- Thursday, October 3 Senior Community Commission 3:00 pm
- Thursday, October 3 Planning Commission 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

- 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
- 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. This is also the same date as the City Council's special meeting regarding the Water & Sewer Rate Study. From 6:30 to 7:00 pm, staff and the consultant will run through the presentation that was provided to the City Council on Tuesday night. Then at 7:00 pm, the City Council will resume their consideration of the item, where they left off on Tuesday evening. Both meetings will be televised.

The agenda packet is available on the City's website.

DROUGHT TOLERANT PLANT WORKSHOP

The workshops have been very successful! The next (and final) workshop is scheduled for Thursday, October 3rd from 6:30 pm-8:30 pm at the Community Recreation Center. We are pleased, as the level of

participation has continued to increase. At the most recent workshop on Wednesday, September 25th, there were 39 people in attendance.

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.

| 30-Sep | Special | Policy Direction regarding Sewer & Water Rates |
|--------|----------------|---|
| 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 | Acceptance of Grant for Sierra Madre Volunteer Fire Department |
| 8-Oct | Consent | Modification to Class and Compensation Schedule |
| 8-Oct | Consent | Notice of Completion: MWD Connection |
| 8-Oct | Consent | Vendors over \$25,000 |
| 8-Oct | Consent | Warrants |
| 8-Oct | Discussion | Water and Sewer Rates (Tentative) |
| 8-Oct | Discussion | Prioritized list of delayed projects (Strategic Plan) |
| 8-Oct | Discussion | Consideration of Public Facilities Fee Rate Adjustment |
| 8-Oct | Discussion | Online Budget Data Visualization Software (Harabedian) |
| 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 | Extension of Contract for SMTV |
| 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 | Appoint Youth Commissioner to the Community Services Commission |
| 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 | Public Hearing | Water and Sewer Rates (tentative) |
| 26-Nov | Discussion | Ordinance: Multi-Family Housing Smoking Ordinance (from 3/12) |
| 26-Nov | Discussion | Way Finding Signs |
| 26-Nov | Discussion | Memorial Park Restroom Remodel |

COMMUNITY SERVICES

SENIOR CENTER

The building of Senior Center scarecrow for the Creative Arts Group Scarecrow Festival began on Monday; several seniors have helped with the decorating throughout the week. The scarecrow will be on display beginning Monday, September 30th and will remain on display through October.

The American Red Cross presented on emergency preparedness at the September 25th Lunch and Learn. The information was very relevant and informative, and the 19 seniors in attendance each went home with a mini emergency kit.

WELLNESS IN THE PARK

The Wellness in the Park event occurred this past Saturday from 9am-12pm. All the vendors who signed up were in attendance except one. Many attendees took advantage of the free screenings and treatments including blood pressure testing, acupuncture, physical therapy, chair massage, and BMI. The seminars were informative, but lightly attended. The Commission is looking to have more interactive workshops next year. Many of the vendors are interested in returning for 2014.

OKTOBERFEST

Currently 6 tennis participants, 2 golf teams and 2 golf individuals are signed up to play. Another email will be sent out this week to past participants reminding them that the deadline to register is Monday, October 7th. Past golf teams have expressed interest in playing, but have yet to sign up. Staff is also following up with sponsors to determine if they are playing and interested in including anything in the goodie bags. A committee meeting will be held the first week of October.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The next Planning Commission meeting will be held on October 3rd at 7:00 pm. The agenda includes three discussion items: 1) continued discussion on the definition of bedroom as provided in the zoning code, 2) a proposed schedule for the review of the draft General Plan Update as recommended by the General Plan Steering Committee, and 3) the porous paving provision in the R-3 zoning standards, which allows an additional 5% to the 55% building coverage limit on a lot with the use of porous paving. Also, the two newly appointed Planning Commission members, Matt Buckles, and returning member Gina Frierman-Hunt will be introduced and will join the Commission.

INTERIM CODE ENFORCEMENT OFFICER – JOHN VAN DOREN

A new interim Code Enforcement Officer, John Van Doren, started this week in the Development Services Department. John is retained through our Willdan contract for code enforcement services at the 20% discount hourly rate per the City's contract with Willdan. Mr. Van Doren will serve as interim code enforcement services until a permanent part-time position is filled. Mr. Van Doren brings 24 years of code enforcement experience - he was the Code Enforcement Supervisor for the City of La Habra, and serves as a Hearing Officer for several Southern California cities including the City of Anaheim. Mr. Van Doren's hours are limited to 10 hours a week to stay within the budgeted amount for this position. His primary tasks are to update our current forms, warning notices, notice of violations, letters and general code enforcement procedures to meet our Municipal Code, and will also respond to code enforcement matters as necessary.

KENSINGTON PRE-CONSTRUCTION MEETING

A pre-construction meeting for the Kensington Assisted Living Facility project was held on Thursday with Billy Shields and members of the general building contractors, Crane Development. The purpose of the meeting was to meet all primary construction personnel, provide the City's general rules and requirements regarding construction, and answer any questions from staff and from the construction personnel. Staff in attendance included Directors Castro, Inman, Senior Planner Leticia Cardoso, Building Official Jim Guerra, Building Inspector Mike Airrington, Fire Chief Heydorff, and Police Chief Giannone. Staff and the developers reviewed the construction management plan, construction/truck haul route, construction hours, general noise issues, construction scheduling and inspections, the project conditions of approval, construction signage, and security of the site during the construction period. The construction schedule estimates 12 months for the completion of the project on a tight schedule, and it could be a few months longer. The contractor obtained the grading permit this week and it is anticipated that rough grading, which involves lowering and leveling the site, will commence in the next couple of weeks.

HUMAN RESOURCES

AB-10 MINIMUM WAGE: ANNUAL ADJUSTMENT

On Wednesday, Gov. Jerry Brown signed legislation to raise California's minimum wage by 25 percent, from \$8 an hour to \$10 an hour by 2016. Assembly Bill 10, by Assemblyman Luis Alejo, D-Watsonville, will raise the minimum wage from \$8 to \$9 an hour on July 1, 2014, and to \$10 on Jan. 1, 2016. The City currently has 5 positions that will be under the future minimum wage requirements; however, more concerning is what adjusting these 5 wages will do to the already compacted salary schedule. Staff will study the full impacts of this legislation with City Council input and guidance and develop a plan for implementation by July 1, 2014.

AFFORDABLE CARE ACT

The mandatory notice of health insurance exchanges was issued to all employees this week. This notice let employees know that if they are not eligible for health insurance coverage though the City of Sierra Madre that they would be able to obtain individual health insurance through Covered California, a state-operated marketplace for purchasing coverage.

OPEN ENROLLMENT & HEALTH FAIR

Open Enrollment for medical benefits began September 16th and will continue through October 11th. Keenan, the City's benefits broker, has been working with staff on putting together an interactive Health Fair on Thursday, October 3rd.

RECRUITMENT

Open Recruitments

- Part-time Fire Engineer
- Police Officer
- Electronic Resources Analyst

Closed Recruitments

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

LIBRARY SERVICES

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.

IN-N-OUT READING PROGRAM

Children ages 4 through 12 are invited to sign up for the In-N-Out reading program beginning Saturday, October 5, 2013 at the Library. Each child reads five books and notes the titles on a reading log. After five books are read, a parent or guardian will sign the log and the child will receive a coupon for a free hamburger or cheeseburger. Children too young to read may participate if an adult reads to them. Each child may earn up to three certificates during the program, while supplies last. The program ends on November 16, 2013.

LOCAL AUTHOR, KEN GOLDSTEIN

Ken Goldstein, a member on the Planning Commission has written a novel titled "This is Rage" and donated a copy to the library. This novel of the inner workings of Silicon Valley rated many five star reviews on www.goodreads.com/ including:

- The novel weaves a tale of corporate intrigue and political action set in the heart of modern corporate America -- Silicon Valley.
- This is Rage" is the "Bonfire of the Vanities" of our times!
- can't-put-it-down satirical thriller.

Stop by the library and check out this new addition to the collection!

STAFFING

- Second round interviews are taking place next week for the Youth Services position and soon we will have a new Youth Services Librarian.
- Two new Library Pages will begin within the next couple of weeks.
- Recruitment is underway for an Electronic Resource Analyst; this is the position that manages the City's website and documents online.
- Part-time Librarian, Debbie Henderson is moving on to other things and her last day will be September 28, 2013. Debbie shared her passion for historical materials by helping to organize our local history collection. We will miss Debbie and wish her the best.

BEST USED BOOK SALE

The Friends of the Library will be holding a book sale: Friday, October 4 from 3-7 pm Saturday, October 5 10 am – 2 pm

PUBLIC WORKS

WATER CONSERVATION STATUS

It looks like Sierra Madre will have another month of exemplary water conservation in September. As of today's date, conservation stands at 20.5% for the month, with a total of 18.9 million gallons saved over last September.

STREET PROJECT UPDATE

The street project is progressing towards completion. There have been some delays and some extra costs due to conditions discovered during construction, such as the fact that the water main in Pleasant Hill Lane only had 4" of cover, necessitating a re-design of the street paving and conditions of existing paving on Acacia Street which were not accounted for on the bid documents.

The "new" resurfacing process used on a trial basis on a couple of the less-traveled streets have met with some complaints from the residents; the partially-finished condition of the streets looks like it was done improperly. When the final asphalt-rubber slurry is applied, we expect the residents' concerns will be answered.

Finally, West Sierra Madre Boulevard will be slurry-sealed. The slurry seal contractor is including Kersting Court in the project at no additional cost, and has also agreed to do the slurry sealing of the downtown area between Baldwin and Lima at night in order to minimize impacts to the businesses. The striping will also be done at night.

IMPORTED WATER STATUS

Public Works staff met this morning with engineers from the California Department of Public Health. Staff was expecting to be handed a finalized, approved copy of the City's permit amendment. Instead, the engineers came with only an internal CDPH-only markup of the permit that their supervisor had given them. They expect to have their internal revisions done Monday with final copies to us Tuesday.