City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

October 25, 2013

Subject:

City Manager's Report

CITY MANAGER

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

• Thursday, November 7 – Housing Element Workshop 7:00pm

HOUSING ELEMENT WORKSHOP

A public workshop to discuss the 2014-2021 (5th cycle) Housing Element Update will be held on Thursday, November 7th at 7 pm in the Council Chambers. At the meeting, an informational presentation will be provided to address an overview of the process, accomplishments of the most recent housing element cycle, proposed programs and the City's RHNA requirements. Staff is sending out notice of the meeting on the City's E-blast, website, Facebook page, publishing a notice in the Mountain Views News, and posting outside of City Hall and the library

HALLOWEEN HAPPENINGS

Halloween Happenings is next Thursday, October 31st. The following is the timeline of events that afternoon and evening:

3:30 to 5:00pm - Trick-or-Treating in Downtown Businesses

4:00 - 5:00pm - Costume Contest Registration in Kersting Court

5:00pm – Halloween Parade led by the Fire Department

5:30pm - Costume Contest begins in Memorial Park

The following categories will be judged in the Costume Contest:

Scariest Costume, Walking - 2 years old, 3-4 years old, 5-7 years old, 8-10 years old, 11 years old and up.

COLORED WATER, AND WATER & SEWER RATE STUDY QUESTIONS

I have attached a copy of this week's E-blast regarding the problems some water customers are having with yellow or orange tinged water. Additionally, three new Water & Sewer questions were answered.

Additionally, we received a number of phone calls from water customers who were under the impression that the Council had taken action to increase water and sewer rates. So one of this week's "Question and Answers" responded to this question. Hopefully the correct information is getting out to the public.

Additionally, I wanted to mention that when the Council decides to initiate the Proposition 218 process, a "bill calculator" will be available on the City's website to permit customers to input their consumption information so that they can calculate the impact of any potential fee increase. We will publicize the availability of this "bill calculator" as soon as it is available.

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-Nov	Presentation	Caroline Brown - Living With Wildlife
12-Nov	Presentation	Water Conservation Update
12-Nov	Consent	Second Reading: Ordinance 1346 - 2013 California Fire Code Adoption
12-Nov	Consent	Second Reading: Ordinance 1347 - 2013 California Building Code Adoption
12-Nov	Consent	Resolution: Block Party TUP
12-Nov	Consent	Extension of Contract for SMTV
12-Nov	Consent	Notice of Completion - Street Work
12-Nov	Consent	Warrants
12-Nov	Public Hearing	Tract Map 407-413 Mariposa Avenue
12-Nov	Discussion	UUT Bailot Measure
12-Nov	Discussion	Approval of Strategic Plan from October 15 Retreat
12-Nov	Discussion	Contracting Police Dispatch Services (from 4/9 meeting)
12-Nov	Discussion	Water and Sewer Rates
26-Nov	Consent	1st Quarter Financial Report
26-Nov	Consent	Warrants
26-Nov	Public Hearing	Ordinance: Amendment to 2nd Unit
26-Nov	Discussion	UUT Ballot Measure
26-Nov	Discussion	Way Finding Signs
26-Nov	Discussion	SGV Economic Partnership Membership
26-Nov	Discussion	Ordinance: Tree Preservation
26-Nov	Discussion	Memorial Park Restroom Remodel
10-Dec	Presentation	Water Conservation Update

10-Dec	Consent	Second Reading: Amendment to 2nd Unit
10-Dec	Consent	Warrants
10-Dec	Consent	Record Retention Schedule
10-Dec	Consent	Award of Contract to Sequoia for debt collection services-
10-Dec	Public Hearing	Water and Sewer Rates (tentative)
10-Dec	Discussion	April 2014 Municipal Election Resolutions
10-Dec	Discussion	UUT Ballot Measure
10-Dec	Discussion	Prioritizing Deferred Maintenance Capital Projects
10-Dec	Discussion	Athens Contract amendment - adding discounts for seniors
10-Dec	Discussion	Strategic Plan Update from October 15, 2013 Retreat
10-Dec	Discussion	Mid-Year Audit & Budget Review
14-Jan	Discussion	Increased fines for illegal fireworks
14-Jan	Presentation	Water Conservation Update
14-Jan	Consent	Park and Facility Master Plan Scorecard (November 2013)
14-Jan	Consent	UUT Committee Appointments
14-Jan	Consent	Warrants
14-Jan	Public Hearing	Development Impact Fees
14-Jan	Public Hearing	Re-zone Sierra Vista Park & City Maintenance Yard (Koerber)
14-Jan	Discussion	Rental options for Duty Man House
14-Jan	Discussion	Strategic Plan Update from October 15, 2013 Retreat

COMMUNITY SERVICES

COMMUNITY SERVICES COMMISSION

The Community Services Commission met on October 21st. At the meeting the Commission approved a proposal for an Eagle Scout project to refurbish the wooden picnic tables at Sierra Vista and Memorial parks, approved the replacement of the Mount Wilson Trail Park sign by the Sierra Madre Historical Preservation Society, and approved a sign at the Mount Wilson Trailhead to support the Fletcher Fund.

NEW COMMUNITY SERVICES YOUTH COMMISSIONER

At the October 22nd City Council meeting, the Council appointed PJ Siberell to serve as Community Services Youth Commissioner for the 2013-2014 term. PJ was contacted and notified that he was selected and City staff will be meeting with PJ the week of November 4th to review the responsibilities of the Commissioner position.

CITY HALL ART SHOW

Gwen Gordan's City Hall Art Show concluded this week and was taken down on October 25th. The art show received positive feedback and Ms. Gordon was able to sell two art pieces because of the show. Gwen was honored to have been selected as the featured artist, and is going to be making a donation to the City as a sign of her appreciation.

The next art show is scheduled to go up the week of November 4th. The fall art show will feature the scarecrows that participated in the Creative Arts Group contest.

OKTOBERFEST

The 9th annual Oktoberfest Golf and Tennis Tournament was a success last Saturday, October 19th. Close to \$5,500.00 was raised for Sierra Madre youth and teen services. Congresswoman Judy Chu was on hand at the luncheon to award the winners of the day, and thank all for their contribution.

The winning golf tournament team, consisting of Mark Levoe, Jeff Dapper, Greg Johns and Kevin Jayne, scored a 9 under par at the nine-hole Eaton Canyon Golf Course.

Additional golf contest winners were:

- Putting Contest & Closest to the Line Donna Burley
- Closest to the Pin Justin Menzel
- Longest Drive Frank Moore

The tennis tournament was held at the Memorial Park Tennis Courts and featured a mixed-doubles, round robin format. The competition was fierce between the 10 participants.

Tennis Winners:

- 1st John Capoccia
- 2nd (tie) Bryan Van Norden and Joseph Whidman

SENIOR CENTER

Volunteer applications are due next Monday, October 28 for individuals interested in serving on the Senior Master Plan Committee. If you know someone who is interested in participation, please contact Kyle Schnurr.

Halloween activities will be held at the Senior Center next week with pumpkin carving on Tuesday, Halloween cupcake decorating on Wednesday, and a costume contest with prizes on Thursday.

The Lunch and Learn presentation from the Salt Studio was cancelled last minute due to an emergency with the presenter. Staff distributed information pamphlets and coupons as well as caramels which were provided by the presenter.

The next senior movie is Young Frankenstein on Wednesday, October 30th.

The "Let the Brain Games Begin" monthly workshop was rescheduled to October 24th and eight individuals were in attendance to learn how physical exercise promotes a healthy brain. The next workshop is November 21st and emphasizes nutrition for a healthy brain.

The AARP Driver Safety Course occurred this week with 5 individuals in attendance. The course is held three times a year in February, June, and October.

WINDOW PAINTING CONTEST

The Halloween Window Painting Contest is Friday October 25 through Saturday, October 26. The Sierra Madre Civic Club has assumed planning and implementation responsibility of the event with some City assistance. Over 50 applications were received for this year's event, a significant increase from 2012. The Civic Club's focus was to provide the event at no charge to the participants through the utilization of their volunteer base for planning and event day staffing.

DEVELOPMENT SERVICES

PLANNING COMMISSION MEETING/HOUSING ELEMENT WORKSHOP

The next Planning Commission meeting is November 7, 2013 at 7:00 p.m. in the Council Chambers. The agenda items include:

- 1) A public workshop to discuss the 2014-2021 (5th cycle) Housing Element Update. At the meeting, an informational presentation will be provided to address an overview of the process, accomplishments of the most recent housing element cycle, proposed programs and the City's RHNA requirements. Staff is sending out notice of the meeting on the City's E-blast, website, Facebook page, publishing a notice in the Mountain Views News, and posting outside of City Hall and the library; and
- 2) Review of the Introduction Chapter of the General Plan Update. This is the 1st of approximately 9 meetings that the Planning Commission will review the General Plan Update document as recommended by the General Plan Steering Committee (GPSC). The first meeting of every month (first Thursday) will be devoted to General Plan Update review, and the topics (chapters or sections) have been assigned meeting dates through July 2014. GPSC members were provided the review schedule and invited to attend the meetings should the Planning Commission have questions or to address any of the GPSC's recommended goals and policies.

FIRE DEPARTMENT

HALLOWEEN PARADE

Thursday, October 31st, the Sierra Madre Fire Department will lead the annual Halloween Parade along Sierra Madre Blvd. The parade will begin in Kersting Court at 5:00 PM and end at Memorial Park. Children will have the opportunity to interact with Firefighters before the parade begins.

GREAT CALIFORNIA SHAKEOUT

Last week the Sierra Madre Fire Department participated in the Great California Shakeout; a statewide emergency drill to practice earthquake preparedness. The Fire Department, in collaboration with CERT, the Sierra Madre Police Department, and HAM Radio Operators, conducted an Operational First Response/Triage Drill at Alverno High School.

COMMUNITY EVENTS MAY CAUSE DELAYS

The Santa Anita Racetrack is hosting the Breeder's Cup next weekend on Friday, November 1st and Saturday, November 2nd. Increased traffic around the racetrack may affect transport time to Arcadia Methodist Hospital.

HUMAN RESOURCES

ALL CITY STAFF MEETING

On Thursday we had our quarterly "All City Staff Meeting". I, along with Department Heads, gave updates on the Strategic Plan, the Employee Recruitment and Retention Plan, Water Conservation, Water and Sewer Rates and the 218 Process, the Kensington project, and the UUT and its impact on the budget along with a reminder of the Political Activities of Employees Policy. We ended the meeting by presenting "You Rock Awards" to six employees for exemplary customer service, and professionalism.

RECRUITMENT

Open Recruitments

- Police Officer
- Police Dispatcher
- Part-time Police Community Services Officer
- Electronic Resources Analyst
- Part-time Water Pump Operator

Closed Recruitments

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

LIBRARY SERVICES

HARRY POTTER PARTY

Do you dare to try the flavors of Bertie Bott's Every Flavor Beans? Have you always wanted your own Golden Snitch? Children, you are invited to join Hogwarts at the Sierra Madre Library on Saturday, October 26 from 3:00 pm to 5:00 pm. and be sorted into your houses, make your own wand and other charming crafts, taste some of the mysterious treats from the hugely captivating book series, and play thrilling games.

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.

GREEN EYED LADY

Sierra Madre is the setting for a new mystery series by author Chuck Greaves who will be speaking at the Sierra Madre Library on Wednesday, November 13 at 7:00 p.m. Greaves will talk about his series set in town and featuring the Sierra Madre police department. He has written the first three of the Jack MacTaggart series of legal mysteries, - *Hush Money, Green-eyed Lady*, and the forthcoming, *The Last Heir*. Starting with the second installment, this year's *Green-Eyed Lady*, is set in Sierra Madre. Greaves is a former resident of both Sierra Madre and Pasadena who spent 25 years as an L.A. trial lawyer before turning his attention to fiction.

FRIENDS SUPPORT LIBRARY

The Friends of the Library voted to provide an addition \$13,200 in support for the library. These monies will be used to purchase a new study table and chairs for the Local History Room, an updated "people counter" to track the number of people entering the library, and storage racks for art work. The Friends

already support the library with an annual budget of \$55,000 to support collections and these funds are in addition to the annual budget. We so appreciate the support this group provides to keep our library in good shape!

TEENS DOCENTS BEGINS IN SEPTEMBER

Teens have signed up for the docent training to promote the digital storyboards. They are learning about our local history, our new technology, and how to present tours to the public. Other teens interested in becoming a volunteer history docent can sign up now at the Sierra Madre Public Library. Call the Library at (626)355-7186 for more information.

STAFFING

- Youth Services interviews have concluded and soon we will have a new Youth Services Librarian.
- Recruitment is underway for an Electronic Resource Analyst; this is the position that manages the City's website and documents online.

PUBLIC WORKS

CONSERVATION STATUS

The conservation rate for October as of this date stands at 22%. While this is continued good news for the community, the best news is that the static water levels in all four of our wells has recovered 4 feet since the SGVMWD connection was activated on October 10. While it should be kept in mind that levels will continue to fluctuate, the immediate aquifer response to the city's altered pumping operations is a good validation that the policy the city has taken is paying off.

WATER DEPARTMENT OPERATIONAL MODIFICATIONS

As noted above, the Water Department has significantly altered its daily operations in light of the city's continued use of imported water. The four wells are 'exercised' each day for about 20 minutes apiece. This serves two (required) purposes; it keeps the wells in good operating condition and it circulates fresh water through the GAC filtration vessels. Other than that exercise period, the wells are left off.

With chloramines in the water system, it is extremely important that there be good 'turnover' in the water within the system. In order to ensure adequate turnover in water within the system, fire hydrant flushing, particularly on dead-end mains (as in cul-de-sac streets) has been increased. Also, in order to reduce the length of time water sits in the reservoirs (again, to assist in turnover) we are operating all reservoirs at less than maximum capacity.

Attachment (1)

Subject:

FW: eBlast Additions

From: City of Sierra Madre [mailto:city@cityofsierramadre.com]

Sent: Friday, October 25, 2013 2:36 PM

To: Elaine Aguilar **Subject:** eBlast Additions



We have a few announcements that we felt were too important to wait until the next eBlast!

Colored Water?

Several Sierra Madre water customers have contacted the City with questions and concerns regarding water coming from their taps that is yellow or orange in color. Although the discolored water does not pose health concerns, it is perfectly understandable that our customers do not want to drink that or use it for cooking. The water is safe for use, but aesthetically unappealing.

The discoloration of the water is a direct result of the change from our deep well water treated with free chlorine to the use of MWD chloraminated water. The difference in chemistry between the two sources has caused a scouring effect on our distribution system. While the imported water has zero iron and manganese when it leaves the MWD treatment plant, the discoloration is caused by iron precipitating from the City's older steel pipelines and the galvanized plumbing of many of the city's residences and businesses. The iron is what gives the water its coloration.

Buildings and homes with galvanized steel plumbing are more likely to see water discoloration. Moreover, within those buildings, a little-used bathroom or faucet is more likely to produce red-tinged water. If this happens, please be patient and allow your cold water to run for a few minutes at full velocity. After a few minutes the

water should clear. In addition when running laundry allow for whites to be laundered last as discolored water may stain whites.

Until the City's water system acclimates to the "new" water, incidents of discoloration will continue. Water Department staff has estimated that these incidents may continue for as long as 6 months, particularly in low flow areas where water system circulation is minimal. In order to reduce the acclimation time, water department staff is "flushing" the water system frequently, by opening fire hydrants to rapidly move water through the system. The City is dedicated and committed to water conservation. We understand water is a limited resource that must be carefully managed. Since flushing is critical to maintain high-quality drinking water, an efficient flushing program is also essential. The flushing program is monitored to ensure the least amount of water is used. Whenever possible, flushed water is captured in a water tanker and released at the spreading grounds so that it does not go to waste.

Sierra Madre's water system has for over 100 years provided the highest quality well water possible. The situation with the discolored water is likened to the fuel system of a car, for years a system running on "premium," will notice the car just doesn't run as well when the grade of fuel is switched. This is all the more reason to continue to conserve water as much as possible to allow for the City's underground aquifer to recover to a level at which the City can return to its historic water source.

The Sierra Madre Water Department remains committed to providing the best quality water possible to its customers. To that end, we continue a rigorous water sampling and quality testing program.



Housing Element Workshop

The City of Sierra Madre has initiated the process to update the Housing Element of the General Plan for the 2014-2021 period as required by State law. A workshop will be held on Thursday, November 7 at 7:00 pm in the City Council Chambers, 232 W. Sierra Madre Boulevard.

At the meeting, an informational presentation will be provided to address: an overview of the process, accomplishments of the most recent housing element cycle, proposed programs and the City's RHNA (regional housing needs) requirements. We encourage you to attend the meeting if you are interested in contributing to Sierra Madre's 8-year Housing Plan. If you have any questions, or if you cannot attend but wish to submit comments, please contact Danny Castro, Director of Development Services at 626.355.7138 or by e-mail at

Water Questions of the Week

We are taking notice of the questions submitted regarding the current water and sewer rate study. The questions are selected from the questions we have received at the various community meetings, at City Council meetings, and from your phone calls. These questions and answers are also posted to the City's Facebook page and website. This week's questions are:

Has the City Council actually approved increased water and sewer rates? What is the timing of the Council's consideration of this matter?

The City Council <u>has not</u> taken action to increase water or sewer rates. The Council will receive the draft water and sewer rate study at their November 12th City Council meeting. The draft study will be available on the City's website at least 72 hours before the City Council meeting.

It is important to note that the City Council <u>will not</u> be taking action on November 12th to increase water or sewer rates. Before action can be taken to increase rates, a Proposition 218 written protest process must be conducted. At their November 12th Council meeting, the City Council may decide to initiate the Proposition 218 process. If the Proposition 218 process is initiated, the City will mail notices to all water customers within the City's service area, at least 45 days before the City Council can consider implementing new water and/or sewer rates. The Proposition 218 ballot will be mailed in an envelope that states, "OFFICIAL BALLOT ENCLOSED." Please look at your water bill to make sure the "name and mailing address" on your water account is accurate. If it is not accurate, please contact the City's Water Billing staff, so that the information can be corrected.

After the 45 days has lapsed, the City will unseal and tabulate the ballots in public view. The Council will hold a public hearing to receive testimony on the proposed rate increases. Additionally, the results of the Proposition 218 process will determine if the Council can consider the rate increases. If a majority protest has occurred, the City Council cannot approve a rate increase; if a majority protest does not occur, the Council may approve the rate increase.

At the October 22nd City Council meeting, there was a staff report entitled <u>"Proposition 218 Process for Proposed Water and Sewer Rate Increase"</u> that further explains the process.

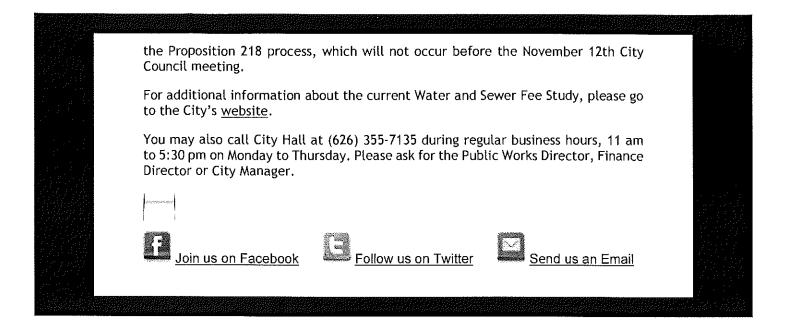
If the City Council authorizes the initiation of the Proposition 218 process, the City's water and sewer customers will receive instructions, a ballot, a fact sheet, and other information. Please take a moment to make sure the City's water billing information is accurate by looking at your water bill to make sure it is mailed in the name of the property owner, or the tenant responsible for actually paying the water bill.

Are City water and sewer rates being increased so that City employees can get raises or increased benefits, such as increased pensions?

No, City water and sewer rates are not being increased so that employee salaries can be increased to "market" rates. Nor are the rates being increased to enhance employee benefits. Funding has not been included in the draft water and sewer rate study for any additional, new staffing. Additionally, water revenues cannot be used to pay for the salaries of non-water related staffing, and sewer revenues cannot be used to pay for the salaries of non-sewer related staffing.

How can I find out how much my water bill would increase, if new water rates are proposed?

First, general information will be included in the Proposition 218 ballot information that will be mailed to all Sierra Madre water customers. Secondly, a calculation tool will be available on the City's website that will allow you to input your water usage, so you can determine what the proposed increase would do to your bill. This calculation tool will be on the City's website if the City Council decides to initiate



This message was sent to <a>Eaguilar@ci.sierra-madre.ca.us from:

Sierra Madre | 232 W. Sierra Madre Blvd. | Sierra Madre, California 91024

Update Profile | Send To a Friend

Email Marketing by Contact