City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

December 20, 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:

- Tuesday, December 24th City Council meeting CANCELLED
- Wednesday, December 25 Library Board of Trustees meeting CANCELLED

Please note, there is a special Council meeting on December 20th at 5:00 pm.

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

Woman's Club – Mayor's State of the City Address – January 8, 2014

NOTE - HOLIDAY SCHEDULE

Attached is a copy of the Holiday Calendar that is posted at our public facilities and available online. City Hall, the Hart Park House, the Community Center and the Library, are closed between Christmas and the New Year holiday.

In addition to the closure from 12:30 pm on Tuesday, December 24th to 11:00 am on Thursday, January 2nd, please note the following two changes in City Hall operating hours:

- On Tuesday, December 24th, City Hall will be open from 7:30 am until 12:30 pm
- On Friday, January 3rd, City Hall will be open from 11:00 am to 5:00 pm

HOLIDAY BREAK

The next City Manager's report will be issued on Friday, January 10, 2014. There will be no City Manager reports on December 27th, or January 3rd.

710 FREEWAY UPDATE

In October 2012, the City Council approved a resolution expressing opposition to the proposed tunnel for the 710 Freeway gap closure. The resolution authorized staff to take future action to continue to express opposition and expressed an interest in the further review, assessment and study of the project.

In a previous City Manager's report, I mentioned that Director Inman and I were attending meetings with other cities opposed to the 710 tunnel, including: Pasadena, South Pasadena, Glendale, and La Canada Flintridge. After a couple of meetings, the group developed a Memorandum of Understanding (MOU) between the cities, or a "5-Cities Alliance." The Alliance is solely to analyze, evaluate and assess the data that will be included in the draft EIR for the tunnel project. A funding plan was also developed. In January, staff will be returning to the City Council with the draft MOU and the estimated costs of participating in the effort.

The current estimate for the release of the draft EIR is early spring 2014.

WHAT'S AHEAD IN 2014

There are many major issues that will be coming before the City Council in the next few months. Here are a few of the January 2014 items: (Please see the listing of upcoming Council meeting items for additional agenda items.)

- Appeals of three Stonegate homes, and the re-zoning of Sierra Vista Park and the Maintenance Yard are scheduled for the January 14th meeting.
- Consideration of the City new Housing Element this is scheduled for the January 28th Council meeting. The draft is on schedule, and will be going to the Planning Commission on January 16th.
- SB2, Transitional Housing and Emergency Shelters was considered by the Planning Commission at their December 19th meeting and is now scheduled for the City Council at the January 28th meeting.
- Consideration of increased Water and Sewer Rates this public hearing item is scheduled for the January 28th Council meeting.

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.

14-Jan	Presentation	Water Conservation Update
14-Jan	Consent	Resolution: Title 6
14-Jan	Consent	Park and Facility Master Plan Scorecard
14-Jan	Consent	UUT Committee Appointments
14-Jan	Consent	Warrants

14-Jan	Public Hearing	Re-zone Sierra Vista Park & City Maintenance Yard (Koerber)
14-Jan	Public Hearing	Appeal - 610 Baldwin Court
14-Jan	Public Hearing	Appeal - 630 Baldwin Court
14-Jan	Public Hearing	Appeal - 638 Baldwin Court
14-Jan	Public Hearing	Historic Designation and Mills Act Contract – 390 Olive Tree Lane
14-Jan	Public Hearing	Resolution No. 14-01 - Allocating CDBG funds for Fiscal Year 14/15
14-Jan	Discussion	Notification of Number of Protest Ballots
14-Jan	Discussion	SB405 - Phase out single-use plastic bags
14-Jan	Discussion	Strategic Plan Update from October 15, 2013 Retreat
14-Jan	Discussion	Ordinance: Tree Preservation
28-Jan	Presentation	Recognition of Outgoing Police Lieutenants Buchanan and Hundshamer
28-Jan	Presentation	Introduction of Newly Appointed Police Captain
28-Jan	Presentation	Municipal Volunteer Program Improvements (from 10/8/13) (Strategic Plan)
28-Jan	Consent	Second Quarter Financial Report
28-Jan	Consent	Warrants
28-Jan	Consent	Award of Contract to Sequoia for Debt Collection Services
28-Jan	Public Hearing	SB2 - Support of Transitional Housing and Emergency Shelters
28-Jan	Public Hearing	Adopt Housing Element (tentative) (Strategic Plan)
28-Jan	Public Hearing	Water and Sewer Rates (tentative)
28-Jan	Discussion	710 Freeway City Alliance
28-Jan	Discussion	Gray Water Systems
28-Jan	Discussion	Audit (tentative)
11-Feb	Presentation	Water Conservation Update
11-Feb	Consent	Disbanding General Plan Update Committee (Koerber)
11-Feb	Consent	Cancellation of April 8, 2014 City Council meeting
11-Feb	Consent	Warrants
11-Feb	Public Hearing	Adopt Housing Element (Strategic Plan)
11-Feb	Public Hearing	Development Impact Fees
11-Feb	Discussion	Strategic Plan Update from October 15, 2013 Retreat
11-Feb	Discussion	Consideration of Sidewalk Repair Master Plan (Strategic Plan)
11-Feb	Discussion	Increased Fines for Illegal Fireworks
11-Feb	Discussion	Resolution - Approving Library Strategic Plan (Strategic Plan)
25-Feb	Presentation	Utility Bill Enhancements
25-Feb	Consent	Warrants
25-Feb	Discussion	Ordinance: Multi-Family Housing Smoking Ordinance (from 3/12/13)
25-Feb	Discussion	City Signage Plan
25-Feb	Discussion	Review & Update of City's Publicity Policy
25-Feb	Discussion	Ordinance: Street Sweeping
25-Feb	Discussion	Hart Park House Senior Center Restrooms (from 11/26/13)

COMMUNITY SERVICES

SENIOR CLUB

The Sierra Madre Senior Club celebrates their 50th anniversary this Saturday, December 21st. The Senior Club gathers together on a regular basis to play bingo, socialize, and share ideas.

CANCELLED CLASSES

Several classes at the Senior Center are cancelled during the holiday season:

- Bingo is cancelled for Tuesday, December 24 and 31
- Chair Yoga is cancelled for Wednesday, December 25 and January 1
- Strength Training is cancelled for Friday, December 27 and January 3

Classes will resume the week of January 6th.

Senior Cinema (movies) in January will be pushed to Wednesdays, January 15 and 29 due to New Year's Day falling on the 1st Wednesday of January.

On Monday, January 6th from 11:00am to noon the Braille Institute will be hosting a seminar about "Understanding Vision Loss and the Emotional Impact". The presentation will discuss the signs and symptoms of low vision, possible treatments, and available Low Vision Wellness Programs. The following Monday, January 13th from 11:00am to Noon is a follow-up seminar on "The Business of Living", which focuses on identifying and separating paper and coin money, accessible banking, writing guides & paper, and shopping and dining tips.

On Thursday, January 9th from 12:00pm to 1:00pm paramedics from the Sierra Madre Fire Department will host a CPR and AED training session at the Senior Center instructing on current CPR practices and how to use the Senior Center AED.

A new 70" television will soon be installed at the Senior Center. The purchase was prompted by the Senior Commission who felt that the larger television would be beneficial during presentations at the Senior Center for both seniors and other user groups. The TV was purchased with Senior donation funds.

The Senior Master Plan Committee will have their first meeting on Monday, January 13th. This meeting is open to the public and will be held at 3pm at the Senior Center.

EXCURSIONS

Don't miss a trip to explore the Los Angeles Times and Printing Plant on Friday, January 10, 2014 from 9:00am to 3:00pm. The trip includes a one hour tour of the publication process and 45 minute tour of the robot assisted final distribution. The last day to register is January 3rd. Registration can be done online at www.cityofsierramadre.com/onlineregistration.

COMMUNITY EVENTS

The Huck Finn Committee will host their second meeting on January 6th. Sponsorship letters are currently being sent out to support the event.

The 4th of July Committee is hosting their first meeting for the 2014 event on January 13th. Four new Committee members are expected to join.

The Mount Wilson Trail Race Committee is meeting on January 9 and is expected to move forward with their regular event planning.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The Planning Commission held its meeting on Thursday, December 19th, and took action on the following items: 1) Recommended approval of the historic landmark designation of the Blumer House and recommended approval of a Mills Act contract for the property located at 390 Olive Tree Lane (unanimous approval); and 2) Recommended approval of Code amendments to allow transitional and supportive housing in all zones where residential is permitted, and to allow emergency shelters in the M (Manufacturing) zone, in compliance with State law (Senate Bill 2) and consistent with a housing program objective of the City-adopted and HCD-certified Housing Element (4-2 vote; Paschall and Buckles no). Both of these items will come before the City Council for final consideration.

The January 2, 2014 meeting will be cancelled due to the lack of a quorum. The next regular Planning Commission meeting will be January 16, which will include consideration to recommend approval of the 2014-2021 Housing Element. If the project stays on schedule, the Draft Housing Element will be presented to the City Council at the January 28 meeting. As a reminder, due to the fact that the City's previous Housing Element was certified by the State, this current process is truly an "update" as compared to a complete re-write.

FIRE DEPARTMENT

SANTA TO VISIT SIERRA MADRE

Santa Claus will be making his annual visit to the Fire Station on Christmas Eve! Starting at 7:00 pm on December 24th, children will have the opportunity to meet Santa in person. A stocking filled with toys and goodies will be distributed to all children in attendance. Any remaining stockings will be distributed to the children's ward at area hospitals.

FIRE DEPARTMENT LIVING QUARTERS

The upstairs quarters of the Fire Department received a facelift. Thanks to the hard work of Friday's onduty crew, the living area was painted off-white and the hallway, kitchen, and dining area now feature contrasting accent walls.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- Part-time Paramedic
- Volunteer Fire Fighter

Closed Recruitments

- Part-time Fire Engineer
- Part-time Fire Safety Officer Filming
- Part-time Code Enforcement
- Police
 - o Officer
 - o Dispatcher
 - o Part-time LAPD Officers
 - o Part-time Community Services Officer
- Public Works
 - o Part-time Water Pump Operator
 - Water Pump Operator
 - o Maintenance Worker

Hiring

- Police Captain starts Monday, December 29
- Electronic Resources Analyst starts Monday, January 6
- Temporary Part-time Code Enforcement Officer starts Monday, January 6

LIBRARY SERVICES

HOLIDAY HOURS

- * Monday, December 23 Regular Library hours 12:00pm 9:00pm
- * Tuesday, December, 24 from 10:00 a.m. 2:00 p.m.
- * Closed Wednesday, December 25, 2013 January 1, 2014
- * Reopen with regular library hours on Thursday, January 2, 2014

ROSE FLOAT PROGRAM

Children will create mini rose floats on Monday, December 23rd at 10:00 am at the Sierra Madre Public Library. Sierra Madre Rose Float Association President Bob Young will bring pieces of foam from Sierra Madre's entry into the 2014 Tournament of Roses Parade and children will use them as them as the base for their own floats. Afterwards, the children will tow their floats in a parade through the Library to the new Local History Room. Teen Docent Coordinator Diane Siegel and several of the teen history docents will share a short presentation on Sierra Madre's rose floats throughout the years using the new digital storyboard.

OVERDUE NOTICES NOW AVAILABLE BY EMAIL

Beginning in January, patrons of the Sierra Madre Library may choose to receive their overdue notices by e-mail instead of in print. E-mail notices are faster and do not involve a printing cost. Library staff will ask patrons how they would like to receive any overdue notices will send them as requested.

ONE BOOK, ONE CITY

Maisie Dobbs has been chosen as the Sierra Madre Public Library 2014 One Book, One City selection. An appearance by the author Jacqueline Winspear will highlight a month of exciting free programs at the Library. Winspear will speak on Saturday, February 22nd at 2:00 p.m. in the Gooden School multipurpose room and will talk about her mystery novel featuring an extraordinary young woman living

through epic times in World War I era England and France. A reception will follow the talk and copies of all the books in the Maisie Dobbs series will be available for purchase and signing by the author.

SPECIAL THANKS TO ALL LIBRARY VOLUNTEERS

All library volunteers were invited to share light refreshments with staff on December 17th. The volunteer efforts this past year exceeded 1,000 service hours that help keep our library running well. Services they provided include:

- assistance with updating public computers
- displaying newspapers and magazines
- assistance in processing new items, and mending
- filing and research with Local History
- scanning, digitizing, and entering metadata for City ordinances to make them available online
- assistance with Children's story times and programs
- teen docents who learn our local history and have begun to make presentations to the public
- Titles to Go: book delivery to homebound patrons
- Garden Helpers: clean tables and benches in the garden
- updating art inventory

We are grateful for the time our community volunteers give to support the library!

ANNUAL WINE TASTING EVENT

Tickets for the Friends Annual Wine Tasting Event on Friday, February 21, 2014 are now available for purchase at the library. The 44th Wine and Cuisine Tasting Benefit will be held at Alverno Villa in Sierra Madre. Ticket prices are as follows:

\$80.00 - Premium Event: 6:00 - 7:00 pm, Main Event: 7:00- 9:00 pm

\$60.00 - Main Event: 7:00 - 9:00 pm

All donations benefit the library for providing programs such as the Summer Reading Club, weekly story times and Teen Book Club, databases such as Ancestry.com, and support the purchase of new materials for the library.

PRESERVATION WEBINARS

Members of the Sierra Madre Historical Preservation Society (SMHPS) met with library staff to view webinars on the preservation of Local History materials and artifacts. The four webinars included:

- Preservation Best Practices: Fundamentals and Facilities
- The Role of Environment in Collections Care: Temperature & RH, Lighting, and Pest Management
- Collections Care: Handling, Access, Storage, and Exhibition
- Planning and Prioritizing: Tools for Success

Our local history collection is comprised of rare books, California Collection, newspapers, periodicals, ephemera and other items representing the history of the town, and the Archives. The Archives is a jointly owned collection of materials and artifacts between the Library and the SMHPS. These webinars provided some basic tips on how best to take care of these materials.

PUBLIC WORKS

TREE PLANTING UNDER WAY

Management Analyst Carlson was out in the field Friday marking locations for parkway trees to be planted. West Coast Arborists followed along behind him planting the first of the windstorm-replacement trees. This is the re-planting funded by a grant from Supervisor Antonovich. The planting project is to be complete by December 31.

WATER CONSERVATION UPDATE

Staff has received multiple contacts from residents regarding information that the City has published regarding current water production being higher than last year at this time.

Water usage has not increased in Sierra Madre in recent months. This October's water production was less than that of September 2013 (in spite of the start of grading at Kensington and the use of water for dust control and soil compaction;) and November production was less than October. The average daily water production in November was 2,082,380 gallons; for December the average stands at 1,760,529 gallons per day, showing that water use is still going down. It appears that our customers are still conserving.

What makes the current conservation efforts appear to be failing is that from November to December of 2012, the average daily production dropped over 850,000 gallons. This year's reduction between November and December is (only?) 321,000 gallons. This difference in month over month reduction is what has made it look like we are using more water now.

There are a number of factors which contribute to the difference between the annual November/December declines, listed in no particular order as there has not been an in-depth analysis of each:

Comparative temperatures and rainfall amounts 2012 to 2013

Construction use at Kensington

Water used in the Department's hydrant flushing (to alleviate colored water occurrences)

Customer water used in "clearing" coloration in household water.

Again, we appreciate everyone's efforts to conserve water. We are hopeful that the half inch of rain we received yesterday will be just the beginning of a good, or at least normal rain year. Every day of rain is one less day of irrigation and another few acre-feet of water captured by the City and used for groundwater recharge.

DUTYMAN HOUSE RENOVATION WORK BEGINS

Public Works staff has removed all the City's files that were stored at the Dutyman house, and placed them in a new location for safekeeping. Asbestos and lead-based paint sampling took place Friday, and the interior of the building will receive a thorough cleaning in order to reveal any building problems currently obscured by the accumulated dust and debris. Following the cleaning a re-inspection will be done by staff in order to formulate the limited scope of work to be included in the bid documents for the renovation.



City of Sierra Madre Holiday Schedule

Library

	Mon	Tue	Wed	Thu	Fri
2	3 12:00 pm— 9:00 pm	24 10:00 am— 2:00 pm	CLOSED Christmas	CLOSED	CLOSED
3	O CLOSED	31 CLOSED	CLOSED New Year	2 12:00 pm— 6:00 pm	3 12:00 pm— 6:00 pm

City Hall
Hart Park Senior Center
Community Center

	Mon	Tue	Wed	Thu	Fri
23	11:00 am— 5:30 pm	24 7:30 am — 12:30 pm	CLOSED Christmas	CLOSED	CLOSED
30	CLOSED	31 CLOSED	CLOSED New Year	2 11:00 am— 5:30 pm	3 11:00 am— 5:00 pm