

Agenda  
Regular Meeting of the Sierra Madre City Council,  
Successor Agency and Public Finance Authority  
Tuesday, March 8, 2016 – 6:30 p.m.  
City Hall Council Chambers, 232 W. Sierra Madre Blvd.

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Mayor, John Capoccia, opened the Regular Meeting of the Sierra Madre City Council, Successor Agency and Public Finance Authority at 6:30 p.m. City Clerk, Nancy Sue Shollenberger, read the roll, noting that all City Council members were present.

CALL TO ORDER/ROLL CALL MEMBERS OF THE CITY COUNCIL:

Present: John Capoccia, Mayor, Gene Goss, Mayor Pro Tem, Council Members, Rachelle Arizmendi, Denise Delmar and John Harabedian.

Absent: None

Also Present: Elaine Aguilar, City Manager  
Holly O. Whatley, Assistant City Attorney  
Vincent Gonzalez, Director of Planning and Community Preservation  
Larry Giannone, Safety Director and Police Chief  
Marcie Medina, Finance Director  
Steve Heydorff, Fire Chief  
Elisa Cox, Assistant City Manager  
James Carlson, Management Analyst  
Bruce Inman, Director of Public Works  
Nancy Sue Shollenberger, City Clerk

PLEDGE OF ALLEGIANCE AND INVOCATION/INSPIRATION:

Mayor Pro Tem, Gene Goss, led the Pledge of Allegiance and followed with a prayer

APPROVAL OF AGENDA:

Council Member, Rachelle Arizmendi moved and it was seconded by Council Member, Denise Delmar for approval of the Agenda as presented. The motion passed by unanimous voice vote.

APPROVAL OF MINUTES OF FEBRUARY 23, 2016

Council Member, John Harabedian moved and it was seconded by Mayor Pro Tem, Gene Goss for approval of the Minutes of February 23, 2016 as presented. The motion passed by unanimous voice vote.

MAYOR AND CITY COUNCIL REPORTS:

- 1) Council Member, John Harabedian, announced that he and Council Member, Rachelle Arizmendi, attended the new gold Line Station in Duarte. It runs to Azusa. It was a great event. Folks have options on the Gold Line.
- 2) Mayor Pro Tem, Gene Goss, announced that he was honored to MC the State of the City address given by Mayor Capoccia.

Council Member, Denise Delmar attended the Library Board of Trustee's Meeting and the Employee Recognition Dinner. It was a lot of fun.

- 4) Council Member, Rachele Arizmendi, did not have a report.
- 5) Mayor, John Capoccia, announced the Wistaria Festival this Sunday. The vine is beautiful.

PUBLIC COMMENT:

Barry Ziff, Member, Library Board of Trustees

Mr. Ziff announced the activities going on at the Library:

- National Library Week – April 10-16. Local authors will be present.
- Teen Docents for Story Board.
- Friend's is having a Book Sale. Historical Society will be present.
- Friends of the Library will be giving free CD rentals.
- There will be light refreshments.
- Read Program – Tots to Adults.

Mr. Ziff read notes from a family in Sierra Madre on their enjoyment of the Library.  
Thank you.

Mary Carney, on behalf of the the Sierra Madre Woman's Club

Ms. Carney wanted to announce that there would be an Election Night Mixer on this coming Thursday. Mayor Capoccia, Council Member Harabedian, Barry Gold, Michael Amerio and Melinda Carrillo would be present and would be speaking. Everyone is welcome. It is from 5:30-7:30. There will be light refreshments. Please come.

Barry Gold, Ramona Avenue

Mr. Gold announced that he is the write-in candidate at the upcoming election on April 12, 2016. The residents are concerned about the level of service that the Sheriff's Department will be giving – At 11:00 p.m. last night, a resident heard what she thought was men -0 she called 911. Within a couple of minutes she told me a couple of Sheriffs were there. More follows. The next morning Forensic personnel and the Sheriff's Department came. She wasn't hurt. The Sheriffs were as respectful as could possibly be. The residents with misgivings – the Sheriff's Department will be great to protect us.  
Thank you.

Mayor Capoccia closed public comment.

PRESENTATION:

Recognition Of employees with 10 or more years of employment service with the City of Sierra Madre.

10 Years:	Elisa Cox, Administration Rolando Gutierrez, Public Works
35 Years	Daniel Rodriguez, Public Works

Elaine Aguilar, City Manager, gave the background of service of Elisa Cox. Rolando Gutierrez was not present.

Bruce Inman, Director of Public Works, gave the background of Daniel Rodriguez, who is the mechanic for everything that needs fixed in the City.

Roland Gutierrez will be presented at a future City Council Meeting.

Mayor, John Capoccia, presented a Certificate of Recognition to each.

ACTION ITEMS:

1. CONSENT CALENDAR

Elaine Aguilar, City Manager, gave the following report under the Consent Calendar:

1a). WARRANTS

Staff recommends approval of Resolution No. 16-15 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIERRA MADRE APPROVING CERTAIN DEMANDS" and approval for payment of City Warrants in the aggregate amount of \$276,718.44; Sierra Madre Library Warrants in aggregate amount of \$1,777.16; and Payroll Transfer in the aggregate amount of \$308,739.56 for the fiscal year ending June 30, 2016.

1b). QUARTERLY FINANCIAL REPORT – SECOND QUARTER OF FY 2015-16

The Quarterly Financial Report for second quarter of the 2015-16 fiscal year was attached to the Agenda. The Quarterly Financial Report summarizes the City's overall financial position for the period of July 1, 2015 through December 31, 2015. General Fund Revenues and Expenditures at this time are on target with budget projections.

Staff recommends receive and file the Quarterly Financial Report for the quarter ending December 31, 2015.

1c). RECOMMENDATION TO REJECT ALL BIDS FOR THE REPLACEMENT OF WATER MAINS IN SIERRA PLACE AND IN MANZANITA AVENUE

Staff recommends that the City Council reject all bids received February 22, 2016 for the replacement of water mains in Sierra Place and in Manzanita Avenue.

On October 19<sup>th</sup>, the City Council approved two phases of water main replacement projects for FY 2015-16. Subsequently, the first phase was bifurcated into two sub-phases and the first sub-phase was awarded on an emergency basis, to replace the mains in Skyland Drive and Idle Hour Lane. The remainder of Phase 1 consists of Sierra Place from Sierra Madre Boulevard to Lowell Avenue and a portion of Manzanita Avenue, between South Lima Street and South Hermosa Avenue.

One reason why the leaking mains in Manzanita and Sierra Place were elevated to Phase 1 is because design drawings were already done for main replacements in these street sections as part of uncompleted prior years' projects. Proceeding with these streets allows the City to get a quicker start on priority main replacements than if we had to wait on the design of new plans. The design for Phase 2 can begin while advertisements and construction of Phase 1 is underway.

1d). DECLARATION OF CITY OWNED VEHICLES AND MISCELLANEOUS PROPERTY TO BE SURPLUSED.

City policy requires that prior to unused City property being disposed of, the property be declared surplus by the City Council.

Staff recommends that the City Council declare the vehicles and equipment listed in this report to be surplus and approve of the disposal of the items as described herein.

Declaration of Surplus Property:

Dodge Charger

GMC Sonoma

Piano

Piano

Two Air Hockey Tables

Two Pool Tables

Old Shelving and Partitions (not reusable)

Staff recommends that the vehicles and miscellaneous property listed above be declared surplus by the City Council and authorize City staff to work with an auction house to have the surplus vehicle and equipment auctioned off.

Mayor Capoccia opened for public input.

Barry Gold, Ramona Avenue

Mr. Gold noted that the staff report makes it clear that funds are not available for repairs. Raise taxes, cut expenses, or both. We can lower by contracting with the Sheriff Department. Savings can help with water mains. Consider the SAheriff Department – it will be perfect for us.

Mayor Capoccia closed public input.

Council Member, Rachele Arizmendi moved and it was seconded by Council Member, Denise Delmar, for approval of the Consent Calendar as presented by staff. The motion passed by unanimous voice vote.

2). SIERRA MADRE FIRE DEPARTMENT 2015 ANNUAL REPORT

Stephen F. Heydorff, Fire Chief, gave a thorough report which is available at City Hall for anyone wishing to read the complete report. A recap follows:

The Fire Department provides three essential services:

- Fire Suppression
- Fire Prevention and Investigation.
- Emergency Medical Services

Our volunteer personnel worked a total of 28,873 hours in 2015. This is down about 6,000 hours from 2014. This can be contributed directly to the loss of our volunteer engineers and Battalion Chiefs. The United States Department of Labor states that a volunteer is worth \$23.05 per hour. Therefore, our volunteers volunteered about \$665,522 last year. Full and part-time paid fire personnel worked a total of 14,384 hours. The Paramedics worked 17,520 hours. The total hours it took to run our Fire Department is over 61,000 hours per year.

We had 970 calls for service last year, which is the most calls we have had in the last ten years. We were close to 2012 when we had 968. However, that was the year we had the December windstorm, 70 calls in 24 hours. This is a 14% increase since 2013 (same as L. A. City) Chief Terrazas.

RA 41 response time was down from 4:44 56 to 4:05. I credit this with the elimination of the RA going on Chantry calls and the increase calls at the Kensington. Engine 41 stayed close to the same time (12 seconds), but it still responds up Chantry with L. A. County Fire Department. The engine always responds with the RA. We and along with other Fire Departments are questioned why we need to run the Engine with the RA. It's because we need the manpower on the call (two medics, one captain, one engineer and one or two FF).

Fire loss was down to \$22,075 this year from \$145,017 in 2014. We had two structure fires in 2014 (don't look at one year, you need to look at a five year trend). We had one firefighter injured and one fatality this year. Training hours we totaled 6,286 hours and that is an average of over 120 hours per person. We had 1,620 inspections in 2015, which mostly came from brush inspections.

We had 25 fire responses 699 EMS over pressure was a transformer. This is the ninth consecutive year we have responded to more than 800 calls and this year was the most calls we have ever had.

Re.: EMS

We responded to 699 medical calls and we had an EMS revenue of \$239,394.50. Our program was reviewed by L. A. County Department of Health Services and passed the review with no follow-ups.

Re.: New Ambulance

2015 Frazer Type One Ambulance – Dodge 4500 Chassis. Ground clearance is higher. The generator to run module and air conditioning – it is gas powered and not diesel.

Re.: Training

Members completed over 6,000 hours of training - averaged over 120 per firefighter. We participated in multiple live burn scenarios. Through the LAAFCA and the RTG the area has received grant funding to build and maintain nine training centers – Monrovia is the closest one.

Re.: Fire Prevention

We completed a total of 1,924 inspections. Brush inspections of course were the majority of the inspections. We did 94 apartment inspections. We had 66 commercials up from 25 the year before. We handled eight complaints and had 217 follow-up inspections. The Fire Marshal did 87 sprinkler inspections. Through the Fire Prevention Bureau, we issued 17 fire permits. We had 26 public education tours – both at the station and at the local schools. We had 203 plan checks. We had a successful fire prevention festival in October. There were over 250 in attendance, and we served over 175 hotdogs and 200 sodas.

Re: Comparison of Yearly Responses

We have had a 14% increase since 2013. Same as L. A. City Fire/Chief Terrazas said at an LAAFCA meeting. We are trending to do over 1,000 calls this year.

Re.: Ten Year Trend

As you can see, fires and service calls stay flat. We, along with all other Fire Departments have seen a rise in EMS calls – aging population Baby Boomers.

Re.: Budget Comparison

Sierra Madre continues to be the most economical service plan to deliver Paramedic and Fire service; both per call and per resident.

Arcadia is about \$192.72 per person, and \$2,960 per call.

Monrovia is \$258.54/person and \$2,773.29.

South Pasadena is \$174.48/person and \$2,571 per call.

La Habra Heights is \$236/person and \$2,849/call.

San Marino is \$455/person and \$6,168/call.

Sierra Madre is \$173.82/person and \$2,000.74/call.

San Marino and La Habra Heights are majority funded by Special Revenue Property Taxes.

Re.: Response Time Comparisons

Sierra Madre Fire Department's response time is comparable to all of our neighbors.

Re.: Accomplishments

- CERT training in the City Yards.
- Purchased and put into service a new Rescue Ambulance.
- Fire Prevention Festival in October
- Contracted with Arcadia and Monrovia for Battalion Chief Coverage
- Contracted Auto Aid with L. A. County Fire Department for first alarm incidents in Sierra Madre (Engine 41 goes up Chantry, but the RA now stays in town).
- We had ten firefighters hired by career departments.
- Renewed over 450 members in the Paramedic's Subscription program.
- Phos-Chek was completed around Santa Anita Rd., the Rose Bowl and La Verne.
- Purchased a Container in order to keep all turnouts at the station.

Thank you for your time. Do you have any questions or concerns?

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SIERRA MADRE POLICE DEPARTMENT ANNUAL REPORT

Larry Giannone, Public Safety Officer and Police Chief, also gave a thorough report which is available at City Hall for anyone wishing to read the complete report. A recap follows:

As a professional law enforcement organization, the Sierra Madre Police Department takes great pride in delivering the highest level of public safety and service. Employees make hundreds of contacts a month with members of our community in situations that are often challenging. Even in difficult situations the culture of our department is to treat people fairly, with respect and to provide a high level of service. Below are a few tools we use to help accomplish this.

**Annual Evaluations:** Each year, every full time employee receives a comprehensive annual evaluation with specific goals tailored to each employee.

**Video and Audio Recorders:** Every patrol car is equipped with a video camera. The video/audio file from the patrol cars are automatically downloaded onto a server. Employees also carry digital audio recorders which they use for all field contacts. Supervisors randomly conduct an audit of the video and audio files.

**Monthly Training:** For several years the Sierra Madre Police Department has utilized Lexipol, which is a provider of policy management resources for law enforcement organizations across the country. Lexipol is an on-line tool that provides comprehensive defensible policies written by legal and public safety professionals.

**Use of Force and Pursuits:** When a Use of Force or pursuit occurs, a field supervisor completes a preliminary investigative report. The Watch Commander, Captain and Chief review every Use of Force and pursuit report to ensure there is compliance within departmental policy.

**Personnel Complaints:** The Sierra Madre Police Department takes all complaints regarding the service provided by the Department and the conduct of its members seriously. The Department accepts and addresses all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any collective bargaining agreements.

**Employee Awards:** On April 14, 2015, Chief Giannone and Officer Hare were commemorated with the Deuce Award for their DUI arrests in the year of 2014 during the Mothers Against Drunk Driving banquet. On October 8, 2015, Captain Ortiz was commemorated with the Public Safety award for his strong work ethic and efforts to maintain a safe community at the Sierra Madre Honor Awards Ceremony.

**Statistics: Budget: Police Department – The City of Sierra Madre General Fund allocation (FY 2014-2015 – unaudited) is as follows:**

Police Personnel (includes benefits) - \$3,374,831.00.

Maintenance and Operations: \$710,679.00

Other Grants, Donations and Revenue - \$103,700.00

Total: \$4,189,210.00.

- Full Time Officers: 10
- Full Time Professional Staff (Dispatchers): 4
- Part-Time Staff: 14
- Volunteers: 18
- Volunteer Hours Donated: 1,669

Dispatch:

- Total Calls Into Dispatch; 13,335
- Total Calls for Service: 5,137
- 911 Calls: 1,890
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Detective Bureau:

- Search Warrants: 10
- Cases Assigned: 286

Crime Stats:

- Total Arrests: 327
- Total Police Reports Taken: 412

Emergency Response Time:

- Priority Calls: 3:53 minutes
- Non-priority Calls: 4.04 minutes

Traffic Data:

- Parking Violations: 2,764
- Traffic Citations Issued: 551
- Written Warnings Issued: 124

Crime/Collisions Comparison to 2014

- Our property crimes had an increase of 18.49% from 2014.
- Our violent crimes had an increase of 16.66% from 2014.
- Non-injury traffic collisions had a decrease of 30.95% from 2014
- Injury traffic collisions had a decrease of 7.14% from 2014.

Patrol Officers and Dispatchers, and SMPD Response Times:

- There is a direct correlation between the staffing levels and the response times.
- Historically we have found that when dispatchers are in training the times may be off, sometimes up to a minute, because of the training process.

Dispatch: Police Chief Giannone reviewed Upgrade #1, Upgrade #2 and Upgrade #3

Jail:

The Sierra Madre jail is identified by the California Board of Corrections as a "Temporary Holding Facility." This classification means that inmates can be held for 24 hours or less, pending their release, transfer to another facility (Pasadena Jail, Los Angeles County Jail, or a medical facility), or appear in court. Minors cannot be detained for longer than six hours. The police of the Sierra Madre Police Department is to hold all inmates for six hours or less. Whenever there is an inmate(s) in the jail, there will be at least one trained employee on duty in the facility. The employee will be immediately available and accessible to the inmate(s) in the event of an emergency.

The jail facility consists of a jail cell, a pre-booking cell, a live scan machine, and a pre-booking room. The jail cell has four beds and a toilet/sink combination. The jail cell has a capacity of four inmates. The pre-booking cell is where the inmate is placed while the police officer gathers all the information needed for booking. The pre-booking room has all the necessary forms needed for booking and also houses the breathalyzer. The breathalyzer is a device used to determine blood alcohol content from a breath sample. The live scan machine is used for the booking of inmates and for general live scan services for the public.

Volunteers:

The Sierra Madre Police Department Civilian Volunteers are an integral part of the Police Department's work force. They provide an invaluable source of experience, energy and time to make their community a safer place to live. The volunteers augment the department by conducting special assignments and details so that police officers can increase their availability in the field. The volunteers perform a wide range of non-enforcement duties and provide many services for the department and the community such as: assisting with traffic control, radar surveys and performing vacation checks. They are an extra set of "eyes and ears" for the department.

The department has approximately 18 volunteers and in 2015, the volunteers served a total of 1,669 hours of service to the department and community. This is equivalent to \$44,846.00 of "dollar value" provided to the City of Sierra Madre.

The dollar value is based on the Independent Sector Organizations estimated hourly dollar value for volunteer time in California, which is \$26.87/hour. This estimate helps acknowledge the millions of individuals nationwide who dedicate their time, talents, and energy to make a difference in their communities.

Thank you Sierra Madre Police Volunteers! Police Chief Giannone also thanked the staff for all they do.

Social Media:

At the beginning of 2015, Sierra Madre Police Department expanded into the world of social media. The department had originally planned to utilize social media to stay informed, however it quickly turned into a great opportunity to connect with the community and other departments. Throughout the year, Sierra Madre has successfully built a strong foundation within the social media world by utilizing various applications such as Facebook, Instagram, Twitter, and

Nixle. Through such applications, the department is now able to relay up to date information to thousands of people in cases such as: warning of trail closures, active investigations in a certain area, crime alerts and trends, or simply to inform followers of an upcoming community event. In return, we have witnessed the positive effects of choosing to be active in social media. Our residents have responded with encouraging feedback and appreciation. As our efforts continue, our goal is to establish a growing audience of online followers which will serve as another tool in investigations locating suspects or a crucial tip to help lead to arrests.

**Public Safety Committee:**

In 2015, the City of Sierra Madre formed a committee to act as an advisory panel for all aspects of Public Safety within the community. This includes Law Enforcement Code Enforcement, Fire Safety, Humane Services, and any other area where the public's safety can be addressed. Serving on the Committee allows community members and residents to be a voice for public safety. The current Public Safety Committee Members are: Rosemary Burnett, Bill Coburn, Donald Handley, Glen Lambdin and Joseph Widman. The Committee meets the 2<sup>nd</sup> Thursday of the month at 6:00 p.m. in the City Hall Conference Room. Council Liaison is Gene Goss, Mayor Pro Tem. Council Alternate: Rachelle Arizmendi, City Council Member and Staff Liaison is Larry Giannone, Public Safety Director.

Council Member, Rachelle Arizmendi, thanked Fire Chief Heydorff and Public Safety Director/Police Chief for their Annual Reports.

Council Member, Denise Delmar, also thanked the Fire Chief and Public Safety Director/Police Chief for their service and volunteers.

Larry Giannone, reported on the recent break-in. The individuals are striking several towns. They are being investigated. The Sheriff Department will be putting an additional car in town. It is a group doing burglaries. I am confident they will be taken into custody. I encourage everyone – if you see anything suspicious, call 911. Crooks don't know borders. We have been fortunate that we haven't had a rash of crimes in daytime burglaries. It is happening. It is team work. They drive a silver range rover primarily – you need to know your neighborhood. Usually three people are in the car, driver and two people run. Please call us.

Mayor Capoccia also thanked Police Giannone for the Department's hard work and working with the Sheriff Department. The job is difficult.

Police Chief Giannone thanked the staff and all for putting this report together.

Mayor Capoccia opened for public input and there was none.

Mayor Capoccia remarked that this agenda item is a "receive and file".

3). DISCUSSION REGARDING LONG-TERM FINANCIAL STABILITY COMMITTEE

The City Council's current Strategic Plan has a Goal of, "Achieve Financial Stability and Sustainability." Under the goal, two of the objectives are:

- March 2016 – Present to the City Council for action the charge of the Long-Term Financial Stability and Sustainability Committee.
- April 2016 – Create a Long-Term Financial Stability Committee for operations and infrastructure composed of two City Council Members, staff and Members of the Public to prepare a Long-Term Financial Stability Plan for presentation to the Council.

The purpose of this report is to have a discussion and decide upon a “charge” for the Committee and should the Council decide to proceed, to decide upon a selection process for the public members of the Committee.

Sierra Madre is a 100+ year old city. There have been many challenges over the years, and many of these challenges were resolved because of the active engagement of the community and the involvement of many parties – elected officials, the public and city staff. Financial challenges are not new. Between 2010 and 2015, the City Council made difficult decisions in order to maintain balanced budgets. The past couple of years’ budgets have reflected budget adjustments, staff realignments and downsizing, contracting and service level reductions. Budgets and audits are a “snapshot” of city finances for a one-year period of time. But annual budgets and audits do not lay out a plan for the long-term future.

The City Council spent much of the last two years in budget related discussions. It was evident that looking at city finances for a time period of more than one or two years would be beneficial. For example, it has been noted a number of times that the current staffing model for the Fire Department is not sustainable and costs have been and will continue to increase. It was also evident that an adequate investment (maintenance and replacement) was not being made to public facilities, streets, water infrastructure, and sidewalks, etc. because of a lack of available resources.

A long-term Financial Plan involves financial forecasting (projecting revenues and expenditures over a long-term period, evaluating various assumptions) and an examination and discussion of long-term service levels, not only operational service levels, but also capital and infrastructure needs.

The purpose of this staff report is to determine:

1. Does the Council want to embark on the development of a Long-Term Financial Plan?
2. How would the Plan be developed? With a Committee? What is the Committee’s charge/responsibility?
3. How should the Committee be formed?

The City Manager reviewed what the Committee’s Charge would be, process for appointing committee members, how the public members can be selected, etc.

Once a process of selecting members is agreed upon, either staff will schedule the appointments to occur at a May 2016 Council meeting (if alternative 2 is selected), or staff will begin the recruitment process by publicizing the committee appointments and soliciting applications.. Once an adequate number of applications is received the appointments can be scheduled for a future Council meeting.

Alternatives:

1. The City Council may take no action, and not form a Long-Term Financial Stability Committee.
2. The City Council could request additional information, or request that this report be placed on a future agenda.
3. The City Council could take action to decide upon a method to select Committee members, and decide upon the charge and responsibility of a Long-Term Financial Stability Committee.

It is recommended that the City Council proceed with the formation of the Committee, based upon previous direction in the Strategic Plan.

Staff recommends that the City Council decide upon a method to select Committee members, and decide upon the charge and responsibility of a Long-Term Financial Stability Committee.

Mayor Capoccia remarked that this is a very comprehensive report. Is a year realistic. For example, the Fire Department analysis. The future of the Fire Department would take months. Police Department is the same.

The City Manager noted that it depends. If the project is broad – two years. For one year we would present the General Plan and what it envisions. It could guide projections.

Mayor Capoccia opened for public input.

Emmett Mcguire

Mr. Mcguire stated that he feels this is a great idea. All governmental agencies need future planning. This effort fills the gap. See what is needed and go for it. I urge you to do some form of this.

De Alcorn, E. Grand View Avenue

Mr. Alcorn feels this is long overdue. Maybe if we would have had that it could have avoided what we are going through today. Look long-term ahead. You need something like this.

Mayor Capoccia closed community input.

Council Member, John Harabedian, stated that this is a great idea and we should be doing. Looking down the road and how to pay for is the issue. Is a committee the right tool for this. We work with staff for the best path of the City. It is important to have public input, and public forums. This puts a burden on staff. This type of committee would bog down staff. I would have staff come up with this and bring to the City Council.

Council Member, Denise Delmar, stated that she totally agrees with Council Member Harabedian. Committees are good, but at this juncture, we need long-term planning. Tools are available. We had public input, we have a revenue committee, there is outreach from League of Cities. They have "help tools". Let's utilize that. They offer help. I would like the City Manager to do and present to the City Council, and maybe get public involved later. When you bring people into this with no experience, people have to learn and we don't have time.

Council Member, Rachele Arizmendi, stated that it is something we should do, there is value to a committee, but not tackle all this. Concern is around staff time demands for commission meetings. This is more intensive. I don't want to lose what the revenue committee did. Dissect more, utilize committee and come back. Underscore value for committee to participate. Revisit Revenue Committee and utilize and work off of them.

Mayor Pro Tem, Gene Goss, stated that he feels this is really a good idea. The Revenue Committee addressed several items. I like all I've heard. Get the staff to focus and narrow down the options.

Council Member, Denise Delmar, stated that the financial tool of League can help and forecast. Bring back in months and use Revenue. There are a bunch of spread sheets. Tools have been in place years ago. Rancho Cucamonga learned where to put revenue and deficit, then went to community. It gives broad knowledge.

Mayor Capoccia asked if the League could talk to us?

The City Manager stated that staff is familiar with this. Maybe three months to put data in and then just update.

Mayor Capoccia noted that he feels our City is in a good condition. It would give objective measures. It is a good place to start. My instinct is rather clear idea and direction. Let's start with that.

Council Member Arizmendi feels it is a good place to start, then use Revenue Committee recommendations. Don't wait three months.

The City Manager will recommend bringing back Revenue Committee. It will be a financial tool to provide technical data on why we need additional revenue. Refreshing our memories is good. We will present financial review.

4). STRATEGIC PLAN FROM OCTOBER 20, 2015 RETREAT

Elaine Aguilar, City Manager, gave an update on the Strategic Plan from October 20, 2015 Retreat

Council Member, Denise Delmar, remarked that the Strategic Plan has been scheduled for once a year now. We will do in the fall.

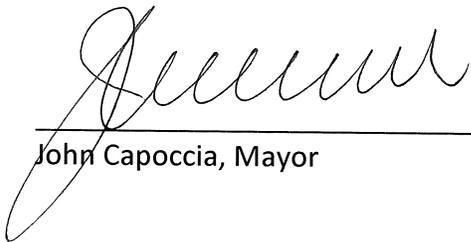
Mayor Capoccia opened for public input and there was none.

The City Manager announced that we have one more meeting in March. There is one meeting in April which will be the reorganization on April 26<sup>th</sup>. The election is April 12<sup>th</sup> and final recount on April 19<sup>th</sup>.

FUTURE AGENDA ITEMS: None

ADJOURNMENT:

Mayor Pro Tem, Gene Goss moved and it was seconded by Council Member, John Harabedian for approval of adjournment at 8:32 p.m. The motion passed by unanimous voice vote.

  
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John Capoccia, Mayor

Minutes taken and typed by:



Nancy Sue Shollenberger  
City Clerk