City of Sierra Madre

Memorandum

To:

Honorable Mayor and Members of the City Council

From:

Elaine I. Aguilar, City Manager

Date:

February 28, 2014

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:

- Thursday, March 6 Senior Community Commission meeting 3:00 pm
- Thursday, March 6 Planning Commission meeting 7:00 pm

UPCOMING DATES FOR YOUR CALENDAR

Please note the following dates on your calendar.

• Friday, April 25 – City Council Strategic Plan Retreat, 8:00 am to 3:00 pm at the YAC

RAIN STORM

As of late this afternoon, Sierra Madre has weathered the storm! There were instances of flooded streets, rocks in the roadway, fallen palm fronds, and one tree blew over in the storm. There were no reports of water (or mud) entering any homes. The road up to Chantry Flats is closed due to debris on the roadway. Periods of heavy rain are still expected, and a flash flood warning continues through Saturday evening.

Staff is on stand-by this weekend, should problems develop and it becomes necessary to open the City's Emergency Evacuation Center. When City Hall is closed, the public should call the Police Department for any urgent matters. If the situation is a life threatening emergency, call 911; for other general concerns please call (626)355-1414.

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.

11-Mar	Presentation	Recognition of Sierra Madre School Teachers - PEF Grant Recipients
11-Mar	Presentation	Swearing In Deputy City Clerk - Terri Owens
11-Mar	Presentation	Public Safety Report - Presented by Chief Giannone and Chief Heydorff
11-Mar	Presentation	Water Conservation Update
11-Mar	Consent	Resolution: 30% Reduction of Permit Fees for Gray Water Systems
11-Mar	Consent	Authorization to Bid for Plans and Specs for Mt. Trail Water Main
11-Mar	Consent	Warrants
11-Mar	Discussion	UUT Cap for Commercial Businesses (Capoccia)
11-Mar	Discussion	Enhanced Watershed Management Plan (Strategic Plan)- Tentative
11-Mar	Discussion	Report on Planning Commission's Review of General Plan Update (Strat Plan)
11-Mar	Discussion	Marketing and Branding Plan (Strategic Plan)
11-Mar	Discussion	Ordinance: Street Sweeping
11-Mar	Discussion	Consideration of Phase 3 Water Conservation/Penalties/City Water Use
25-Mar	Presentation	Utility Bill Enhancements
25-Mar	Consent	Resolution: Relinquishing Santa Anita Canyon Road to L.A. County
25-Mar	Consent	Enernoc Agreement
25-Mar	Consent	Warrants
25-Mar	Public Hearing	Stale-Dated Checks
25-Mar	Discussion	Strategic Plan Update from October 15, 2013 Retreat
25-Mar	Discussion	Review & Update of City's Publicity Policy
25-Mar	Discussion	City Signage Plan
25-Mar	Discussion	Five-Year Water Infrastructure Plan (Strategic Plan)
8-Apr	Consent	Municipal Election
22-Apr	Presentation	Proclamation in Recognition of the Armenian Genocide
22-Apr	Consent	Warrants
22-Apr	Consent	Historical Society MOU
22-Apr	Discussion	City Council Reorganization
25-Apr	Special	Strategic Planning Retreat
13 -M ay	Presentation	Recognition of Sierra Madre Older American
13-May	Presentation	Water Conservation Update
13-May	Consent	Resolution: Relinquishing Santa Anita Canyon Road to L.A. County
13-May	Consent	Resolution: H.E.R.O. Program
13 - May	Consent	Out To Bid for FY 13/14 Street Project
13-May	Consent	OPEB Actuarial
13-May	Consent	Warrants
13-May	Public Hearing	Development Impact Fees
13-May	Discussion	City Council Liaison Appointments

13-May	Discussion	Adoption of Strategic Plan from April 25 Retreat
13-May	Discussion	Assessment Districts
13-May	Discussion	Facility Fee Waiver Policy Revisions
13-May	Discussion	Third Quarter Financial Reports / Mid-Year Budget Update

COMM UNITY SERVICES

COORDINATING COUNCIL

Coordinating Council moved their March 6th meeting to February 27th due to a schedule conflict with the original date of Thursday, March 6th. The meeting included a tutorial on adding events to the Chamber's website calendar. This calendar will now serve as a resource for community groups to share their events and programs with the public. The meeting also consisted of the usual roundtable sharing.

SENIOR CENTER

Wednesday, February 26th was a busy day at the Hart Park House with legal consultations, tax consultations, Chair Yoga, and thirty-three individuals attending the Lunch and Learn presentation provided by Pasadena Heritage. The presentation was on the Story of Old Town Pasadena.

HUCK FINN

Campout registration began Monday, February 24th and twenty of the sixty campsites were reserved on the first day. Registration is open until Monday, March 24th unless the campsites sell out prior to that date.

EXCURSIONS

On Thursday, February 27th fifty-five participants visited the Feline Conservation Center in Rosamond, CA. The trip included a one hour guided tour of the sanctuary for exotic, large cats, and a lunch stop at Coach's Bar and Grill.

MOUNT WILSON TRAIL RACE

On Tuesday, February 25th staff hosted a training session for a few MWTR Committee members on using the Active Registration System. These Committee members will be assisting with Sierra Madre resident registration on Saturday, March 1st.

COMMUNITY SERVICES COMMISSION

The meeting that was scheduled for Monday, February 24th, was cancelled due to a lack of quorum. A rescheduled meeting of the Community Services Commission is set for Monday, March 3rd, in the Council Chambers at 6:30 pm.

DEVELOPMENT SERVICES

PLANNING COMMISSION

The next Planning Commission meeting is Thursday, March 6th. The items on the agenda include: 1) Continued public hearing for a CUP application to construct a new garage and house addition with a proposed cumulative building floor area of 4,880 square feet for the property at 448 W. Highland Ave., and 2) Workshop for the Planning Commission to provide direction and feedback to the architect on the three proposed Stonegate projects at 610, 630, and 638 Baldwin Court, for their compliance with D-1.1 to D-1.9 of the Stonegate Design Guidelines.

CURRENT PLANNING AND BUILDING & SAFETY ACTIVITY

Development Services staff is currently processing 21 development applications; these are applications submitted by residents, builders or developers which require discretionary review, administratively by the Director or by the Planning Commission (as prescribed by the Municipal Code). Attached is a "Current Planning Projects" table which provides info and the status of these permit applications. Also included in the table are other major projects, i.e., Housing Element update, General Plan update, public facilities fee update, and zoning code updates.

For the month of January 2014, staff received and processed 7 plan check applications and 49 building permits were issued (includes building, electrical, mechanical, plumbing). There were 200 members of the public who visited the Development Services counter seeking information on zoning, land use, and building permit requirements. This is an average of 11 visits per day (with a "6 hour public counter day" – this equates 2 visits per hour.)

HUMAN RESOURCES

TOTAL COMPENSATION COMPARISONS

Staff did a quick comparison of total compensation of city eight positions, as compared to the same position in five neighboring cities. A more detailed study for all the City's positions is underway and will be presented to the Council later this year. However, this quick sampling (attached) still shows that Sierra Madre's employees regularly rank at the bottom for both salaries and total compensation.

RECRUITMENT

Open Recruitments

Closed Recruitments

- Part-time Code Enforcement Officer
- Part-time Library Page
- Fire
 - o Part-time Fire Engineer
 - o Part-time Fire Safety Officer Filming
 - o Part-time Paramedic
- Police
 - o Officer
 - o Part-time Community Services Officer
- Public Works
 - o Part-time Water Pump Operator
 - Maintenance Worker

LIBRARY SERVICES

PROGRAMS

eReader Workshop: Saturday, 10:00 am, March 1st; Tuesday, 7:00 pm, March 4th

Signups begins for our popular parenting workshops: March 1st

• Free program for children from birth to 36 months will be held on Tuesdays in April, from 9-11:30 am in the Library. Call the Library for more information: (626)355-7186

Barks & Books: Thursday, 3:30 pm, March 13th

Third Thursday Book Club: Thursday, 11:00 am, March 20th. The River of Doubt: Theodore Roosevelt's Darkest Journey by Candice Miller

Teen Book Club: Wednesdays at 4:00 pm

PUBLIC LIBRARY DIRECTOR FORUM

Library Director, Carolyn Thomas attended the Public Library Director Forum in Sacramento February 25-26, 2014. All expenses for the trip were funded by the California State Library. Information that is beneficial to Sierra Madre Public Library includes:

- \$5,000 in State grant monies will be available to all Public Libraries in California to purchase books to support the Common Core State Standards which are being implemented in school districts throughout California. Also included is a training for staff which will be held at Anaheim Public Library on April 3, 2014.
- Participation in the Edge Initiative, a toolkit for assessing technology services the library offers to the community. Training, resources, and development of a project plan for improving technology services will be addressed in the upcoming training beginning March 25, 2014.
- Broadband Initiative to improve bandwidth to all public libraries is part of the Governor's budget for the upcoming fiscal year. The intent is to connect public libraries to the CENIC (Corporation for Education Network Initiative) backbone and to increase bandwidth from 1.5 mbps to up to a gigabyte.
- A request to extend the "Sierra Madre Teens and Treasure Teen History Docents" Grant from June to the end of August has been submitted. In addition, a request for monies to support the Teen Docent Coordinator through that time period has also been submitted. Although fifteen teens have been trained to date, it is hoped more teens could be recruited during the summer months. These teens learn our local history and provide tours of the digital storyboards.

TEEN DOCENT LOCAL HISTORY TOURS

Our Teen Docents will be providing local history tours in March. You will be surprised at how much they know about our town! Each tour is expected to last about 15-20 minutes.

Tours at Local History Room in Library

- Saturday, March 1st and 22nd, 1:30 pm
- Saturday, March 15th, 1:30 pm and 2:15 pm

Tours at the Richardson House

- Saturday, March 15th, 11:10 am
- Saturday, March 29th, 11:10 am

PUBLIC WORKS

CITY ASSISTS AZUSA

Public Works has offered the use of our stock of K-rail to the cities of Glendora and Azusa for their post-fire mudslide preparations. While both cities expressed an interest in borrowing from Sierra Madre, to date only Azusa has availed itself of the offer. Azusa took approximately 1,500 LF of k-rail as they prepared for this week's rain. Our stock of K-rail was provided through a federal grant through the Natural Resources Conservation Service.

Attachments

CURRENT PLANNING PROJECTS

Date Submitted	Project Address	Type of Application	Description	Status	Planner
7					
11/13/2012	610 Baldwin Ct.	HDP 12-01 / CUP 12-08	Stonegate - construction 3,532 SF	<u> </u>	DP
10/31/2013	140 W. Sierra Madre Blvd	CUP 13-07	AT&T Stealth Wireless Facility	Waiting for resubmittal	DP
11/4/2013	258 Rancho Rd.	CUP 13-08	SFR over 4,000 sf	PC Approved, within 14-day appeal period.	DP
				Director Conditionally Approved, waiting for	
10/22/2013	553 W Orange Grove	MVAR 13-04/ SUA 13-02	Non-conforming existing setbacks	parking space to be installed	DP
9/26/2013	473 E. Montecito	MCUP 13-05	Garage Office addition	Processing, awaiting resubmittal	DP
7/15/2013	1125 E. Grandview Ave.	SUA 13-12	Second Unit Amnesty	Building Corrections	DP
6/21/2013	55 W. Mira Monte	SUA 13-10	Second Unit Amnesty	Building Corrections	DP
				App on hold - proposed construction prohibited	
9/25/2012	498 Woodland	MCUP 12-04/SUP 12-03	demo/remodel, new Second Unit	above storm drain	DP
2/18/2014	102 Grove Ln.	CUP 14-02	Development in R-3 Zone	Under review for completeness	DP
2/24/2014	131 E. Orange Grove Ave.	MCUP 14-02	Accessory structure encroaching into setbacks	Under review for completeness	DP
				Reviewing revised project, Public Works	
11/13/2013	75 N. Canon	TPM 13-05	2 lot subdivision	corrections	DP
7/11/2013	520 N. Michillinda	TPM 13-04	2 lot subdivision	Processing, awaiting resubmital.	LC
•				Waiting to meet with applicant to discuss	
1/14/2014	576 Elm	Pre-Application Review	New 2-story single-family residence	comments.	LC
				Provide comments to applicant on Jan. 22, 2014,	
3/1/2013	177 Merrill	CUP 13-02	Building addition to single-family home in R-3 zone	awaiting re-submittal.	LC
				PC meeting on March 6, 2014 (continued by PC	
11/6/2013	448 W. Highland Ave.	CUP 13-09	SFR over 4,000 s.f.	on Feb. 20)	LC
4/11/2013	81 W. Grandview	SUA 13-07	Second Unit Amnesty	Building Corrections	LC
7/15/2013	292 E. Laurel	SUA 13-13	Second Unit Amnesty	Processing, awaiting additional information.	LC
.,,				Applicant has contract, will provide proof	*
9/9/2013	390 Olive Tree Lane	Mills Act/ Historic Designation	Nomination for Historic Designation; Mills Act contract	1	LC
11/13/2012	630 Baldwin Ct.	HDP 12-02 / CUP 12-09	Stonegate - construction 3,512 SF home	PC Workshop scheduled for March 6th meeting	LC
11/13/2012	638 Baldwin Ct.	HDP 12-03 / CUP 12-10	Stonegate - construcion 3,528 SF home	PC Workshop scheduled for March 6th meeting	LC
				Currently reviewing application to provide	
2/11/2014	2235 Santa Anita Ave.	CUP 14-01	SFR over 4,000 s.f.	comments.	LC
			Prepare Resolution for 30% reduction of permit fee for		
			graywater installation; prepare brochures and info on	Resolution scheduled for March 11, 2014 CC	
N/A	Citywide	Graywater	City website	meeting; preparing brochure and website info.	DC
,			Amendment of the definition of bedroom in		1
N/A	Citywide	мста	Residential Zones (except HMZ)	CC hearing on June 10, 2014.	LC/DC
IV/A	Terrywide	INICIA	hesidential zolles (except HWZ)	Concurring Off Faire 10, 2017.	120,00

CURRENT PLANNING PROJECTS

			Update of 2006 Fee Study to determine methodology		
N/A	Citywide	Public Facilities Fee Update	and new fee rates	To CC 3/11/14	DC
			Comprehensive General Plan Update; Environmental	PC review of draft document - To PC at every 1st	
N/A	Citywide	General Plan Update	Impact Report	meeting of month (1st Thursdays)	LC/DC
	e Development Permit		The state of the s		

CUP - Conditional Use Permit

MVAR - Minor Variance

SUA - Second Use Permit Amnesty

MCUP - Minor Conditional Use Permit

TPM - Tentative Parcel Map

MCTA - Munipical Code Text Amendment

Total Compensation Comparison

Historically, the Sierra Madre City Council has made policy decisions to keep City of Sierra Madre employee salaries at below market-rate levels, while providing a competitive benefit package. Overall, this has kept Sierra Madre's employee related expenses down in two ways:

- First, for most employees, Sierra Madre's "total compensation" (salary plus benefits) remains the lowest or the second lowest, as compared to the same position in neighboring cities;
- Secondly, this approach results in reducing the City's current and future CalPERS retirement liability.

Additionally, as the case with the last two department head and the Police Captain hires, the medical benefits enabled the City to recruit experienced managers all the while keeping the City's OPEB (other post-employment benefits) liabilities down since these employees will not qualify for retiree medical benefits.

However, as illustrated in the charts on the following pages, even with the competitive benefit packages, the City of Sierra Madre ranks either last or second to last in total compensation as compared to the five neighboring agencies. The City is currently working on a more thorough compensation analysis for each position that will be presented to the City Council later this year.

The data utilized in this report was downloaded from TransparentCalifornia.com for the 2012 calendar year, which only reports the total cost per employee. Based on the data downloaded from TransparentCalifornia.com, the Sierra Madre had the average lowest cost per employee in $2012^1 - 44\%$ less than the next lowest city in this report:

• Pasadena - \$89,674

Arcadia - \$82,133

• Monrovia - \$73,770

• San Gabriel - \$69,262

South Pasadena - \$64,342

• Sierra Madre - \$36,283

Eight full-time positions were selected for the comparison, based on the probability that each position would exist in each organization. For positions with multiple employees, the employees with the highest base pay was used for both Sierra Madre employees and for the comparison cities' employees.

The City of Sierra Madre cannot guarantee how each agency reported the data, but generally the categories in downloaded data are defined as follows:

Base Pay: an employee's initial rate of compensation

Overtime: the amount of time worked beyond normal working hours

Other Pay: may include shift differential pay, on-call pay, pay for special assignment, incentive-based pay, stipends, allowances, or cash-outs

Total Benefits: retirement, health, dental, vision, life, disability, and employee assistance programs

Total Pay: base pay + overtime + other pay

Total Comp: total benefits + total pay

¹ Volunteer Firefighter stipends were not included

Sierra Madre	Chief of Police	99.784	- 2.712	74.306	102.496	176,802
South Pasadena	Police Chief	136.582	- 1.000	39.735	137.582	177,318
Monrovia	Police Department Chief	154,477	- 22,399	64,565	176,876	241,441
Arcadia	POLICE CHIEF	169,287	- 12,516	88,303	181,803	270,106
San Gabriel	Chief of Police	168,552	- 19,293	92,209	187,84 5	280,055
Pasadena	Police Chief	224,213	2,734	102,473	226,947	329,420
Citay	Title	Base Pay 0ver	time Other Pay To	ial-Brenefits	Total Pay	Total Comp

Sierra Madre	Public Works Director	91,750	- 8	,411	54,356	100,161	154,517
South Pasadena	Public Works Director	123,937	and the continuous contraction	(1.5 - 0.5)	38,215	123,937	162,152
San Gabriel	Public Works Director	121,848	- 6	,089	52 , 32 7	127,937	180,263
Monrovia	Public Works Director	152,168	37 13	,505	40,371	165,710	206,081
Arcadia	PUBLIC WORKS DIRECTOR	158,034	- 9	,325	53,861	167,359	221,220
Pasadena	Director Of Public Works	188,190	7	,930	58,142	196,120	254,262
City	Title	Base Pay - Ove	rtime Other P	ay To	tal Benefits - T	otal Pay	rotal Comp

City of a special	Title visit :	: Base Pay 0	/entime = = 0	Wher Pay To	tal Benefits	otal Pay	Koliali Gomio
San Gabriel	Police Officer	73,848	34,747	22,038	44,527	130,634	175,160
Pasadena	Police Officer	98,667	14,430	5,909	53,889	119,006	172,895
Monrovia	Police Officer	81,974	17,968	22,140	37,543	122,082	159,626
Arcadia	POLICE OFFICER	82,548	15,916	7,261	44,052	105, 7 25	149,777
South Pasadena	Police Officer	77, 395	24,907	1,000	30,451	103,302	133,753
Sierra Madre	Police Officer	67,710	5,315	8,300	37,209	81,325	118,534

City	Title	Base Pay Over	tilme 0	ther Pay To	al Benefits T	otal Pay 1	otal Comp
San Gabriel	Planning Manager	87,689	1,519	33,856	30,877	123,064	153,940
Pasadena	Senior Planner	112,329	-		34,626	112,329	146,955
Arcadia	PLANNING SVC MGR	89,298		2,348	32,983	91,646	124,629
Monrovia	Senior Planner	75,680	245	7,639	25,659	83,565	109,224
Sierra Madre	Senior Planner	72,559		3,940	29,089	76,499	105,588
South Pasadena	Senior Planner	86,220	1,217	-	16,142	87,438	103,580

City	Title	Base Pay Ove	rlime 0	ther Pay T	otal Benefits T	otal Pay	Total Comp
San Gabriel	Management Analyst	64,166	3,535	16,517	19,305	84,218	103,523
Arcadia	MANAGEMENT ANALYST	66,987	-	369	30,813	67,356	98,169
Pasadena	Management Analyst I	68,222			26,516	68,222	94,737
Monrovia	Management Analyst I	69,002	-	3,417	21,904	72,419	94,322
Sierra Madre	Management Analyst	51,917		3,296	33,854	55,213	89,067
South Pasadena	Grants Analyst	67,795	193	_	19,782	67,988	87,770

City	Tfile	Base Pay Overtime	Other Pay To	al Benefits - I	otal Pay - T	otal Comp
Pasadena	Librarian I	68,048		27,547	68,048	95,594
Monrovia	Librarian II	67,481	- 7,475	16,579	74,955	91,534
South Pasader	na Librarian	61,520		20,733	61,520	82,253
Arcadia	LIBRARIAN	46,560	- 3,097	22,484	49,657	72,141
Sierra Madre	Associate Librarian-Ad	ult 53,904 1	l6 1,866	14,607	55,786	70,393

Gity	Title ' ' '	Base Pay 0w	ertime 6	Mark Pay To	tal Benefits - T	ofal Pay I	offall Comp
Monrovia	Payroll Technician	57,843	1,854	5,911	19,719	65,608	85,327
San Gabriel	Payroll Technician	30,157	278	35,218	9,832	65,654	75,486
South Pasadena	Payroll Coordinator	50,696	1,171	.	19,807	51,867	71,674
Arcadia	ACCTG TECH II	46,578	-	1,045	22,426	47,624	70,050
Sierra Madre	Accounting Technician - HR	42,665	1,010	3,246	19,841	46,921	66,762

City	Title	Base Pay O	veriime 191	her Pay To	tal Benefits - T	otal Pay T	otal Gimp
San Gabriel	Maintenance Worker I	46,464	1,709	16,823	14,289	64,996	79,285
Pasadena	Public Works Maint Worker I	47,112	4,183	150	25,027	51,445	76,472
Arcadia	MAINTENANCE WORKER	45,946	1,145	1,328	22,731	48.419	71,149
Monrovia	Park Maintenance Worker II	48,692	222	513	17,282	49,427	66.709
Sierra Madre	Maintenance Worker	35,943	870	4,685	23,181	41,498	64,679
South Pasadena	Maintenance Worker I	39,243	1,477	et et took titestet Porese Fitto in televen in dit uit in Poest in 1997. —	13,723	40,721	54,444