### City of Sierra Madre

## Memorandum

**To:** Honorable Mayor and Members of the City Council

**From:** Elaine I. Aguilar, City Manager

**Date:** June 14, 2012

**Subject:** City Manager's Report

#### **CITY MANAGER**

#### CITY COUNCIL MEETING FOLLOW-UP

There are a few informational items, as a follow-up to Tuesday night's Council meeting:

- Windstorm Insurance Deductible: There was a question at Tuesday night's Council meeting related to an item on the warrant register. The question was in reference to the City's insurance deductible for the windstorm damage. The deductible is \$5,000. The total for our submitted claims greatly exceeds the deductible. We are still working with the insurance company to see if any of our claims will be paid. We have also submitted claims to So. Cal Edison and Caltrans (Federal Highway Administration). It is important to note that we are not guaranteed to receive any reimbursement for these claims, but are doing our best to seek any reimbursement that might be available to the City.
- West Nile Virus & Reporting Dead Crows: Information provided at last night's meeting is being prepared for Thursday's weekly E-Blast.
- Pasadena Humane Society (PHS): We contacted PHS today regarding the possibility of bringing a rabies clinic back to Sierra Madre. They have agreed to bring a clinic to Sierra Madre! We don't have a specific date yet, but as soon as the date is set, we will get publicity out to the public. (There is additional PHS information in the Police Department section of this report.)

#### DATES FOR YOUR CALENDAR

Dates for The Council's calendar:

- June 20th Friends of the Library Annual Dinner at 6:30 pm
- July 4<sup>th</sup> Parade

#### THIS WEEK'S MEETINGS

Please note that the agenda is available on the City's website approximately 72 hours before the meeting.

Next week's meetings are:

- Monday, June 18<sup>th</sup> Community Services Commission 6:30 pm
- Wednesday, June 20<sup>th</sup> Tree Advisory Commission, 7:00 pm
- Thursday, June 21 Planning Commission, 7:00 pm

#### STAFF REORGANIZATION

In March, the Council approved a staff reorganization that saved more than \$260,000 in General Fund savings. The reorganization officially begins on July 1<sup>st</sup>. Additionally, when the Council approved the new Fiscal Year Budget, the General fund budget was out-of-balance by about \$48,000. The Council asked me to continue to look for opportunities to reduce expenditures to "fix" the deficit. In May, the possibility of transferring a full-time Community Services staff member to the Administration Department became available when a current employee notified us that he would not be applying for a newly created position. Instead of hiring a new employee, an existing employee could be transferred – resulting in a net decrease of one full-time employee from the organization. This staffing reorganization is on-top of the reorganization as approved by the Council in March, and results in the elimination of the \$48,000 deficit.

Among other changes, on July 1<sup>st</sup> the Community and Personnel Services Department will officially be separated into the Community Services Department and the Personnel Department. I will be the "Department Head" for Community Services. To help you figure out "who is going where" – below is a departmental listing for the departments affected by the reorganization.

#### **Community Services**

Department Head – Elaine Aguilar Community Services Manager – Kristi McClure Recreation Supervisor – Adam Matsumoto Administrative Aide – Rosemary Garcia

#### Finance Department

Finance Director – Karin Schnaider Accounting Manager – currently vacant (new position) Account Tech – Selena Chen Administrative Clerk – Susan Clifton PT Accountants – Veenita Munoz & Marti Farley

#### Fire Department

3 full-time fire Captains – currently vacant

#### **Human Resources**

Human Resources Director – Elisa Weaver Personnel Analyst – Miguel Hernandez Account Tech – Dorothy Costello

#### Library

Electronic Resources Analyst – new position, to be filled on July 1<sup>st</sup>.

Lastly, the bullet points below summarize the staff reorganization, in terms of impacted staff, number of lay-off notices, etc.

• 8 staff members received lay-off notices (Account Clerk, CS&P Director, CS&P Deputy Director, Administrative Assistant, Administrative Services Deputy Director, Code Enforcement Officer, Fire Marshall and Paramedic Coordinator.)

- 3 of those laid-off staff members were reassigned to a full-time lateral or downgraded position (Administrative Assistant, CS&P Deputy Director, and CP&S Director)
- 1 former full-time staff member is currently a part-time staff member (Administrative Services Deputy Director)
- 3 laid-off staff members are eligible to apply for one of six promotional opportunities (Lay-off notices Fire Marshall, Paramedic Coordinator, Account Clerk) (Promotional opportunities ER Analyst, Accounting Manager, Account Tech, and 3 Fire Captains). One of the laid-off staff members (Account Clerk) has informed us that he will not be applying for a promotional opportunity. Instead of hiring a new Account Technician, a full-time staff member from Community Services is being transferred into the Finance Department.
- 1 former full-time staff member will also be laid-off effective July 1<sup>st</sup>. (Code Enforcement Officer)
- 3 full-time positions remain frozen at this time (Police Captain, Police Officer, Maintenance Worker)
- 21,435 part-time hours are eliminated on July 1<sup>st</sup> representing the equivalent of approximately 10 full-time employees, or more than 67 actual individuals. Most of the part-time reductions are in Community Services and at the Library. The reduction in part-time hours has also resulted in part-time employee laid-offs.

This is a difficult time for our staff, as they have seen fellow staff members impacted by the reorganization, from salary reductions and transfers to new jobs, to lay-offs. It is also a particularly difficult time for staff that have lost their positions.

#### COMMISSIONER UPDATE

This information was in last week's report – but we are still short on Commissioner applications for vacancies. As a reminder, beginning July 1<sup>st</sup>, we have a number of termed-out Commission positions. There will be vacancies on the following Commissions due to Commissioners serving-out their terms:

- Library Board of Trustees One Trustee is termed out
- Planning Commission- Two Planning Commissioners are termed-out
- Community Services Commission (Youth position)
- Senior Commission One Senior Commissioner is termed-out

There are an adequate number of applications for the Library Board of Trustees vacancy, and 4 applications have been forwarded to the Council. Consideration of this vacancy is scheduled for the Council's June 26<sup>th</sup> meeting. At this time one application has been received for Senior Commission and four applications have been received for the Planning Commission. (You will note that the Planning Commission appointments have been scheduled for the July 24<sup>th</sup> meeting.)

If you know anyone who is interested in volunteering on a Commission, please direct them to the City's website or the City Manager's office.

#### 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.

26-Jun	City	Consent	Attorney (Litvak) Fee Increase
26-Jun	City	Consent	AT&T / T-Mobile agreement
26-Jun	City	Consent	One Carter/Stonegate Pedestrian Easement
26-Jun	City	Consent	One Carter/Stonegate Conservation Easement
26-Jun	City	Consent	Fund Balance & GASB 54
26-Jun	City	Consent	Warrants
26-Jun	City	Consent	Appropriations Limit
26-Jun	City	Consent	Award of Bid for Transportation Services
26-Jun	City	Consent	Terms & Conditions of Employment for Fire Capt.
26-Jun	City	Consent	Resolution: JPIA Workers' Comp for Volunteers
26-Jun	City	Public Hearing	Kensington Project
26-Jun	City	Public Hearing	Ordinance: Recovery of Legal Fees
26-Jun	City	Discussion	Bid for Legal Services (Koerber)
26-Jun	City	Discussion	Appointments to Board and Commissions for FY 2013
26-Jun	City	Discussion	Appointment to Library Board of Trustees for FY 2013
26-Jun	City	Discussion	Building Inspection Services
20-Juli 10-Jul	City	Consent	CUP: Household Hazardous Waste Round-Up
10-Jul	City	Consent	Approval of finance agreement for One Carter Storm Drain
10-Jul	City	Consent	Warrants
10-Jul	City	Consent	Facility & Program Policy
10-Jul	City	Consent	Conflict of Interest Statement
10-Jul 10-Jul	•		
10-Jul 10-Jul	City	Public Hearing	Kensington Project  Congostion Management Plan (CMP), Local Development
	City	Public Hearing Discussion	Congestion Management Plan (CMP) Local Development
10-Jul	City		City Council Succession Policy (Koerber)
10-Jul	City	Discussion	Strategic Plan Update  CDSC Technical Performent Person (Strategic Plan)
10-Jul	City	Discussion	GPSC Technical Background Report (Strategic Plan)
10-Jul	City	Discussion	Middle School Discussion
24-Jul	City	Consent	Warrants
24-Jul	City	Public Hearing	Kensington Project
24-Jul	City	Public Hearing	Revised TUP Guidelines (tentative)
24-Jul	City	Discussion	Rose Float Association (Harabedian)
24-Jul	City	Discussion	Planning Commission Appointment
24-Jul	City	Discussion	Ordinance: Water Conservation-Penalty, Appeal, & Phase 3
24-Jul	City	Discussion	Update: Redline General Plan from GPSC (Strategic Plan)
24-Jul	City	Discussion	Annual Water Revenue Review
14-Aug	City	Consent	Award of Bids for Janitorial and Grounds Maintenance
14-Aug	City	Consent	Quarterly Financial Report
14-Aug	City	Consent	Warrants
14-Aug	City	Discussion	Strategic Plan Update

#### **COMMUNITY SERVICES**

#### MOUNT WILSON TRAIL RACE (MWTR)

The MWTR wrap-up meeting was held June 11. The Committee reviewed all the MWTR event components for areas of improvement or change. Potential areas for improvement in 2013 include: have a bag check for runners, provide Gatorade at First Water and Orchard Camp, update website by January and provide phonetic spelling of runners' names to announcer. Twenty-three runners responded to the MWTR participant survey that was sent out on June 4, 2012. Areas of improvement cited by the survey included race t-shirts, pasta feed dinner and Kersting Court booths. The surveys indicated that the runners enjoyed the community atmosphere, race organization and the challenge the race presented.

#### ADULT SOFTBALL

June 4 was the registration deadline for the Adult Co-Ed Softball league. Nineteen teams signed up for the league, an increase from the 16 teams that participated in 2011. A manager's meeting has been scheduled for Wednesday, June 13 and a tentative start date for the summer league is scheduled for June 24, 2012. Games are held on Sundays and Wednesday through the end of August.

#### FAMILY MOVIE FRIDAYS

The Family Movie Friday on June 8<sup>th</sup> attracted another strong turn out from the community as many families participated in the last movie of the spring series. The Sierra Madre Police Association has pledged to sponsor two additional movie nights this summer. Additionally, local community member, Bob Jackson, has collected enough money to sponsor one summer movie as well.

Staff will work on creating a summer Friday night movie series starting in July. This will not conflict with the Chamber's Friday Night Live program which has been canceled for the 2012 summer.

#### PARKS AND FACILITIES MASTER PLAN COMMITTEE

The Parks and Facilities Master Plan Committee met on June 13th. At the meeting the Committee discussed current conditions and needs of all parks and facilities, prioritized the levels of each of the needs at each park and facility, and reviewed the costs for various projects. The Committee will be focusing on completing the draft in the next couple of months, with the intent to bring the draft forward for Committee and Commission input in the months of September and October.

#### ARTS ADVISORY COMMITTEE - ARTIST EXHIBIT & RECEPTIONS

The featured artist for the City Hall Art Exhibit is Celeste Mendelsohn. Her display will be up through Friday, August 3, 2012. The artist reception will be held on Friday, July 20th from 6:00pm – 7:30pm at City Hall. For more information on Celeste Mendelsohn's art please visit http://celesteintheround.com

#### SIERRA MADRE FARMERS MARKET

California Certified Farmers Market, Inc. /Raw Inspirations continue to plan for its One Year Anniversary Celebration of the market on Wednesday, July 18th. The event will be filled with fun kid activities such as basil planting, and the market staff is working on having a band play at the band shell during the event. There will be a flyer in the City's water bill about the market's change in hours of 3pm to 8pm and the upcoming event on July 18th. In addition, two new slides will be added to the City's cable slide show on Channel 3 to advertise the market.

#### **DEVELOPMENT SERVICES**

#### PLANNING COMMISSION APPROVAL OF THE KENSINGTON PROJECT

The Planning Commission (PC) held a Special Meeting on June 11<sup>th</sup> to continue the Public Hearing on the Kensington Assisted Living Facility project. The PC recommended approval of the Specific Plan (4-1, Chair Paschall no, Pendlebury and Replogle absent), recommended approval of the Municipal Code Text Amendment (vote 5-0; Commissioners Pendlebury and Replogle absent), and approved the Conditional Use Permit (vote 5-0). The Kensington project (specifically, the two legislative matters – Specific Plan and Municipal Code Text Amendment) is scheduled for review by the City Council at the June 26 meeting, unless the Conditional Use Permit is called for review—then it will also go to the Council.

#### RHNA APPEAL HEARING SET FOR JULY 12, 2012

The RHNA Appeal Hearing is set for Thursday, July 12, between 12:45 p.m. and 5:00 p.m. in the downtown Los Angeles SCAG office. The City Council approved submission of an Appeal to SCAG for reduction of the RHNA allocation of 55 units (for the 5th Housing Element cycle 2013-2021), based on water supply constraints for additional development and on the AB 2158 Factors submitted to SCAG previously. SCAG staff will send a staff report with its recommendations to Director Castro prior to the meeting, and I will forward the report to the Council as soon as we receive it. There are 6 LA County cities (including Sierra Madre), 4 Ventura County cities, 1 Orange County city, and 1 Riverside County city (total 12 cities) that are appealing their RHNA numbers. Jurisdictions will be allowed 10 minutes to verbally present their case and the Appeal Board will subsequently have about 10 minutes to ask questions and discuss the appeal request.

#### **HUMAN RESOURCES**

#### RECRUITMENT

- PT Records Clerk Candidate is having a background check
- PT Code Enforcement Officer –Applications under review
- PT Senior Specialist Applications accepted through July 11, 2012
- Accounting Manager Testing scheduled for June 20<sup>th</sup>
- Account Tech Recruitment cancelled
- Electronic Resources Analyst Internal candidate selected: start day July 2
- Police Desk Officer/Dispatcher (1) internal candidate to start June 23<sup>rd</sup>; (1) external candidate having their background check
- Police Sergeant Need to re-advertise the opening, evaluating options, have had 8 recruitments for this positions in 5 years
- Fire Captain Second interviews were held Thursday, June 14
- Water Pump Operator Applications accepted through July 6, 2012

#### LIBRARY SERVICES

#### **ELECTRONIC RESOURCES ANALYST INTERVIEWS**

Final interviews have been held and an offer has been extended to the successful candidate who is expected to begin July 2.

#### LIBRARY SURVEY - SEE ATTACHED

A Community Survey will be sent to residents in their water bill in July and August. We are soliciting community input into library services and value the opinions of our patrons. Please take the time to fill out the short survey; for those who return their surveys, they will enter into a drawing for a chance to win a prize! Drop off boxes will be located at City Hall and the Library. A copy of the survey is attached.

#### SUMMER READING PROGRAM FOR ALL AGES!

Sign-ups for our Summer Reading Program "Dream Big- Read!" begin June 18 for all ages. Children, teens and adults can sign up for the program, read books, and earn prizes throughout the summer until August 11. In addition, special family-friendly programs have been scheduled:

- Monday, June 25 at 10 am The Rainbow Fish, an interactive show
- Monday, July 9 at 10 am The Prince and the Pirates, Franklin Haynes Marionettes
- Monday, July 23 at 10 am *Ukulady* songs to promote fearlessness and friendship
- Monday, August 6 at 10 am Up All Night, Animals of the Dark, Wildlife Company

#### EREADER PROGRAMS AND TRAINING SET FOR JUNE AND JULY

Patrons are invited to the library to learn how to download free eBooks to a Kindle, iPad, Nook and other mobile devices. The library owns all of the above devices and is excited to show patrons how easy it really is to use and read an eBook!

#### MORNING SESSIONS

MONDAY, JUNE 25, 10-11:30AM SATURDAY, JUNE 30, 10-11:30AM SATURDAY, JULY 7, 10-11:30AM WEDNESDAY, JULY 25, 10-11:30AM

#### **EVENING SESSIONS**

TUESDAY, JUNE 19, 7-8:30PM TUESDAY, JULY 17, 7-8:30PM MONDAY, JULY 30, 7-8:30PM

Registration is required; please call the Library for more details.

#### **POLICE DEPARTMENT**

#### PASADENA HUMANE SOCIETY

Interim Police Chief Giannone contacted the Management Team at the Pasadena Humane Society (PHS) and shared the news of the approval of the new contract for fiscal year 2012-2013. PHS Staff has agreed to host a Rabies Clinic in Sierra Madre in the very near future. They will also provide forms and a drop box in City Hall to assist members of the community with obtaining dog licenses from their establishment. Also PHS Public Relations Staff will start working on informational pamphlets to describe the licensing process and upcoming PHS events that will benefit community members. These pamphlets will be delivered electronically to the City at no cost to easily access and provide the information in the Wistaria Vine and other media resources. Within a week or so the PHS Website will be updated to reflect licensing services for Sierra Madre and a link will be provided for the City of Sierra Madre Website.

Attachments (1)



# Sierra Madre Public Library - Survey

440 W. Sierra Madre Blvd., Sierra Madre, CA 91024 • 626.355.7186 • www.cityofsierramadre.com

The Sierra Madre Public Library is asking for your help in deciding what services are most valued by the community. Please take a few minutes, fill out the survey and return it to us either in your water bill, at the Library or at City Hall. If you decide to include your phone number or email address, you will be entered into a drawing for a prize!

1. Are you a Sierra Madre Resident?	□ Yes	□ No				
2. Do you have a Sierra Madre library card?		□ Yes	□ No			
3. Please indicate if you are: □ Male	□ Femal	e				
4. Age: $\Box$ 11 and younger $\Box$ 12-17 $\Box$ 18-25 $\Box$ 26-35 $\Box$ 3	36-45	□ 46-5	55 □ 56·	-65 □ 66+	-	
5. How often do you use the following library serv	ices?					
Research local history		□ Never	□ Daily	□ Weekly	$\square$ Monthly	□ Yearly
Use wireless network		□ Never	□ Daily	□ Weekly	□ Monthly	□ Yearly
Use library's computers		□ Never	□ Daily	□ Weekly	□ Monthly	□ Yearly
Use the California Collection		□ Never	□ Daily	□ Weekly	□ Monthly	□ Yearly
Take computer classes		□ Never	□ Daily	□ Weekly	□ Monthly	□ Yearly
Borrow Best Sellers		□ Never	□ Daily	□ Weekly	□ Monthly	□ Yearly
Borrow Playaways		□ Never	□ Daily	□ Weekly	□ Monthly	□ Yearly
Borrow books on CD		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Borrow DVDs or music CDs		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Borrow books for myself		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Borrow Children's Material		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Borrow Speed Reads		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Read newspapers & magazines		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Study or do homework		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Use interlibrary loan		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Conduct research		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Attend story time		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Participate in Summer Reading Programs		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Attend Children's programs		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Attend Teen programs		□ Never	□ Daily	□ Weekly	$ \square \ Monthly$	□ Yearly
Attend Adult programs		□ Never	□ Daily	$ \square \ Weekly$	$ \square \ Monthly$	□ Yearly
6. How often do you use the following online services?						
View Library web page	□ Never	□ Daily	□ Weekl	y 🗆 Month	ly □ Yearly	
Use Library catalog	□ Never	□ Daily	□ Weekl	y 🗆 Month	ly 🗆 Yearly	
Borrow eBooks and audio eBooks through Overdrive		□ Daily	□ Weekl	y □ Month	ly 🗆 Yearly	
View your library		□ Daily	□ Weekl	y 🗆 Month	ly 🗆 Yearly	
account Renew materials		□ Daily	□ Weekl	y 🗆 Month	ly □ Yearly	
online Place holds online		□ Daily	□ Weekl		ly □ Yearly	
Use Databases such as World Book Online, Biography, magazine articles, etc.		□ Daily	□ Weekl	y □ Month		inued on back side

7. When would be the best ti	me to offer library pr	rograms?			
Preschool Story times:	MTWTHFS	□ 10am - 2pm	□ 1pm - 6pm	□ 7pm - 9	pm
Teen programs:	M T W TH F S	□ 2 pm □ 3	pm □ 4 pm	□ 5 pm □ 6 p	om □7 pm
Adult Programs:	MTWTHFS	□ 10am - 2pm	□ 1pm - 6pm	□ 7pm - 9	pm
8. Which classes have you at	tended or would be i	nterested in atten	ding?		
□ Basic computer and int	ernet				
□ Office					
□ Graphic programs such	ı as Photoshop				
□ e-Reader workshops					
□ Library catalog, eBooks	download, online re	esources			
9. How do you get news abo	ut library events or s	ervices?			
□ Flyer □ Website	□ Local Media	□ Friends New	sletter 🗆 Wi	steria Vine	□ Facebook
□ eBlasts □ Other					
10. What three words come t	o mind when you th	ink of our library?			
11. Name three strengths tha	at you think our libra	ry offers.			
12. What do you think might	t be improved at the l	library?			
13. In general how would yo	ou describe the custor	ner service at the	library:		
□ Excellent □ Good	□ Poor		J		
	:	. Van - Na	If not substanced in	1	. 10
14. Are the library hours con	venient?	Yes □ No	If not, what would	i you recommen	ıa:
15. If you don't use the librar	ry, why not?				
16. To help us determine wh see added to the library:		ease put an "X" by	the top 3 services	you would like	to
More eBooks, easier acce	essibility, fewer holds	5			
Ability to pay fines onlir	ne				
Ability to use credit card	l for fees				
Improved accessibility to	o Local History Colle	ction		_	
Private Study Rooms/are	eas				
Meeting Space with on-l	ine capabilities			_	
Spelling Bee Competition	n			_	
Computer area with cha	rger station			_	
Separate Teen Area				_	
Other Suggestion				_	
17. Phone Number		Email Address			