


Memorandum

To: Honorable Mayor and Members of the City Council

From: Elaine I. Aguilar, City Manager 

Date: March 7, 2013

Subject: City Manager's Report

CITY MANAGER

DATES FOR YOUR CALENDAR

Dates for the City Council's calendar:

- Saturday, March 9th – Water Sub-Committee meeting – 10:00 am - Sierra Madre Room, Community Center (Council Members please note, this is not a “Brown Act” meeting, so it is recommended that only two Council Members be in attendance. The Council Water sub-committee is composed of Mayor Moran and Council Member Capoccia.)
- Wednesday, March 13th – UUT Oversight Committee meeting – 6:30 pm City Council Chambers
- Tuesday, April 2nd – General Plan Update Committee Meeting – 6:00 pm City Council Chambers
- Wednesday, April 3rd – Special City Council Budget Study Session (Note date change)
- Thursday, April 4th – Strategic Plan Retreat – Youth Activity Center 8:00 am

NEXT 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:

- Tuesday, March 12 – City Council 6:30 pm
- Wednesday, March 13 – UUT Ad Hoc Committee 6:30 pm

WATER SUB-COMMITTEE PUBLIC MEETING

On Saturday, March 9th, at 10 am in the Sierra Madre Room (611 E. Sierra Madre Blvd.), Mayor Moran and Council Member Capoccia will be leading a discussion regarding the City's water issues. The handouts for the meeting are available on the City's website, on the homepage. The meeting is open to the public.

HOUSING ELEMENT ADOPTION

As the Council is aware, the State Department of Housing and Community Development has given the City's Housing Element a “finding of compliance” – which means the Planning Commission and City Council need to formally adopt the housing element as the last step in the process. The Planning

Commission is scheduled to consider the item at their April 18th meeting; and the item is currently scheduled for final City Council consideration at the May 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.

26-Mar	Presentation	Swearing-in of SMPD Sergeant E. Doyle
26-Mar	Consent	MOU for Enhanced Watershed Plan
26-Mar	Consent	Award of Contract for development of Tree Master Plan (Strategic Plan)
26-Mar	Consent	Warrants
26-Mar	Public Hearing	R1 Amendments
26-Mar	Public Hearing	Revenue Discussion (variances, CUP, tree, tobacco, special events)
26-Mar	Discussion	PUSD Construction Update
26-Mar	Discussion	Dutyman House Rental for Workforce Housing (Capoccia)
26-Mar	Discussion	Potential Consolidation of Commissions and Committees
26-Mar	Discussion	Update: 186 W. Highland (Strategic Plan)
26-Mar	Discussion	Status Update: Strategic Plan
26-Mar	Discussion	Status Update: Street Maint./Replacement Projects (Strategic Plan)
26-Mar	Discussion	Water Rate RFP
3-Apr	Special	Budget Study Session - 6:30 pm
4-Apr	Special	Strategic Planning Retreat
9-Apr	Consent	RFP Housing Element
9-Apr	Consent	Warrants
9-Apr	Discussion	PUSD Construction Update
9-Apr	Discussion	Results of Community Budget Survey
9-Apr	Discussion	Status Update: Market Demand Study (from 2/26 meeting)
9-Apr	Discussion	Police Service Management Analysis Proposals
9-Apr	Discussion	Discussion regarding contract for parking enforcement
9-Apr	Discussion	Discussion regarding contracting out dispatch services
9-Apr	Discussion	Installation of Stop Signs
9-Apr	Discussion	Library Survey Results
23-Apr	Consent	Third Quarter Financial Report
23-Apr	Consent	Warrants
23-Apr	Discussion	City Council Reorganization
23-Apr	Discussion	Approval of Strategic Plan from April 4, 2013 Retreat
14-May	Consent	Warrants
14-May	Public Hearing	Budget

14-May	Discussion	PUSD Construction Update
14-May	Discussion	Art in Public Places (Walsh)
14-May	Discussion	Communication with Federal Legislators
14-May	Discussion	City Council Liaison Appointments
14-May	Discussion	Ordinance: Tree Preservation
14-May	Discussion	Assessment Districts
14-May	Discussion	Record Retention Schedule/E-mail Retention Schedule (Koerber)
14-May	Discussion	Plan to enhance on-line services (Strategic Plan)
14-May	Discussion	Consideration of Green Advisory Committee to become Commission
14-May	Discussion	Financial Assistance to the Water Fund (from 1/22 meeting)
14-May	Discussion	IT Master Plan (Strategic Plan)

ADMINISTRATIVE SERVICES

UTILITY BILL PRINTING DELAYS

This month's utility bills were delayed due to printing issues. Staff typically sends out utility bills by the third of each month; however, customer bills were not sent to the mailing house until March 7.

COLLECTION OF PAST DUE FUNDS

Staff has been interviewing various companies to use for collection of delinquent or abandoned utility accounts. The City currently has a policy to send delinquent accounts (unpaid balances in excess of six months) to a collection agency. However, this will be the first implementation of the policy in more than seven years. The services may also expand to Library fine collections. The Library has previously used a collection agency for past due library fines. Future consideration of this type of service could be applied to delinquent paramedic service bills.

Additionally, the Police Department is pursuing services for alarm permit fee billing and collections. This would include the annual permit fee and false alarm fees. Currently the City does not have resources to pursue this fee and has been unable to collect this revenue thus far. By utilizing the outside collection agency, the City could potentially see \$5,000 to \$10,000 in new permit fees.

BUSINESS LICENSES

Business license reminders with late penalties will go out this month. Businesses that have not purchased licenses by April 2013 are subject to the Administration Citation process.

COMMUNITY SERVICES

COORDINATING COUNCIL

The Coordinating Council met on Thursday, March 7th at the Youth Activity Center. The YMCA provided a 15 minute presentation on the programs and services offered in Sierra Madre which includes the: Teen Leadership Program, Model United Nations, Youth and Government and the afterschool daycare program. The YWCA also provided a 15 minute presentation on senior services. The YWCA focuses on providing the senior population with resources such as: case management, mental health, food services and more. The March eNewsletter is distributed to members the same day as the meeting.

SENIOR COMMUNITY COMMISSION

The Senior Community Commission also met on Thursday, March 7th. The monthly meeting agenda included: Older American nominations, the senior services report and Commissioner updates. The main focus of the March meeting is to select a nominee for the Sierra Madre Older American from among eight (8) applicants.

DEVELOPMENT SERVICES

GENERAL PLAN STEERING COMMITTEE (GPSC)

The GPSC conducted their meeting on Tuesday. The General Plan consultant reviewed a memo which was a peer review of the draft language completed to-date, for compliance with State statutory requirements. Also, two new sections recently drafted by a committee member last week, were reviewed by the Committee. The Committee agreed to hold a subcommittee meeting prior to the next Committee meeting to address suggested changes as provided in the consultant memo, make any changes as they find appropriate and return the four red-line matrices to staff when they are complete; staff will "accept the changes" from the red-line format and place it in a report format, in order of the chapters, and the Committee will review both the report format and red-line matrices at the next meeting on April 2. Also, the implementation committee, a subcommittee tasked to draft a list of action items which corresponds with the goals and policies of the draft document, will meet to work on completing this part of the General Plan. The Committee will also be providing a table of contents, along with formatting direction, and a general organization of the General Plan Update document.

CODE ENFORCEMENT OFFICER ERIC WENDLING'S LAST WEEK

The Code Enforcement Officer, Eric Wendling, is resigning from his part-time position with the City. Eric has accepted a full-time position with the Covina Police Department. Staff is reviewing the current, valid eligibility list of applicants, and will schedule interviews next week.

WILLDAN'S NEW CONTRACT

All of the final implementation details of the City's newly executed contract with Willdan for building and safety services have been completed and next week marks the date when we will resume full-time plan check and permit services in the Development Services Department. Requests for inspections will now be taken daily, rather than only on the limited three days per week schedule, the building inspector worked under the prior contract. The Department is excited about full time services, as it will improve the flow of work and make a positive impact on the time it takes to review projects.

HUMAN RESOURCES

RECRUITMENT

Open Recruitments

- None

Closed Recruitments

- Community Services part-time Program Specialist (Events) – Under Department Head/City Manger Review

- Development Services part-time Code Enforcement Officer – interviewing the top person on the eligibility list
- Fire
 - Part-time Paramedics – Offer letters to go out to 4 candidates
 - Part-time Administrative Clerk – Offer letter issued; tentative start date 03.11.13
 - Volunteer Firefighters – Medical backgrounds in process
- Library
 - Part-time Library Technician I – Offer letter issued to one candidate; second candidate in backgrounds
 - Grant Funded, part-time Local History Analyst – Interviews scheduled for March 8
- Police
 - Part-time Investigator – background failed
 - Part-time Cadet – Interview 3 candidates on 03.07.13
 - Part-time Administrative Clerk – Conditional offer issued; tentative start date 03.11.13
 - Police Officer - backgrounds on 2 candidates
 - Dispatcher – Offer letter given to one candidate; backgrounds on a 2nd candidate
- Public Works part-time Administrative Clerk – written test on 03.05.13, interviews 03.07.13

Pending Recruitment

- Public Works Administrative Assistant

MUNICIPAL VOLUNTEER PROGRAM (MVP)

The MVP Committee met this week to plan the Volunteer Breakfast. The event is scheduled for April 18, 2013 at 7:00 am.

LIBRARY SERVICES

UPCOMING CLASSES

Please call (626)355-7186 to reserve a spot!

- iPad eReader Workshop Saturday, March 9, 10:00 am
- Kindle eReader Workshop Monday, March 11, 7:00 pm
- Ancestry.com Class Saturday, March 16, 10:30 am

RECRUITMENTS

- Jonathan Deering has accepted the PT Library Technician position. He is currently a Page at the Library. He will assume his new position on Monday, March 11th.
- Interviews for a part-time Local History Analyst will be held on Friday, March 8th. This grant funded position will assist in the digitization of local history materials for display on the digital storyboards. This position is expected to begin in April and continue through August 2013.

THIRD THURSDAY BOOK CLUB

- *The Tiger's Wife* by Tea Obreht, Thursday, March 21 at 11:00 am

POLICE DEPARTMENT

CALIFORNIA POLICE CHIEFS

Police Chief Giannone attended the Californian Police Chiefs Training Symposium where he attended classes designed for a new Police Chief, AB109 Realignment Issues, Personnel Legal Issues, and other executive workshops.