

Department Overview

The City is a full service municipality operating with a \$17 million budget that funds 66 full-time employees assigned to eight operating departments that offer a wide range of services to the community. Government services are primarily funded by property taxes, local taxes, and user fees. The local economy consists primarily of professional service providers and specialty retail shops and restaurants.

Each Department offers valuable services to the City of Sierra Madre and does so both efficiently and effectively. The following reports provide information on each department and showcases their accomplishments over the past year.

Administrative Services Department

PURPOSE:

Administrative Services is responsible for the day-to-day business affairs and administration of the City. The department provides quality administrative and financial services to the community and provides access to city information through highly efficient and technically appropriate means.

NUMBER OF STAFF:

Six full-time, Two part-time

COMMISSIONS/COMMITTEES OVERSEES:

UUT Oversight Committee
Successor Agency Oversight Board

ACCOMPLISHMENTS:

- Completed City's Comprehensive Annual Financial Report
- Worked with City Management to reorganize citywide staffing levels to create efficiency and cost savings
- Implemented new fee schedule to meet the goal of full cost recovery for certain City services
- Responded to the State's dissolution of the Redevelopment Agency

Human Resources Department

PURPOSE:

Human Resources performs a variety of personnel and risk management duties including employee recruitment and retainment, benefits administration, personnel file maintenance and security, workers compensation, as well as insurance and liability protection. The Department also provides citywide training for employees who exhibit professionalism, excel at customer service and promptly assist residents with their needs.

NUMBER OF STAFF:

Three full-time

COMMISSIONS/COMMITTEES OVERSEES:

Safety Committee
Municipal Volunteer Committee

STATISTICS:

- 10 Full time Recruitments
833 Applications Received
11 Hired
- 19 Part-time Recruitments
809 Applications Received
16 Hired
7 Recruitments not completed/filled due to budget reductions
- 25 Liability Claims Submitted
18 Open, 17 Closed
- 17 Workers Compensation Claims Submitted
8 Open, 9 Closed

ACCOMPLISHMENTS:

- Instituted City's first-ever Human Resources Department
- Implemented City-wide Re-organization for a savings of \$250,000
- Instituted new online employment application and interview process
- Completed Labor Negotiations
- Adopted a Classification Plan
- Expanded the Employee Recognition Program to allow for online submittal from employees and the community
- Created an employee newsletter



Library Services Department

PURPOSE:

The Library Services Department provides public access to current and historical information through physical and electronic collections; delivers services and programs supportive of lifelong learning, critical thinking, cultural enrichment and community engagement; maintains the City's Website; and posts City documents and news. Public internet access is available through wireless connections and computers within the library. Library staff are trained to assist patrons in using technology effectively.

NUMBER OF STAFF:

Six full-time, Eleven part-time

COMMISSIONS/COMMITTEES OVERSEES:

Library Board of Trustees

STATISTICS:

11,380 Registered Borrowers
105,121 Books in Circulation
55,747 Book Volumes Held
13,312 Public Computer Sessions
225 eBooks
4000 adults & children program attendees

ACCOMPLISHMENTS:

- Held I Love My Library Contest
- Completed Community Survey
- Received grant for assessing and preserving local history
- Received grant for digital storyboards to showcase "Sierra Madre Stories & Treasures"
- Installed Ancestry.com database
- New Book Alerts on Library website
- Remodeled Rotary Children's Room
- City Agenda Packets online; ordinances & resolutions to be online
- Advocacy Training for Library Trustees
- New Free Book Bench courtesy of Eagle Project



Development Services Department

PURPOSE:

The Development Services Department is responsible for the City's Planning and Building & Safety divisions. The Department provides efficient and effective professional planning and building services to the citizens of Sierra Madre and to development professionals while safeguarding life and property and enhancing the City's economic base and neighborhoods. The Department also maintains the City's list of historic landmark structures and monitors the City's historic preservation program.

COMMISSIONS/COMMITTEES OVERSEES:

Planning Commission
General Plan Update Steering Committee

ACCOMPLISHMENTS:

- Approved Kensington Assisted Living Facility
- Amended Measure V to except Kensington parcels from Measure V dwelling unit density limit
- Amended Historic Preservation Ordinance to allow adaptive reuse of historic homes to bed and breakfast inns
- Approved 5-unit condominium project at vacant site at Sierra Madre Blvd. /Sierra Madre Place
- Conducted two business community outreach meetings regarding the Market Demand Study
- Implemented Second Unit Amnesty Program
- Hired a part-time code enforcement officer

NUMBER OF STAFF:

Four full-time, One part-time

STATISTICS:

9 Major CUP & Variance Applications
9 Minor CUP & Variance Applications
5 Zoning Code Text Amendment
1 General Plan Amendment
4 Second Unit Permits
664 Building Permits

CURRENT PROJECTS:

1. General Plan Committee managing technical reports prepared by environmental consultants for the drafting of a comprehensive General Plan Update.
2. Completion of current Housing Element Update 2008-2014, begin update for next 5-year cycle
3. R-1 Single-family residential zoning amendments
4. Kensington Assisted Living Facility plan check review and building permit for construction
5. Processing 3 Hillside Development Permit applications for new home construction in the Stonegate/1 Carter site
6. From Market Demand Study sent pursuit packages to retailers that are a retail match to Sierra Madre