

**MINUTES
REGULAR MEETING
OF THE SAN MARINO CITY COUNCIL
APRIL 13, 2016 - 6:00 P.M.**

CALL TO ORDER Mayor Allan Yung called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL **PRESENT:** Councilman Huang, Councilman Talt, Councilman Ward, Vice Mayor Sun, and Mayor Yung

PUBLIC COMMENTS

The following person(s) spoke:

Luyi Khasi, San Marino, commented on cell towers and read a SCAQMD facility equipment report pertaining to the cell tower currently located at 1700 Huntington Drive (*submitted documents*).

PRESENTATIONS

1. **PRESENTATION OF PROCLAMATION RECOGNIZING APRIL 10-16, 2016 AS NATIONAL LIBRARY WEEK**

Mayor Allan Yung presented a proclamation to City Librarian Irene McDermott and Library Trustees Sue Boegh and Debra Sadun recognizing April 10-16, 2016 as National Library Week.

2. **PRESENTATION OF PROCLAMATION RECOGNIZING APRIL 2016 AS DMV/DONATE LIFE CALIFORNIA MONTH**

Mayor Allan Yung presented a proclamation to Donate Life Ambassador Christine Valenzuela.

3. **RECOGNITION OF CITY ATTORNEY STEVE DORSEY FOR 30 YEARS OF SERVICE TO THE CITY**

The City Council presented City Attorney Steve Dorsey with a certificate and City pin for his 30 years of dedicated service to the City.

4. **RECOGNITION OF BRENT BARKER FOR RENOVATING THE CITY HALL LANDSCAPE AREAS ON ROANOKE ROAD IN COMPLETION OF HIS EAGLE SCOUT PROJECT**

Mayor Allan Yung presented a certificate to recognize the contributions of Brent Barker in renovating two small lawn areas at the south side of the City Hall maintenance yard on Roanoke Road as part of his Eagle Scout Project.

5. REPORT ON VECTOR CONTROL ISSUES FROM THE CITY'S REPRESENTATIVE TO THE GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT – SCOTT KWONG

Scott Kwong, the City's representative to the Greater Los Angeles County Vector Control District introduced Vector's Director of Community Affairs, Kelly Middleton, who gave a presentation on mosquitos and the diseases they spread and the steps the public can take in prevention.

MOTION TO WAIVE FURTHER READINGS

Councilman Richard Ward Sun moved to waive the reading of the entire text of ordinances and resolutions; seconded by Vice Mayor Richard Sun. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

STUDY SESSION

6. FISCAL YEAR 2016-17 BUDGET REVIEW – POLICE DEPARTMENT

Police Chief John Incontro presented the attached proposed budget requests for the Police Department for the 2016-17 fiscal year.

The following person(s) spoke:

Rebecca Shukan, San Marino
Gene Ruckh, San Marino
Patrice Garcia, San Marino Police Department

No action was taken at this time.

Councilman Talt left the meeting at 8:00 p.m., and returned at 8:01 p.m.

7. STATE OF SAN MARINO'S URBAN FOREST

Assistant City Manager Lucy Garcia presented the staff report.

The following person(s) spoke:

Jim Folsom, Huntington Library and Botanical Gardens
Miriam Nakamura-Quan, San Marino

Councilman Steve Talt moved to receive and file this report; seconded by Councilman Steven Huang. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

Councilman Steve Talt moved to direct staff to provide a treatment, removal and replacement strategy on the City's forestry and to continue to provide updates to the City Council; seconded by Councilman Richard Ward. The motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

THE FOLLOWING CONSENT CALENDAR ITEM WAS PULLED BY STAFF AND CONTINUED TO THE APRIL 29TH MEETING

13. AWARD OF BID – CARPET REPLACEMENT FOR STONEMAN RECREATION FACILITY

Recommendation: “A motion to authorize the City Manager execute an award of bid to Hampton Floor Covering for carpet replacement at Stoneman in the amount not to exceed of \$40,489.40.”

CONSENT CALENDAR

Vice Mayor Richard Sun moved to adopt the Consent Calendar consisting of Items 9, 10, 11, 12, 14, 15, and 16; seconded by Councilman Steven Huang. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

9. APPROVAL OF MINUTES

Approve the City Council Minutes of the Adjourned Regular Meeting of February 26, 2016, the Special Meeting of March 9, 2016, the Joint Meeting with the Traffic Commission of March 9, 2016, and the Regular Meeting of March 9, 2016.

10. AGREEMENT FOR DATA SHARING WITH FRANCHISE TAX BOARD
Direct the City Manager to execute the attached Standard Agreement.

11. RENEWAL OF GENERAL SERVICES AGREEMENT WITH COUNTY OF LOS ANGELES
Authorize the Mayor to sign a renewal General Services Agreement with the County of Los Angeles.

12. MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN MARINO AND THE FRIENDS OF THE CROWELL PUBLIC LIBRARY
Direct the City Manager to execute a Memorandum of Understanding with the Friends through December 31, 2019.

14. **REJECTION OF BIDS FOR THE SLURRY SEAL AND STRIPING PROJECT – AREA 2 (NIB #N-16-01)**
1) Reject all bids for the Slurry Seal and Restriping Project Area #2; and 2) Direct staff to re-bid the project.
15. **AWARD OF CONTRACT – ANIMAL CARE/CONTROL SERVICES**
Authorize the City Manager to renew the contract with Pasadena Humane Society.
16. **RELOCATION OF DATA COLLECTION UNIT MI055-I CURRENTLY LOCATED AT 1435 CIRCLE DRIVE**
Continue the project to the May 11, 2016 meeting to allow adequate time for the Southern California Gas Company to evaluate an alternate site near the southeast corner of Virginia Road and Encino Drive and coordinate co-location agreements with other agencies.

CONSENT CALENDAR ITEMS PULLED FOR DISCUSSION

8. MARCH 2016 DISBURSEMENT REPORTS

Councilman Steve Talt stated that he found some mistakes on the disbursements report and moved to continue this item to the April 29th meeting so that staff may return with the necessary corrections; seconded by Vice Mayor Richard Sun.

Staff will return with the corrected report at the April 29th City Council meeting.

17. APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) FOR CITY PARTICIPATION IN JUNE 26, 2016 SAN GABRIEL VALLEY GOLDEN STREETS FESTIVAL

Council had questions about the insurance requirements and the security that would be provided for the event.

The following person(s) spoke in support:

Wesley Reutimann, San Marino
Michael Cacciotti, South Pasadena Councilman
Geoff Ward, San Marino (*submitted written comments*)

The following person(s) spoke in opposition:

Dale Pederson, San Marino (*read and submitted a letter on behalf of Bill & Nancy Christopher*)
Gene Ruckh, San Marino

Councilman Steve Talt moved to authorize the City Manager, on behalf of the City to sign a Memorandum of Understanding with the cities of Arcadia, Azusa, Duarte, Irwindale, Monrovia, South Pasadena and the County of Los Angeles to participate in the

Golden Streets Festival only upon proof of adequate insurance; seconded by Vice Mayor Richard Sun. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

NEW BUSINESS

18. AWARD OF CONTRACT – LACY PARK ROSE ARBOR PROJECT

City Manager John Schaefer presented the staff report.

Vice Mayor Richard Sun moved to 1) accept the donation from Dr. Matthew and Joy Lin in the amount of \$117,940,000 and appropriate the funds in the Parks Division budget for the restoration of the Arbor; and 2) appropriate an additional \$117,940.00 in expenditure account 394-50-4600-7150 for the restoration work; and 3) award the project for the Rose Arbor to Liberty Painting & Restoration of Brea, California for \$117,940.00; and 4) allow a fifteen percent (15%) contingency in an amount up to \$17,000 for any additional costs or change orders to be paid from the Parks Division budget, account #394-50-4600-7150; seconded by Councilman Richard Ward. Following a roll call, the motion carried unanimously by the following vote: AYES: Councilman Steven Huang, Councilman Steve Talt, Councilman Richard Ward, Vice Mayor Richard Sun, and Mayor Allan Yung. NOES: None.

THE FOLLOWING ITEM WAS PULLED BY STAFF AND CONTINUED TO THE APRIL 29TH MEETING

19. SOUTHERN CALIFORNIA EDISON OVERDUE STREETLIGHT PAYMENT

Recommendation: “A motion to 1) appropriate \$285,163 from the General Fund to account 101-48-4500-1980; and 2) authorize the City Manager to issue payment to Southern California Edison in the amount of \$285,163 for streetlight back charges from November 2012 through June 2015.”

WRITTEN COMMUNICATIONS

The City Council reported receiving written communications regarding Agenda Item #17 – regarding the Golden Streets Festival.

COUNCIL REPORTS

There were no Council reports at this time.

CITY MANAGER’S REPORT

The City Manager had nothing to report at this time.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings at this time.

PUBLIC COMMENTS

The following person(s) spoke:

Gene Ruckh, San Marino, commented on public housing and traffic calming measures (*submitted documents*).

CLOSED SESSION

The City Council recessed the Regular Meeting and reconvened the Closed Session at 8:57 p.m. to:

PURSUANT TO GOVERNMENT CODE SECTION 54957.6: CONFERENCE WITH LABOR NEGOTIATORS

Unrepresented Employee: City Manager

City Representatives: Mayor Allan Yung and Vice Mayor Richard Sun

RECONVENE TO OPEN SESSION

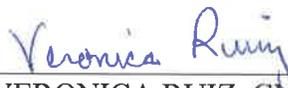
Council reconvened to open session at 9:20 p.m.

CLOSED SESSION REPORT

There was no reportable action.

ADJOURNMENT

The San Marino City Council adjourned at 9:21 p.m. to an adjourned regular meeting to be held on **FRIDAY, APRIL 29, 2016, at 8:00 A.M.** in the City Hall Council Chamber, 2200 Huntington Drive, San Marino, California.



VERONICA RUIZ, CMC
CITY CLERK

City of **San Marino Police** 

2016-2017 Budget Presentation



Introduction / Background

- 12/9/15 Creation of Ad Hoc Committee
 - Bifurcation of budget and management audit
- 01/20/16 Budget Kickoff and Town Hall Meeting
 - REVIEW OF PROPOSED CRITERIA FOR BUDGET COMPARISONS
 - DISCUSSION OF BUDGET DOCUMENT
 - GOVERNMENT FINANCE OFFICERS ASSOC. (GFOA) CRITERIA
 - REPORT ON – STATUS OF AD HOC COMMITTEE
 - REVIEW OF BUDGET POLICY
- 02/10/16 Presentation of Proposed Fees
- 02/26/16 Presentation to Council of 16/17 Personnel Cost – unchanged
- 03/25/16 Presentation to Council / Community of Proposed Core Budget
- 04/13/16 P.D. Budget
- 05/02/16 Remainder of City Departments

Department Statistics Overview

Part 1 & Other Misdemeanor

	2014	2015	% change
Part I Crimes			
Homicide	0	0	0.000%
Rape	0	1	100.000%
Robbery	2	4	100.000%
Aggravated Assaults	6	22	266.667%
Burglary	79	82	3.797%
Residential	61	68	11.475%
Commercial	18	14	-22.222%
Larceny	137	136	-0.730%
Auto Theft	7	14	120.000%
Arson	0	1	100.000%
Total Part I Crimes	231	260	12.554%

Calls For Service/Response Times (Priority 1)

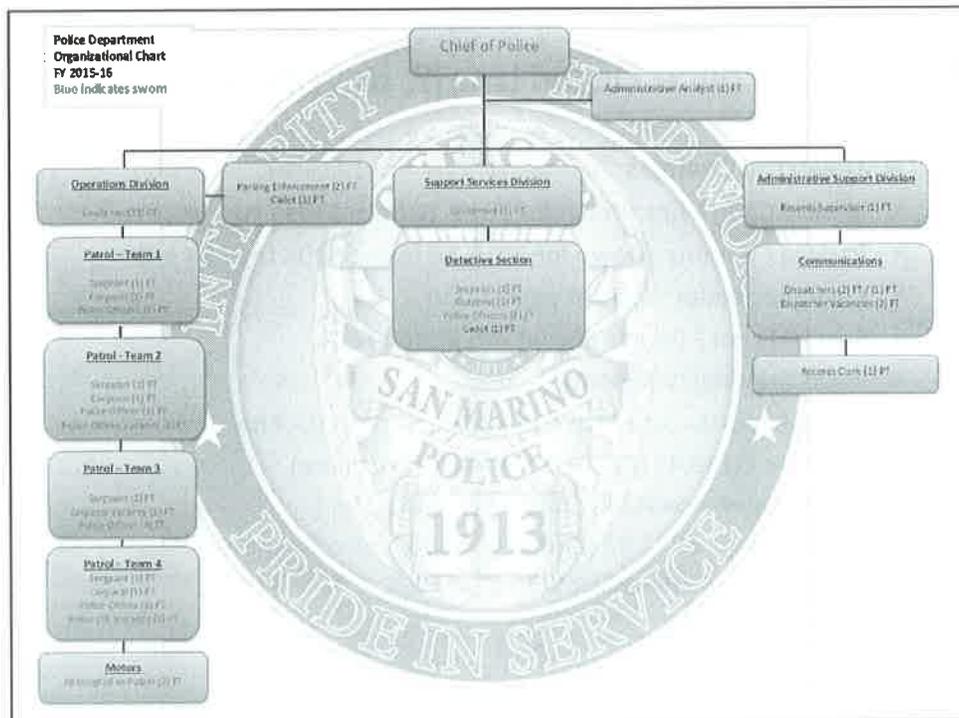
	2014	2015	% change
Calls for Service	4,205	4,820	15%
Priority 1 Calls	142	156	9%
Priority 1 Response	1:42	2:33	50%

Department Operations Overview

- Operations Division
 - Patrol
 - Motors
- Support Services Division
 - Detectives
- Administrative Support Division
 - Communications
 - Records
- Traffic Collisions & Citations
- Cases Assigned / Cleared
- Number of Evidence Items Collected
- 2015 - Use of Force (1) / Complaints (2)
 - 2015 Total contacts 12,571
 - Approx. two ten-thousandths of a percent

Staffing Current – Proposed / Requested

Full Time Positions	2015-2016 Budget	Full Time Positions	2016-2017 Proposed
Chief of Police	1	Chief of Police	1
Captain	Unfunded	Captain	2
Lieutenant	2	Lieutenant	Removed
Administrative Manager	None	Administrative Manager	1
Rec & Comm Super	1	Rec & Comm Super	Removed
Admin Analyst	1	Admin Analyst	1
Dispatcher/Clerk	4.48	Dispatcher/Clerk	4.48
Officer	15	Officer	17
Corporal	5	Corporal	5
Sergeant	5	Sergeant	5
Cadet	.96	Cadet	.96
Records Clerk	.48	Records Clerk	1.48
Parking Enforce. Officers	.96	Parking Enforce. Officers	.96
Totals	36.88		39.88



Police Department Overview

	2014-15	2015-16	2015-16	2016-17	Budget
	Actual	Budget	Estimated	Requested	Change
Sources by Type:					
Non-Department Generated:					
Unrestricted Funds	4,345,537	4,707,478	4,702,410	4,872,017	-3.5%
Public Safety Taxes	1,061,882	1,047,816	1,047,816	1,074,252	-2.5%
Intergovernmental Funds	<u>221,623</u>	<u>211,172</u>	<u>150,263</u>	<u>136,800</u>	-35.2%
	5,629,042	5,966,467	5,900,489	6,083,069	2.0%
Department Generated Funds:					
Charges For Service	77,113	80,300	67,164	64,450	-19.7%
Fines & Forfeitures	224,274	276,000	124,000	150,500	-45.5%
Miscellaneous Revenue	<u>18,031</u>	<u>15,000</u>	<u>19,701</u>	<u>20,500</u>	36.7%
	319,417	371,300	210,865	235,450	-36.6%
Total Sources	<u>5,948,459</u>	<u>6,337,767</u>	<u>6,111,354</u>	<u>6,318,519</u>	-0.3%
Uses by Type:					
Personnel	5,135,626	5,487,572	5,297,897	5,589,274	1.9%
Services & Supplies	812,834	850,195	813,457	729,245	-14.2%
Capital Outlay	-	-	-	-	0.0%
Total Uses	<u>5,948,459</u>	<u>6,337,767</u>	<u>6,111,354</u>	<u>6,318,519</u>	-0.3%
Cost Recovery		5%	6%	3%	4%

Police Department Revenues

Noteworthy Changes:

- Vehicle Code Fines: Down for 2015-16 from \$125K to \$59K est.
- Parking Citations: Down for 2015-16 from \$120K to \$65K est.
- Clearance Letter: \$50 per application
- Special Event / Parade Permit: No Permit Fee
- Fingerprinting: \$20 per person
- Police Reports: \$20 each and \$0.10 per page for PRA
- Booking: \$139.49 (Booking fee and officer time)
 - Estimated increase for 2016-17 of \$21K
- DUI Booking: \$242.98 (Booking, blood, and officer time)
 - Estimated increased for 2016-17 of \$10K

Police Department Expenditures

Item by Type					
Personnel	5,135,620	5,487,572	5,297,897	5,589,274	1.9%
Services & Supplies	812,834	850,195	813,457	729,245	-14.2%
Capital Outlay					0.0%
Total Used	5,948,454	6,337,767	6,111,354	6,318,519	-0.3%

Noteworthy Changes:

- Services and Supplies are down (Equipment allocation yet to be added)
- PERS increase of \$100K per actuarial report
- Staff Development to increase \$3K (from \$7K to 10K)
- POST Training to increase \$5K (from \$25K to 30K)
 - Portion is reimbursed by State
- Pasadena Forensics \$9,600 (anticipated cost)
- Materials & Supplies to increase \$3K (from \$10K to 13K)
- Travel & Meetings to increase \$2,600 (from \$6,150 to \$8750)

Significant Changes

- Personnel
- IT Security Changes
- Mandated Reporting
- Deactivation of Holding Facility
- Increased Crime

Proposed Budget – Personnel

Administrative Manager

- **Justification**
 - In line with current duties
 - Oversees all records and communications operations
 - Handles all records requests and mandated reporting (criminal / PRA's)
 - Budget and bidding for large contracts
 - Hiring of dispatch / records personnel

- **Annual Cost to change from Records Supervisor to Administrative Manager**
 - \$8,692 total comp for first year
 - Salary range TBD

Proposed Budget – Personnel Cont.

Captain

- **Justification**
 - Acting Chief responsibilities (in Chief's absence)
 - Consistent with SMFD structure (salary range)
 - Succession planning
 - Oversees all operations within a bureau
 - In-line with current duties and establishes credibility amongst other L.E. Admin.
 - Similar sized agencies with the same command structure: S. Pasadena, Sierra Madre, Palos Verdes Estates, Cypress, Los Alamitos, and Seal Beach

- **Annual cost to change from Lieutenants to 2 Captains**
 - \$7,687 total compensation per Captain (\$15,374 annual for both)

Proposed Budget – Personnel Cont.

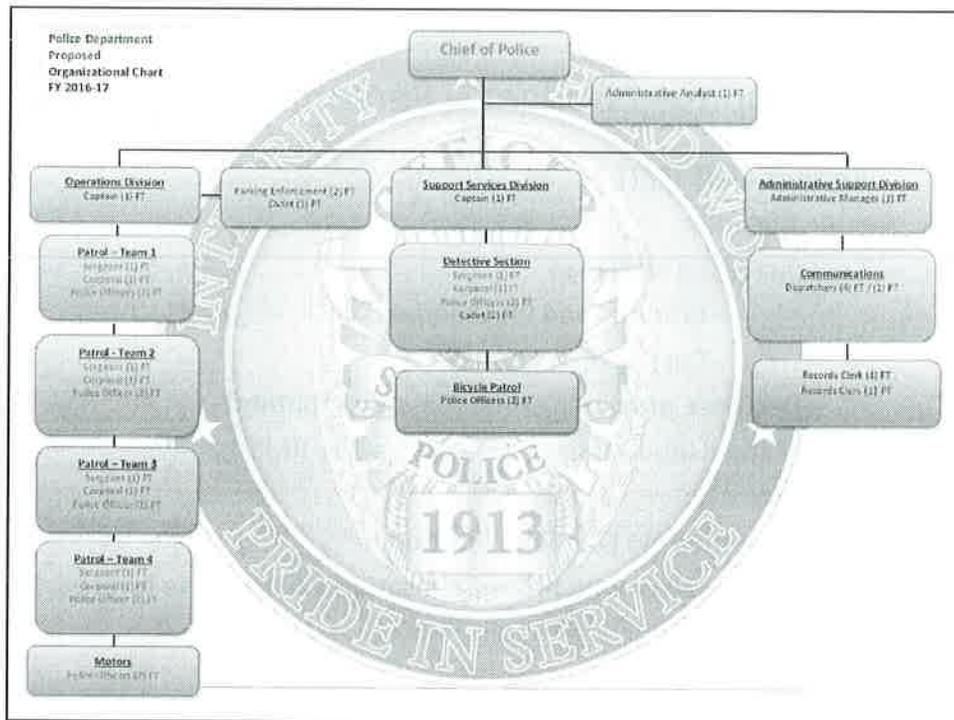
Records Clerk (F/T)

- Justification
 - Increased workload
 - Criminal and PRA requests
 - Case filing
 - Decrease processing time (Case distribution)
 - Manual input of data not captured by RMS
- Cost
 - Currently: No Full-Time Position
 - Yearly salary with no compensation \$2,961 (Base level pay)

Proposed Budget – Personnel Cont.

Police Officer(s)

- Justification
 - Increase public safety (visibility & traffic safety)
 - Reduce response times
 - Decrease need for overtime (vacancies)
- Cost
 - Yearly cost per officer is \$94,115 with total compensation
 - The cost of 2 officers is \$188,230 with total compensation



Proposed Budget – Supplies/Services

- Radio Replacement Phase I of II: \$193,600 (Radio Replacement)
- Software (Analytics): \$17,500 (Annual cost plus initial start-up)
- CJIS Requirement: \$5,115 (2 Factor authentication required by DOJ)
- Alarm Software: \$10,000 (Registering, managing, bill collection)

Proposed Budget – Capital Equipment / Projects

- Vehicle replacement:
 - (1) Patrol and (2) Admin Vehicles (Includes all emergency equipment): \$140,500 (2 at 125k miles and 3rd approaching 100k)

- Facilities: Repairs and Upgrades
 - Demolition & Remodel of 2 Holding Cells \$45K
 - Light Remodel of facility (remove wall carpet / paint) \$15K
 - Bathroom Upgrades \$5K

- Pole Cameras:
 - (3) Mobile POD Systems: \$28,000

Key Performance Indicators

- Increased Communication with the Community
 - Coffee with a Cop
 - Community Meetings
 - Neighborhood Watch
- Reduce Part 1 Crimes by 10%
- Priority 1 Response Time < 2 minutes
- Increase Traffic Safety
 - Two Traffic Safety Details
 - Reduce traffic collisions by 5%
 - Increase traffic enforcement based on PCF (current data)

Proposed Budget – Comparables

City	Population	Sq. Mi.	Density Per sq. mi.	Crime Rate per 1000	Sworn	Civilian	Officer per 1,000	Annual Police Budget
San Marino	13,540	3.77	3,552	19	28	10	1.77	\$5,487,572
Palos Verdes Estate	13,623	4.79	2,844	37	25	15	1.76	\$6,499,295
La Palma	15,568	1.82	8,766	17	23	13	1.44	\$4,713,200
Piedmont	11,082	1.69	6,566	22	19	9	1.82	\$5,779,619
South Pasadena	25,959	3.44	7,549	22	33	14	1.28	\$7,854,979

Budget Impact

- Personnel
 - Administrative Manager \$8,692
 - Captain (2) \$15,374
 - Full-Time Records Clerk \$53,868
 - Police Officers (2) \$188,230
- Supplies / Services
 - Radio Replacement (Phase I) \$193,600
 - Software (Analytics) \$17,500
 - CJIS Requirement \$5,115
 - Alarm Software \$10,000
- Capital Equipment / Projects
 - (3) Vehicles \$140,500
 - Facilities Upgrades (Holding cell etc.) \$65,000
 - Pole Cameras \$28,000