CITY OF LOS ALAMITOS

3191 Katella Avenue
Los Alamitos, CA 90720

AGENDA
CITY COUNCIL
SPECIAL MEETING

Monday, April 13, 2015 – 5:00 p.m.

NOTE: Pursuant to Government Code Section 54953, Subdivision (b), this meeting will include teleconference participation by Mayor Pro Tem Troy Edgar from Hilton Dallas/Plano Granite Park, Technology Lounge, 5805 Granite Parkway, Plano, Texas, 75024.

I, Richard D. Murphy, as Mayor of the City of Los Alamitos, do hereby call a special meeting of the City Council of the City of Los Alamitos, to be held at the time and place listed above to discuss the matters listed below.

Richard D. Murphy, Mayor of the City of Los Alamitos

NOTICE TO THE PUBLIC

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 3191 Katella Ave., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the City Clerk at the meeting for individuals with hearing impairments.

Persons wishing to address the City Council on any item on the City Council Agenda will be called upon at the time the agenda item is called or during the City Council's consideration of the item and may address the City Council for up to three minutes.

1. CALL TO ORDER

2. ROLL CALL

Council Member Grose
Council Member Hasselbrink
Council Member Kusumoto
Mayor Pro Tem Edgar
Mayor Murphy

3. SPECIAL ORDERS OF THE DAY

A. Legislative Advocacy: Oppose AB 1217 (City Manager)

The West Orange County City Managers met and discussed AB 1217. This proposed legislation would change the Orange County Fire Authority (OCFA) Board's from 26 to 13 members mostly based on population. Los Alamitos and most of the other West OC cities stand to lose a seat and voice on the Board. Surrounding cities are taking a letter of opposition to Council for support.

Recommendations:

1. Authorize the City Clerk to send a letter of opposition from the entire City Council regarding AB 1217 dealing with the Orange County Fire Authority Board; and,

2. Authorize the City's representative to the OCFA Board of Directors to communicate opposition to AB 1217 to the Board.

B. Police Department Budget Overview (Police)

The City Council requested that staff provide detailed information about each Department's expenditures and revenues to better understand how City resources are received and spent.

Recommendations: Council receive, discuss, and file.

C. Administration Budget Overview (Administration)

The City Council requested that staff provide detailed information about each Department's expenditures and revenues to better understand how City resources are received and spent.

Recommendations: Council receive, discuss, and file.

4. CLOSED SESSION

A. CONFERENCE WITH LABOR NEGOTIATOR

Agency Negotiators: Bret M. Plumlee, City Manager
Unrepresented Employee: City Clerk
Authority: Government Code Section 54957.6

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to litigation pursuant to subdivision (d)(2) of Section 54956.9. One potential case.

5. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: Los Alamitos City Hall, 3191 Katella Ave.; Los Alamitos Community Center, 10911 Oak Street; Los Alamitos Museum, 11062 Los Alamitos Blvd.; and, Hilton Dallas/Plano Granite Park, Technology Lounge, 5805 Granite Parkway, Plano, Texas, 75024, not less than 24 hours prior to the meeting.

Windmera Quintanar, CMC, City Clerk

4/8/15
Date

City of Los Alamitos

Agenda Report Special Orders	April 13, 2015 Item No: 3A

To: **Mayor Richard D. Murphy & Members of the City Council**

From: **Bret M. Plumlee, City Manager**

Prepared by: **Windmera Quintanar, CMC, City Clerk**

Subject: **Legislative Advocacy: Oppose AB 1217**

Summary: The West Orange County City Managers met and discussed AB 1217. This proposed legislation would change the Orange County Fire Authority (OCFA) Board's from 26 to 13 members mostly based on population. Los Alamitos and most of the other West OC cities stand to lose a seat and voice on the Board. Surrounding cities are taking a letter of opposition to Council for support.

Recommendations:

1. Authorize the City Clerk to send a letter of opposition from the entire City Council regarding AB 1217 dealing with the Orange County Fire Authority Board; and,

2. Authorize the City's representative to the OCFA Board of Directors to communicate opposition to AB 1217 to the Board.

Background

The City Council's Legislative Platform includes as a key criteria support for maintaining local control. AB 1217 undermines local control, specifically the voice of smaller local agencies such as Los Alamitos. Under the Legislative Platform the Mayor has the authority to sign a letter of opposition; however, the City Mangers Group felt that it would send a stronger message if the opposition letter was sent from the full Council.

Discussion

AB 1217 (Daly) would revise the make-up of the Orange County Fire Authority (OCFA) and require the Board of Directors to consist of 13 members, 10 representing cities and 3 members of the County Board of Supervisors. Currently each City selects a member of their City Council to serve on the Board. OCFA is organized under a locally adopted joint powers authority (JPA) and AB 1217 would impair that agreement by imposing a

State legislative change on the local JPA. The most likely result of a lower number of Board members would be less representation for smaller communities.

While the argument of supporters is that the new structure is the same as that in place for the Orange County Transportation Authority, the provision of fire, rescue and emergency services to local communities is substantially different than the provision of transportation planning and transit services. Even absent this substantive difference, it is a violation of local control for the State Legislature to impose a structure on a local joint powers agency different from that which they have chosen for themselves. Association of California Cities – Orange County and the League of California Cities have not taken a position on this bill as of this time; however it is on the agenda for an upcoming League meeting. OCFA has asked for input from individual cities prior to taking the bill to its Board for a position. Several Orange County cities will therefore be taking up the issue in the coming weeks to provide that feedback to the Board.

Fiscal Impact

None.

Submitted and Approved By:

Bret M. Plumlee
City Manager

Attachments: 1. AB 1217 Text
2. Letter of Opposition

CALIFORNIA LEGISLATURE—2015–16 REGULAR SESSION

ASSEMBLY BILL No. 1217

Introduced by Assembly Member Daly

February 27, 2015

An act to add Section 6538 to the Government Code, relating to joint powers.

LEGISLATIVE COUNSEL'S DIGEST

AB 1217, as introduced, Daly. Orange County Fire Authority.

Existing law authorizes 2 or more public agencies, by agreement, to form a joint powers authority to exercise any power common to the contracting parties, as specified. Existing law authorizes the agreement to set forth the manner by which the joint powers authority will be governed. Existing law authorizes the board of supervisors of any county to contract with any local agency within the county or with the state for services relating to the prevention and suppression of fires.

This bill would, as of January 1, 2018, require the Board of Directors of the Orange County Fire Authority, a joint powers agency, to consist of 13 members, each serving a term of 2 years. The bill would create the Orange County Fire Authority City Selection Committee to select 10 of those board members from cities that contract with the authority for fire protection services, as specified. The bill would additionally require 3 of the members of the Board of Directors of the Orange County Fire Authority to be members of the board of supervisors of the County of Orange.

This bill would make legislative findings and declarations as to the necessity of a special statute for the Orange County Fire Authority.

Vote: majority. Appropriation: no. Fiscal committee: no. State-mandated local program: no.

The people of the State of California do enact as follows:

SECTION 1. Section 6538 is added to the Government Code, to read:

6538. (a) Notwithstanding any other law and notwithstanding the provisions of the joint powers agreement governing the Orange County Fire Authority, on and after January 1, 2018, the Board of Directors of the Orange County Fire Authority shall be composed of 13 members, as follows:

(1) (A) (i) One member from each of the five supervisorial districts of the County of Orange, elected by the Orange County Fire Authority City Selection Committee on a population weighted voting basis.

(ii) One member from each of the five supervisorial districts of the County of Orange, elected by the Orange County Fire Authority City Selection Committee on a "one city, one vote" basis.

(B) A city that is within more than one supervisorial district shall be considered part of the district where the highest percentage of the city's population resides. Under this circumstance, the entire city's population shall be used for population-weighted voting purposes.

(C) Members elected pursuant to this paragraph shall be a mayor or a city council member of a city within the County of Orange, and shall serve for a term of two years. A member elected pursuant to this paragraph whose term on the city council or as mayor ends shall also cease to serve as a member of the board.

(D) The Orange County Fire Authority City Selection Committee shall consist of either the mayor or a member of the city council of each city that contracts with the Orange County Fire Authority for fire protection services.

(2) Three members of the board of supervisors of the County of Orange, selected by the board of supervisors, to serve a term of two years.

(b) Any member of the board serving as of the effective date of this section shall continue to serve until January 1, 2018, or until the expiration of his or her term, whichever is sooner.

SEC. 2. The Legislature finds and declares that a special law is necessary and that a general law cannot be made applicable within the meaning of Section 16 of Article IV of the California

Constitution because of the challenges faced as a result of the current governance structure of the Orange County Fire Authority.

O

Attachment 2

April 14, 2015

Honorable Tom Daly
P.O. Box 942849
Sacramento, CA 94249

SUBJECT: OPPOSE – AB 1217 (DALY) REGARDING THE ORANGE COUNTY FIRE AUTHORITY BOARD OF DIRECTORS

Assemblyman Daly,

At its April 13, 2015, the City of Los Alamitos unanimously voted to oppose AB 1217 (Daly), a bill that would alter the composition of OCFA's Board of Directors. The legislation mirrors the process by which OCTA board members are selected. AB 1217 would reduce the number of OCFA directors to 13; three county supervisors and 10 city representatives.

Importance of OCFA Board of Directors to the City of Los Alamitos
AB 1217 would alter the form and make-up of OCFA Board of Directors and it would impair the terms of the existing Joint Powers Agreement. Under the current JPA, the Board of Directors is empowered to amend the agreement and adjust the composition of the governing body through a two-thirds vote of all members. AB 1217 imposes changes to the JPA and places board members at risk of losing key contract terms that were specifically negotiated by members, for members.

AB 1217 proposes selection of city representatives within Supervisorial districts, but this does not account for the fact that the number of cities in each district is not equal. The bill also fails to specify how the three supervisors are to be selected; by the Board of Supervisors or via the OCFA City Selection Committee created by the bill. The committee itself is not comprised of any supervisors.

AB 1217 would unequivocally marginalize the voice of the City of Los Alamitos and other small cities in Orange County. The City of Los Alamitos remains committed to legislation that advocates fair and proportionate representation on countywide and regional boards. For this and the reasons described above, the City of Los Alamitos respectfully opposes AB 1217.

Sincerely,

CITY OF LOS ALAMITOS

Richard D. Murphy
Mayor

cc: *Senator Bob Huff*
Senator Janet Nguyen
Assembly Member Ling Ling Chang
Senator Tony Mendoza
Assembly Member Travis Allen
Assembly Member Young Kim

City of Los Alamitos

Agenda Report	April 13, 2015
Special Orders	Item No: 3B

To: **Mayor Richard D. Murphy & Members of the City Council**

Via: **Bret M. Plumlee, City Manager**

From: **Todd Mattern, Chief of Police**

Subject: **Police Department Budget Overview**

Summary: The City Council requested that staff provide detailed information about each Department's expenditures and revenues to better understand how City resources are received and spent.

Recommendations: Council receive, discuss, and file.

Background

Several members of the City Council have requested an opportunity to learn more about each Department's budget. These presentations provide the City Council with an overview of each Department's functions, expenditures, and revenues. The goal is to provide additional transparency, easily accessible information for the public, and a better understanding of the individual Departments.

Discussion

Police staff have prepared a PowerPoint presentation (Attachment #1) with information regarding the proposed Police Department budget and services for Fiscal Year 2015/16. Through this presentation, staff will provide information to City Council with regards to the allocation of personnel and fiscal resources in each division represented in the budget.

Fiscal Impact

The Police Department's proposed budget for Fiscal Year 2015/16 is $5,974,117. Although the Police Department is not a revenue generator, some of the operational expenses are offset by cost recovery fees and other projected revenues totaling $878,969.

Submitted By:

Todd Mattern
Chief of Police

Approved By:

Bret M. Plumlee
City Manager

Fiscal Impact Reviewed By:

Jason Al-Imam
Administrative Services Director

Attachment: *Police Department Budget Overview PowerPoint Presentation*

Todd W. Mattern

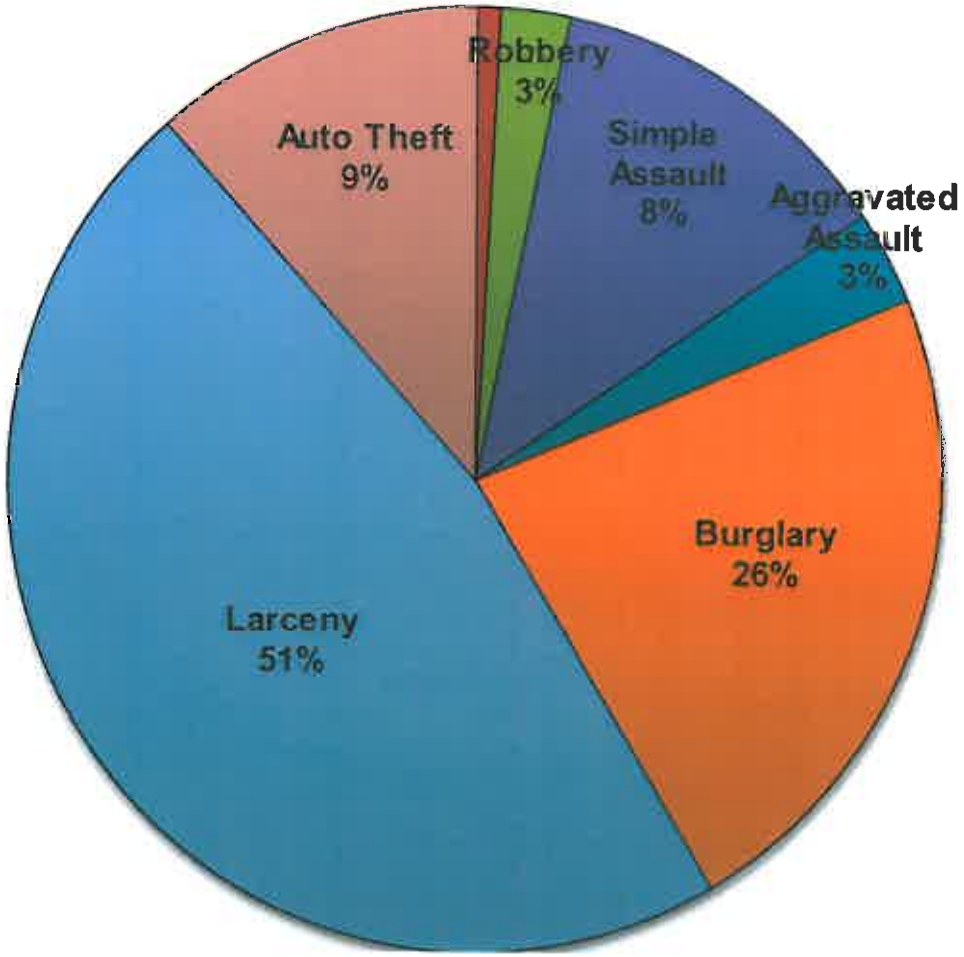
Chief of Police

Our mission...

The Los Alamitos Police Department is committed to providing the highest degree of professional police service in partnership with the community to ensure Los Alamitos is a safe place to live, visit, and conduct business.

Part 1 Crimes – Calendar Year 2014

- Homicide - 0
- Rape - 2
- Robbery - 6
- Simple Assault - 31
- Aggravated Assault - 8
- Burglary - 57
- Larceny - 118
- Auto Theft - 29



40% Reduction in Part 1 Crimes

Employees:
Our Greatest Asset

- 25 Full-time Sworn
- 3 Full-time Civilian

58% of the City's full-time workforce

- Part-time:

  5.5 FTEs or 11,467 hours

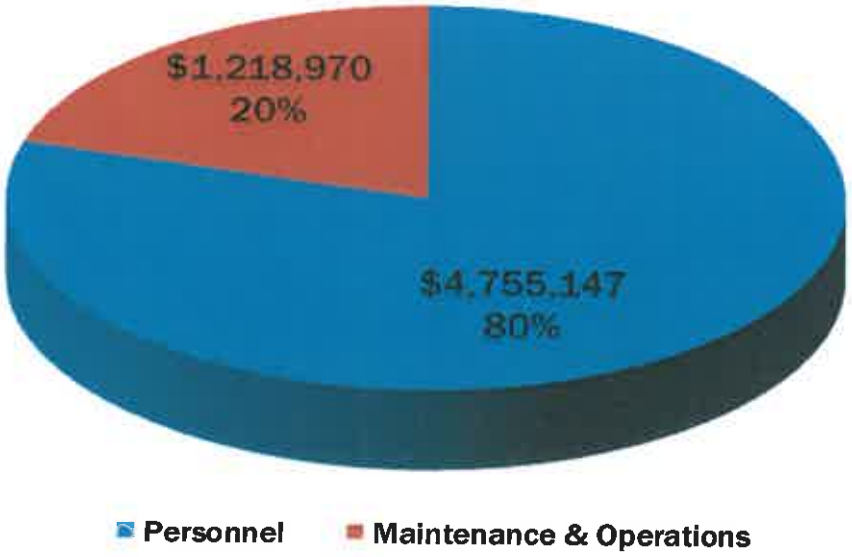
  Plus 1 FTE or 2,080 hours Parking Meter Enforcement

Every Hour, Every Day

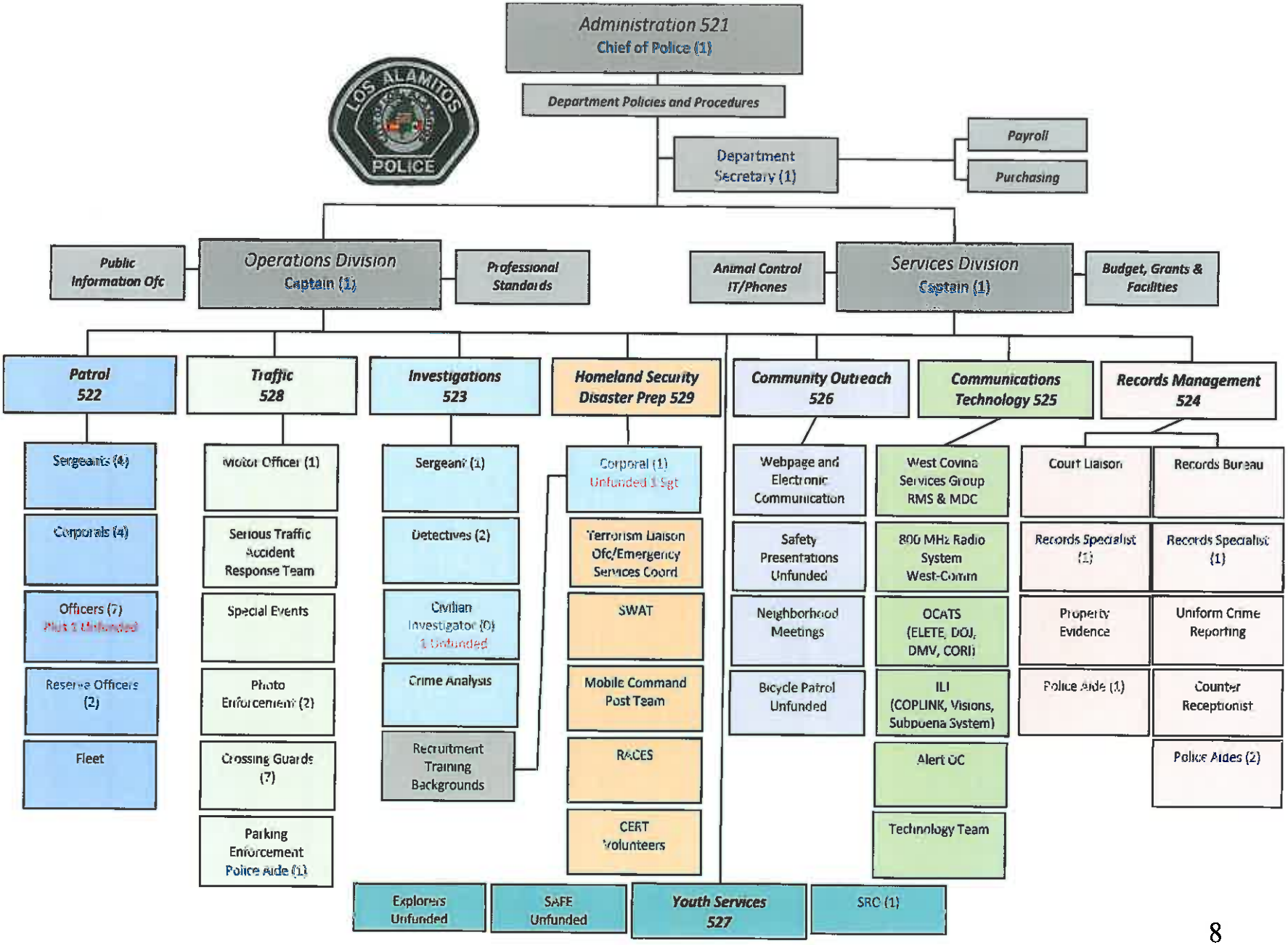
The Team

Requested Budget Allocation

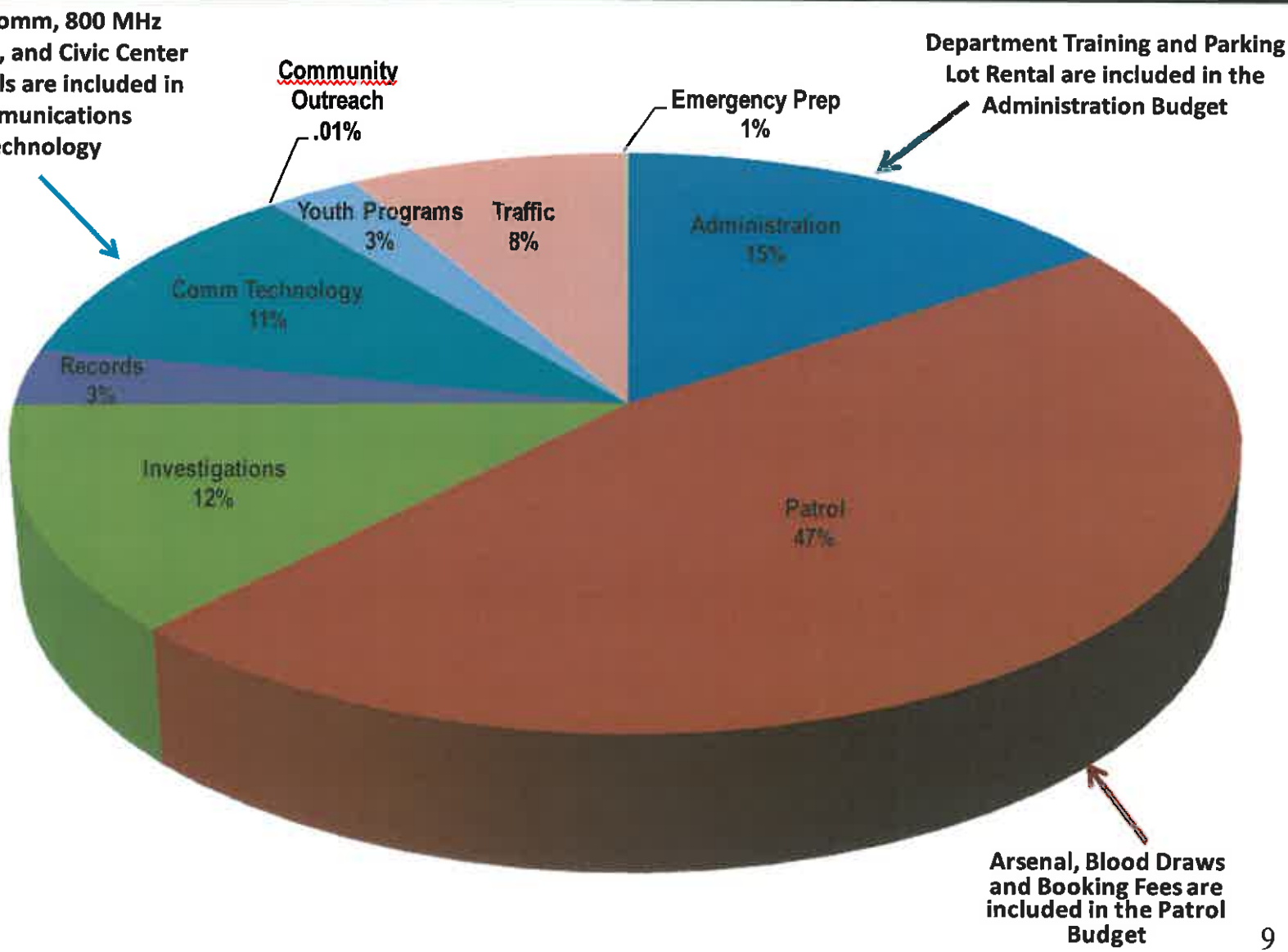
2014-15 Budget	2014-15 Year End	2015-16 Requested
$5,644,809	$5,436,832	$5,974,117



FY 2015-16 Requested Budget
5.8% Increase over 2014-15 Budget
9.8% Increase over Projected Year End


Administration 521
Chief of Police (1)
Department Policies and Procedures
Department Secretary (1)
Payroll
Purchasing
Public Information Ofc
Operations Division
Captain (1)
Professional Standards
Animal Control IT/Phones
Services Division
Captain (1)
Budget, Grants & Facilities
Patrol 522
Traffic 528
Investigations 523
Homeland Security Disaster Prep 529
Community Outreach 526
Communications Technology 525
Records Management 524
Sergeants (4)
Corporals (4)
Officers (7)
Reserve Officers (2)
Fleet
Motor Officer (1)
Serious Traffic Accident Response Team
Special Events
Photo Enforcement (2)
Crossing Guards (7)
Parking Enforcement
Police Aide (1)
Sergeant (1)
Detectives (2)
Civilian Investigator (0)
1 Unfunded
Crime Analysis
Recruitment Training Backgrounds
Corporal (1)
Unfunded 1 Sgt
Terrorism Liaison Ofc/Emergency Services Coord
SWAT
Mobile Command Post Team
RACES
CERT Volunteers
Webpage and Electronic Communication
Safety Presentations Unfunded
Neighborhood Meetings
Bicycle Patrol Unfunded
West Covina Services Group RMS & MDC
800 MHz Radio System West-Comm
OCATS (ELETE, DOJ, DMV, CORI)
ILI (COPLINK, Visions, Subpoena System)
Alert OC
Technology Team
Court Liaison
Records Bureau
Records Specialist (1)
Records Specialist (1)
Property Evidence
Uniform Crime Reporting
Police Aide (1)
Counter Receptionist
Police Aides (2)
Explorers Unfunded
SAFE Unfunded
Youth Services 527
SRO (1)

Budget By Program

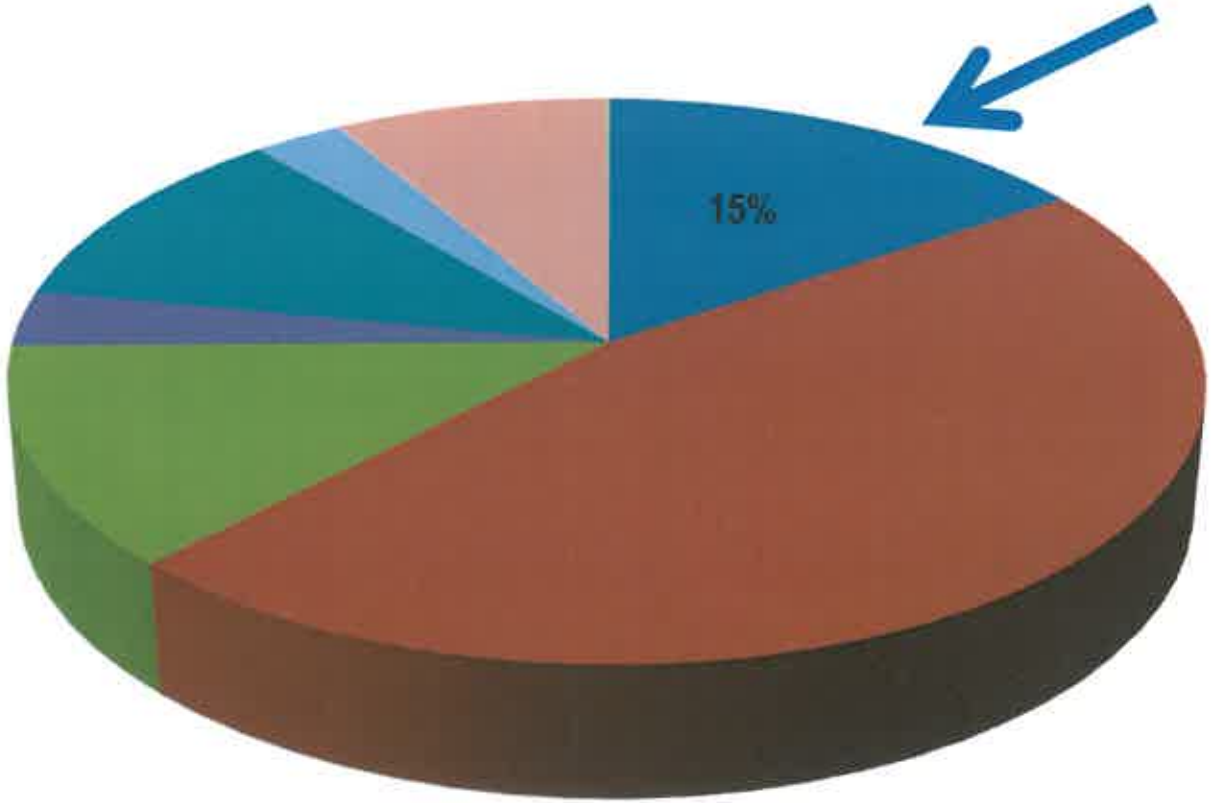


Administration

Providing Oversight and Administrative Backbone

Administration

2014-15 Budget	2014-15 Year End	2015-16 Requested
$730,142	$717,521	$920,632



26% Increase over 2014-15 Budget

PERS, Captain Position, Vacation Payouts, Captain's Car

FY 2015-16

Administration

Salary & Benefits

- 1 Chief
- 2 Captains
- 1 Dept Secretary

Total: $798,001

Maintenance & Operations

- Capital Replacement – $48,281
  - Equipment $35,000, Facilities $9,435, & Garage $3,846
- Internal Service Charges – $35,392
  - Garage $27,000 & Technology $8,392
- Dept Travel &Training – $14,000
- Supplies – $9,500
- Parking Lot Rental – $6,000
- Copier Lease/Office Maint– $,4,175
- Contractual Services – $2,000
  - Transcription, Psychological Services (Traumatic Incident Debriefs, Fitness for Duty Evals)
- Memberships – $1,782
- Postage – $1,500

Total: $122,630

Administration

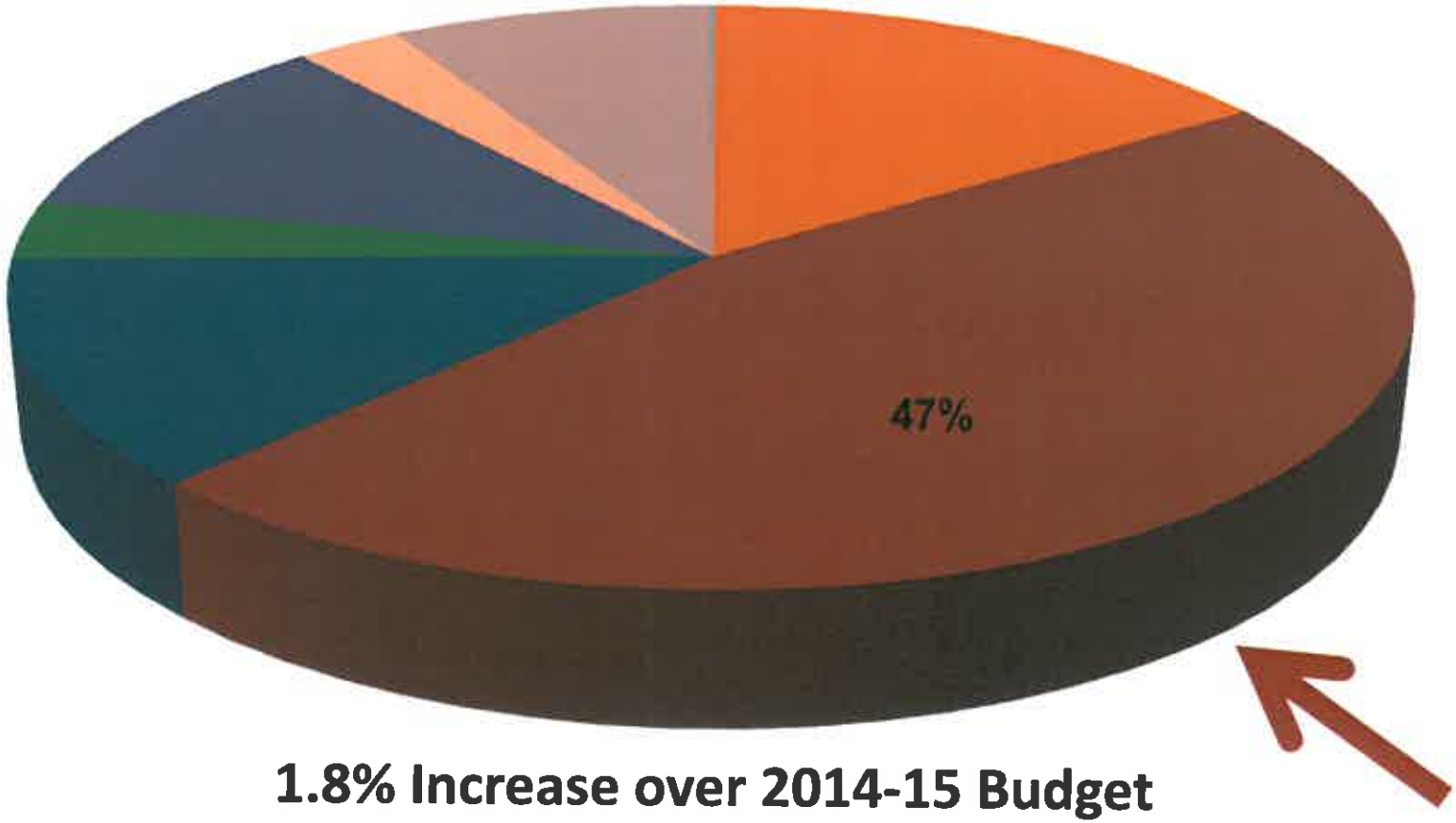
- Enhancing leadership, improving staff efficiency, and promoting service-minded traits to providing the best police service possible
- Departmental Training – 102 Classes
- Public Records Requests – 22
- Animal Control & Coyote Management
- Information Technology/Phones
- Press Releases – 5
- Alarm Permits Issued – 712
- Citizen Complaints Received – 1
- Clerical Support for Department and Cable Commission

Patrol

Safety and security of the community

Patrol

2014-15 Budget	2014-15 Year End	2015-16 Requested
$2,749,403	$2,550,780	$2,797,554



1.8% Increase over 2014-15 Budget

PERS, COLA (Holiday, Ed Incentive, etc), Health Insurance, Replacing 2 Tasers, Step Increases

Patrol

Salary & Benefits

- 4 Sergeants
- 4 Corporals
- 8 Officers
- Reserve Ofc
- Overtime
- Holiday Pay
- Court Pay
- Homeless Liaison Ofc (Ancillary)
- SWAT (Ancillary)

Total: $2,611,265

Maintenance & Operations

- Internal Service – $100,283
  - Garage $85,364 & Technology $14,919
- Arsenal – $19,306
  - Quarterly Qual , Range Fees, Ammunition, Less Lethal
- Capital Replacement – $19,230 Garage
- Uniforms – $12,000
- Supplies – $10,000
  - Audio Recorders, Cameras, CSI Kits, Flares, Drug Test Kits
- Contractual Services – $8,000
  - Blood Draws & Muni-Code Prosecution
- Unemployment Comp – $6,000
- Tuition Reimbursement – $5,500
- Telecom – $3,970 (MDC Air Cards & Cell Phone)
- Booking Fees – $2,000

Total: $186,289

FY 2015-16

Patrol

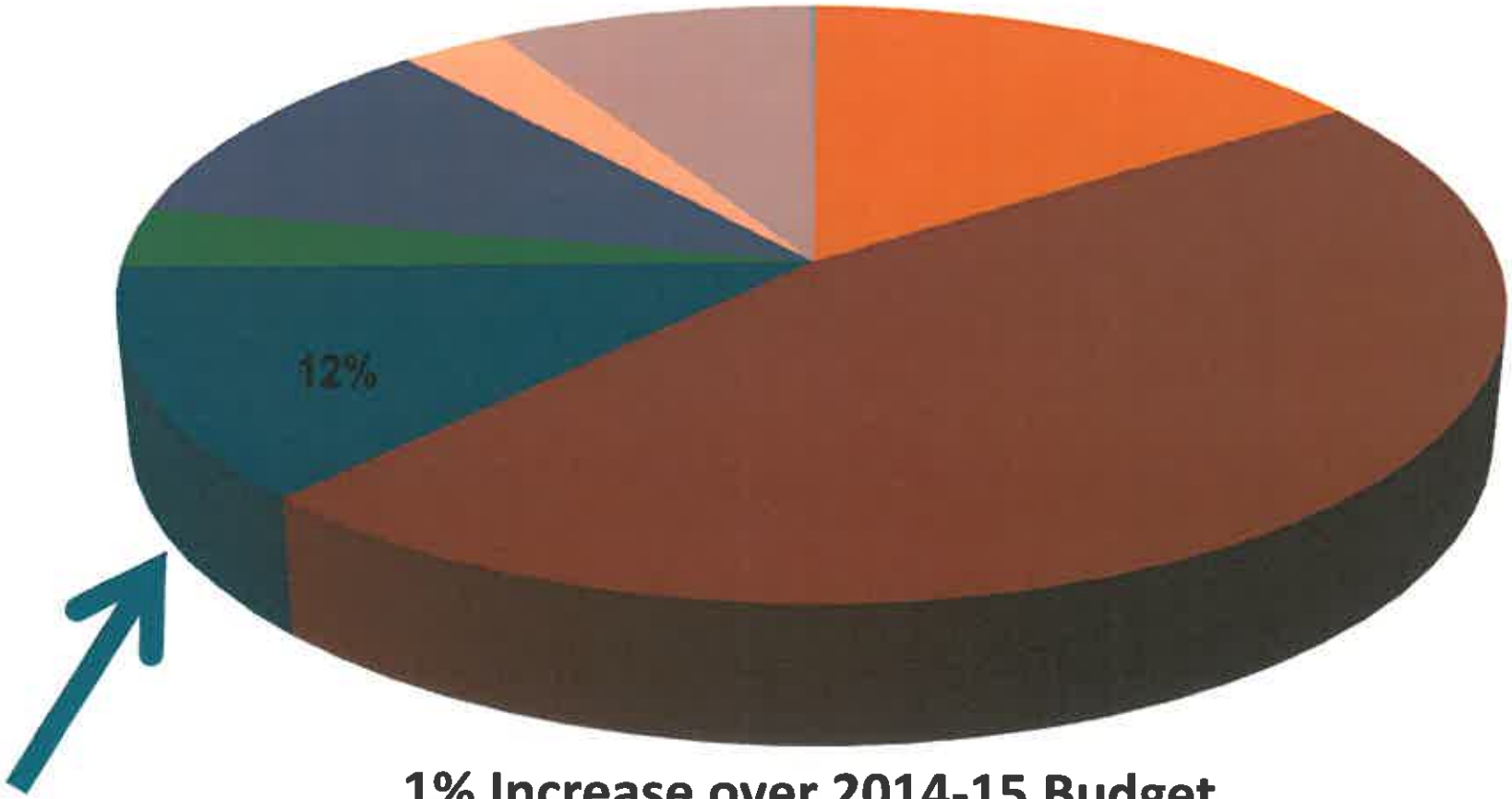
- Problem solving & preventing crime (Officer Initiated Activity) – 8,072
- Enforcing laws & apprehending criminals (Arrests) – 370
- Responding to calls for service – 8,616
- Registrants – 27
- Average Response Time – 2:57
- Crime or Incident Reports Taken – 1,271
- Field Interviews – 138
- SWAT Callouts – 2
- Use of Force Incidents – 6
- Traffic (Statistics in Traffic Section)

Investigations

Crimes are classified into three groups:
Crimes Against Persons, Property Crimes, and Fraud/Forgery

Investigations

2014-15 Budget	2014-15 Year End	2015-16 Requested
$742,470	$709,650	$750,574



1% Increase over 2014-15 Budget

PERS, COLA, Wireless Access for Tablets

FY 2015-16

Investigations

Salary & Benefits

- 1 Sergeant
- 1 Corporal (Emergency Prep)
- 2 Detectives
- 1 PT Police Aide - Coordinate Evidence with Records Bureau
- Overtime

Total: $702,954

Maintenance & Operations

- Internal Service – $36,404
  - Garage $29,877 & Technology $6,527
- Capital Replacement – $6,730 Garage
- Dues & Subscriptions – $3,181
- Supplies – $1,305
  - DNA Kits, Evidence Packing Materials, Safety Equipment, Misc. Supplies

Total: $47,620

Investigations

- Investigate and solve crimes
  - Cases Investigated – 331
  - Cases Closed – 168
  - Arrests – 53
- Background Investigations
  - Pre-Employment – 16
  - Massage establishments
  - Second Hand Dealers
- Jail Inspections – 3
- Task Force Operations – 9
- Recruitment – 10 positions
- PRCS Local – 3
- Registrants – 27
  - Sex - 10
  - Arson - 1
  - Narcotic - 16
- Community Presentations – 4
- POST Audits – 1

Records

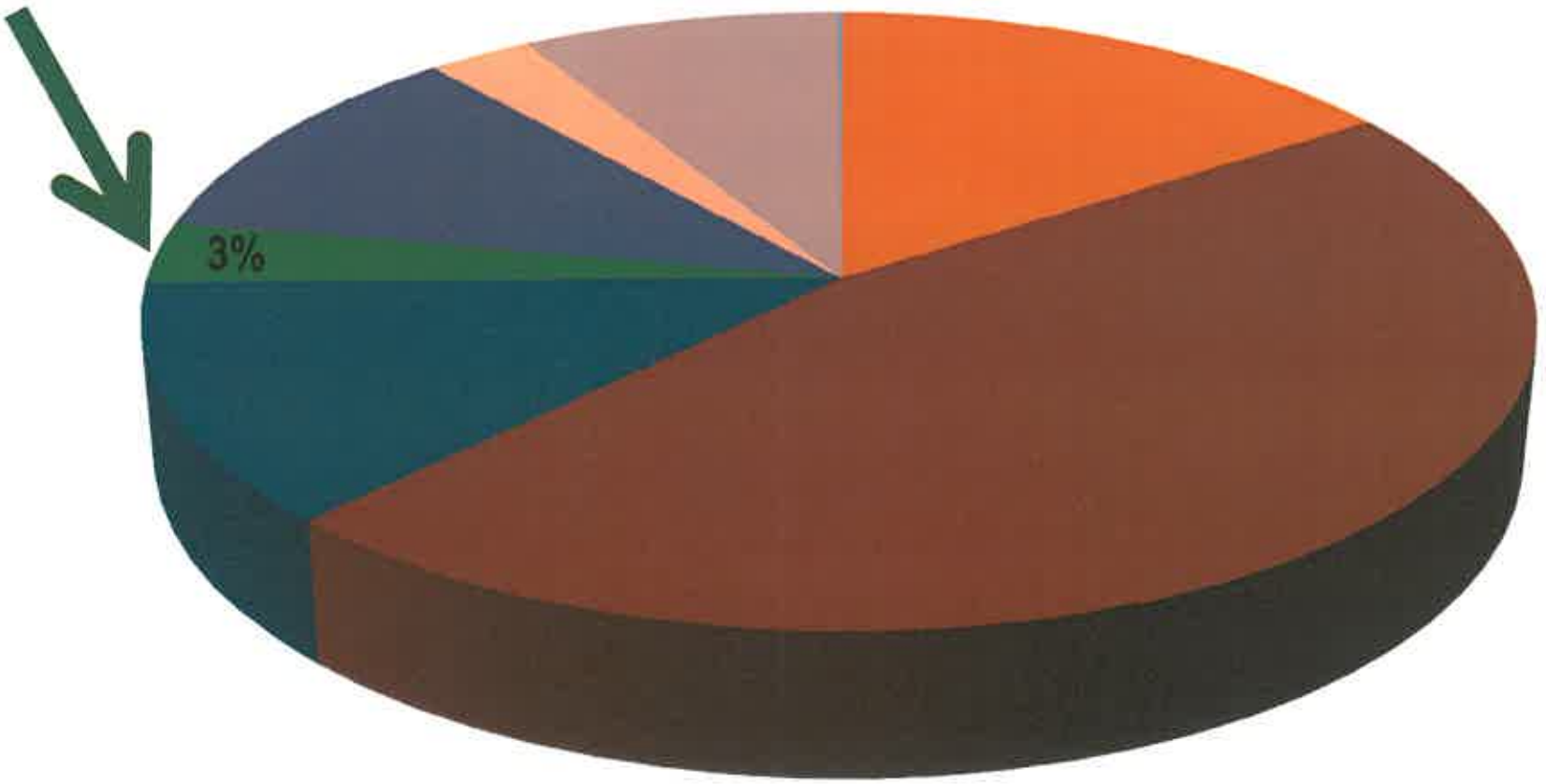
Protecting and maintaining the integrity of the Department's Records

Records

2014-15 Budget
$169,822

2014-15 Year End
$170,412

2015-16 Requested
$190,415



12% over 2014-15 Budget

PERS, Step Increases

FY 2015-16

Records

Salary & Benefits

- 2 Records Specialists
- 1 Admin Intern
- 1 PT Police Aide

Total: $174,181

Maintenance & Operations

- Internal Service Charges – $11,728
  - Garage $4,268 & Technology $7,460
- Office Supplies – $3,500
  - Forms, Report Folders, Filing Supplies
- Capital Replacement – $961 Garage
- Dues for CAPE – $45

Total: $16,234

Records

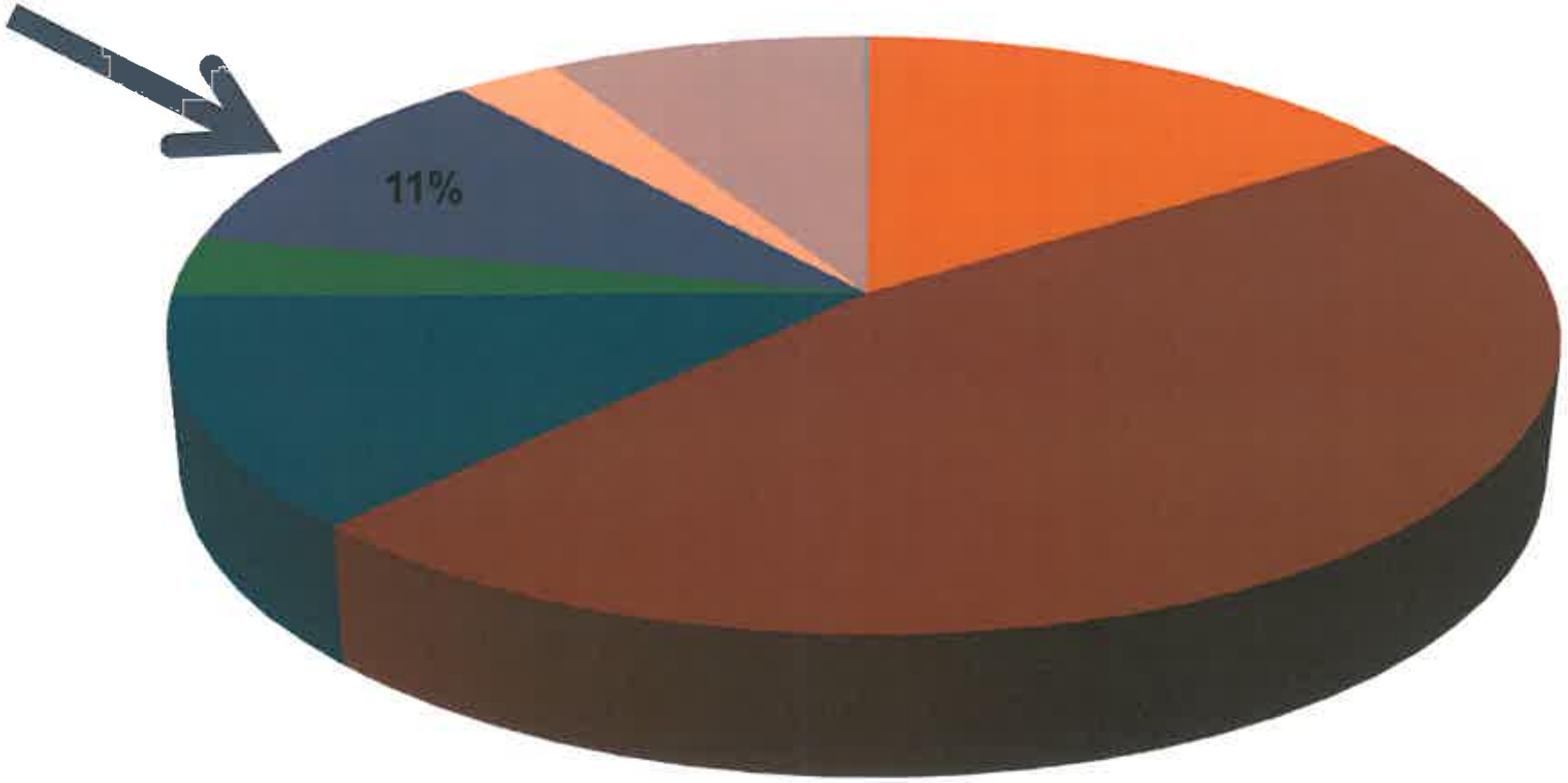
- Process more than 12,000 records per year
- State and Federal Mandated Reporting – 48
- Discoveries – 53
- Customer Counter Service
  - Public inquiries - Over 13,000
  - Citation verifications - 91
  - Vehicle releases - Approx 160
  - Background Name Checks - 959
  - Walk-In Police Service - 529
  - Report Copies Requested - 550
- Process documents for court and track cases from the time of arrest through the trial – 339 cases
- Logging, storing, and releasing Property & Evidence for approximately 1,300 cases
- Tracked Subpoenas – 2,141
- Fingerprint City Employees and Applicants – 77

Communications Technology

Improving public safety through increased access to information

Communications Technology

2014-15 Budget	2014-15 Year End	2015-16 Requested
$661,282	$686,469	$647,682



2% Decrease from 2014-15 Budget

Savings primarily due to change from T-1 to VPN

FY 2015-16

Communications Technology

Maintenance & Operations

- West-Comm – $507,015 (Estimated)
- CAD/RMS Annual Maintenance (West Covina) – $80,360
- 800 MHz Backbone and Radio Repair – $22,000
- Civic Center Phone Bills – $21,000
- Contractual Services – $16,107
  - AFIS Annual Maintenance (Live Scan Fingerprinting) $3,742
  - ILJ Annual Membership (Electronic Subpoenas, Case Filings, PC Declarations & Interfaced Scheduling) $3,493
  - Electronic Citation Maintenance $8,573
  - Mug Shots $299
- Cable TV & Internet Access – $1,200

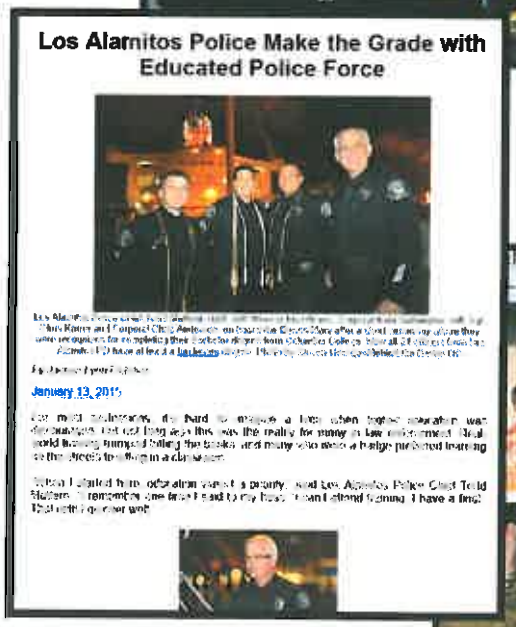
Total: $647,682

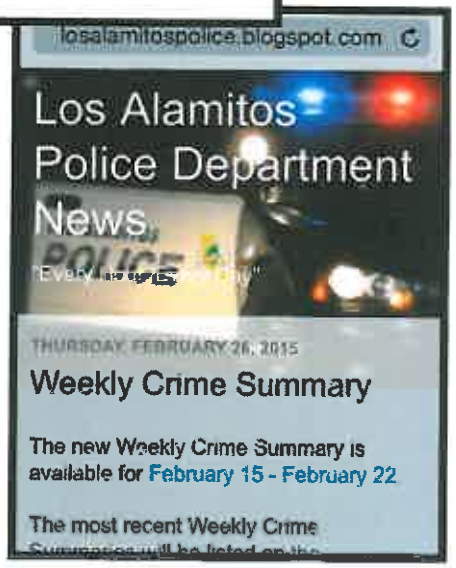
Communications Technology

- Replaced a T-1 for a VPN resulting in savings of $8,100 a year
- Issued Tablets to Detectives to serve as an in office CPU and also a field investigations device
- CAD/RMS replacement project
- Secured quotes for 800 MHz Hot Red Radios, discounted 50% if purchased before December 2015

Community Outreach

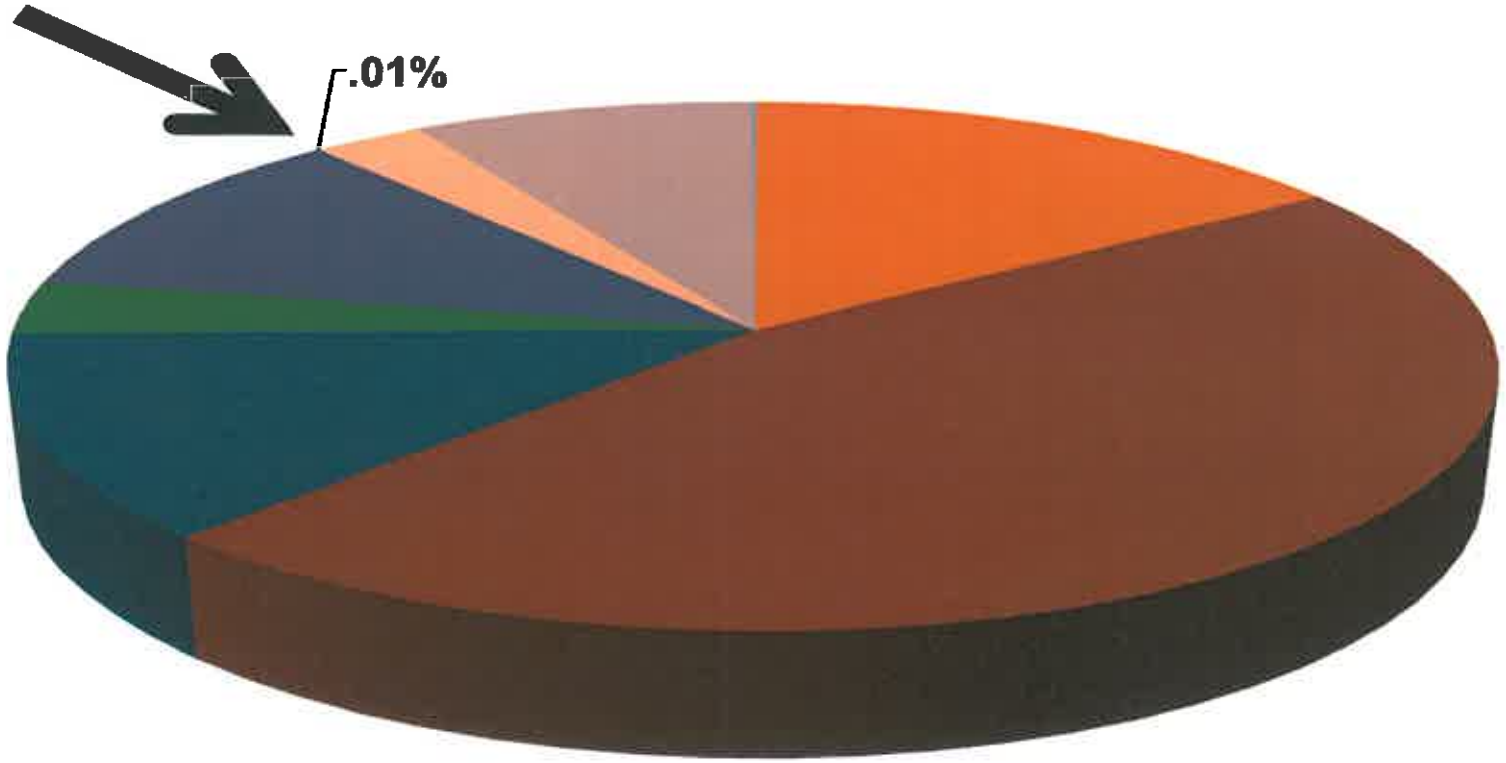
Keeping the community informed





Community Outreach

2014-15 Budget	2014-15 Year End	2015-16 Requested
$590	$590	$650



10% Increase over 2014-15 Budget

Supplies

FY 2015-16

Community Outreach

Salary and Benefits

- Assignments are ancillary/Overtime is negligible

Total: None

Maintenance & Operations

- Web Domain – $350
- Promotional Supplies – $300
  - Badge stickers, safety handouts, etc.

Total: $650

Community Outreach

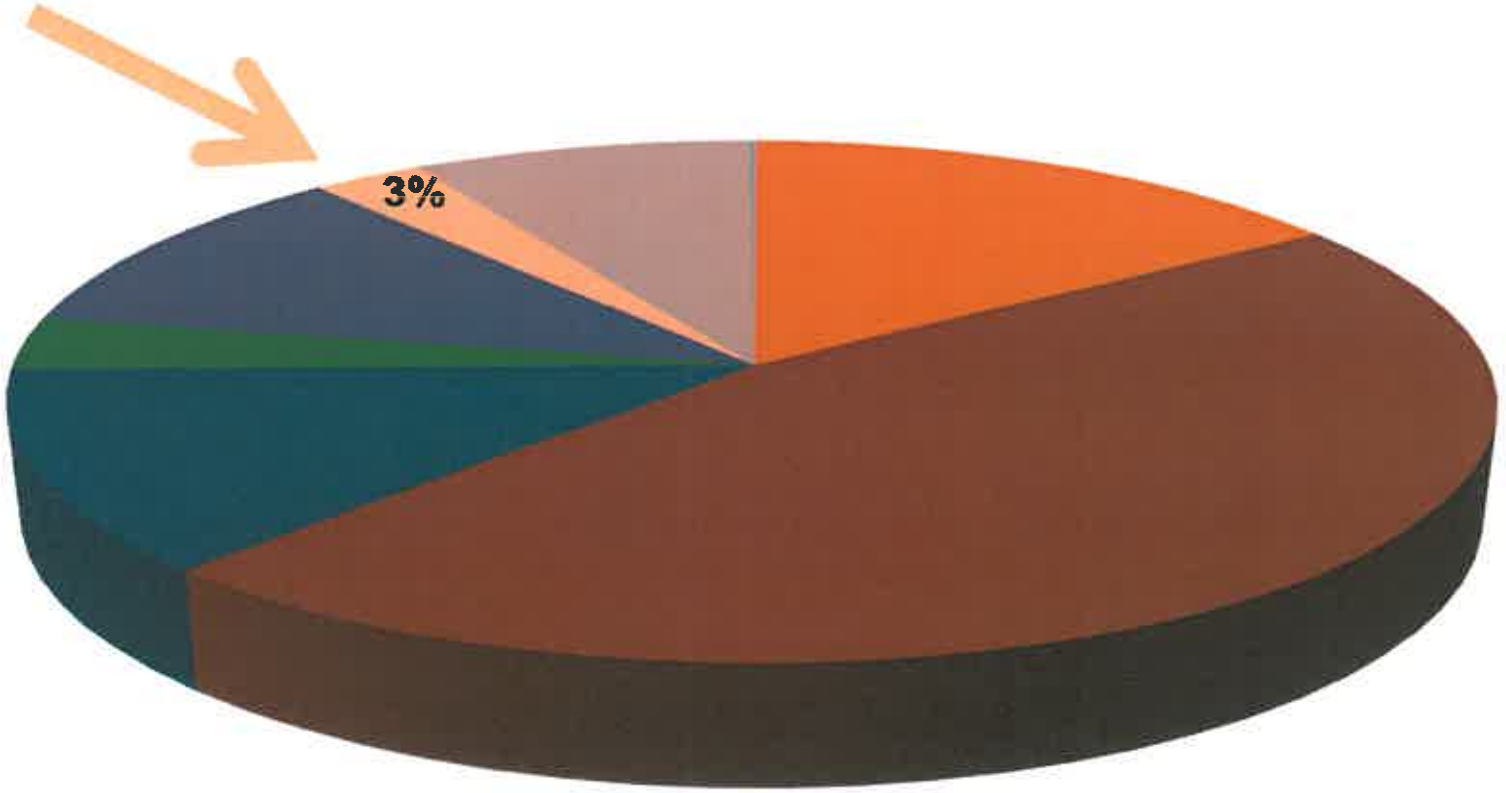
- Email Blasts to List-Serve Subscribers – Over 121
- Community Events and/or Meetings – 18
- Community Involvement through Local Organizations/ Charities – 8

Youth Services

Establishing a rapport with our community's youth

Youth Services

2014-15 Budget	2014-15 Year End	2015-16 Requested
$164,290	$158,081	$164,407



0% Increase over 2014-15 Budget

Eliminated start up costs

FY 2015-16

Youth Services

Salary & Benefits

- 1 School Resource Officer
- Overtime

Total: $164,407

SRO

Cost Sharing Partnership

Los Alamitos 50%

LAUSD 25%

Seal Beach 25%

Maintenance & Operations

- Arsenal – $700
- Training Conference – $700
- Telecommunications – $486
  - Wireless Access for PC
- Uniforms – $400
- Supplies – $500
- SRO Association – $40

Total: $2,826

Youth Services

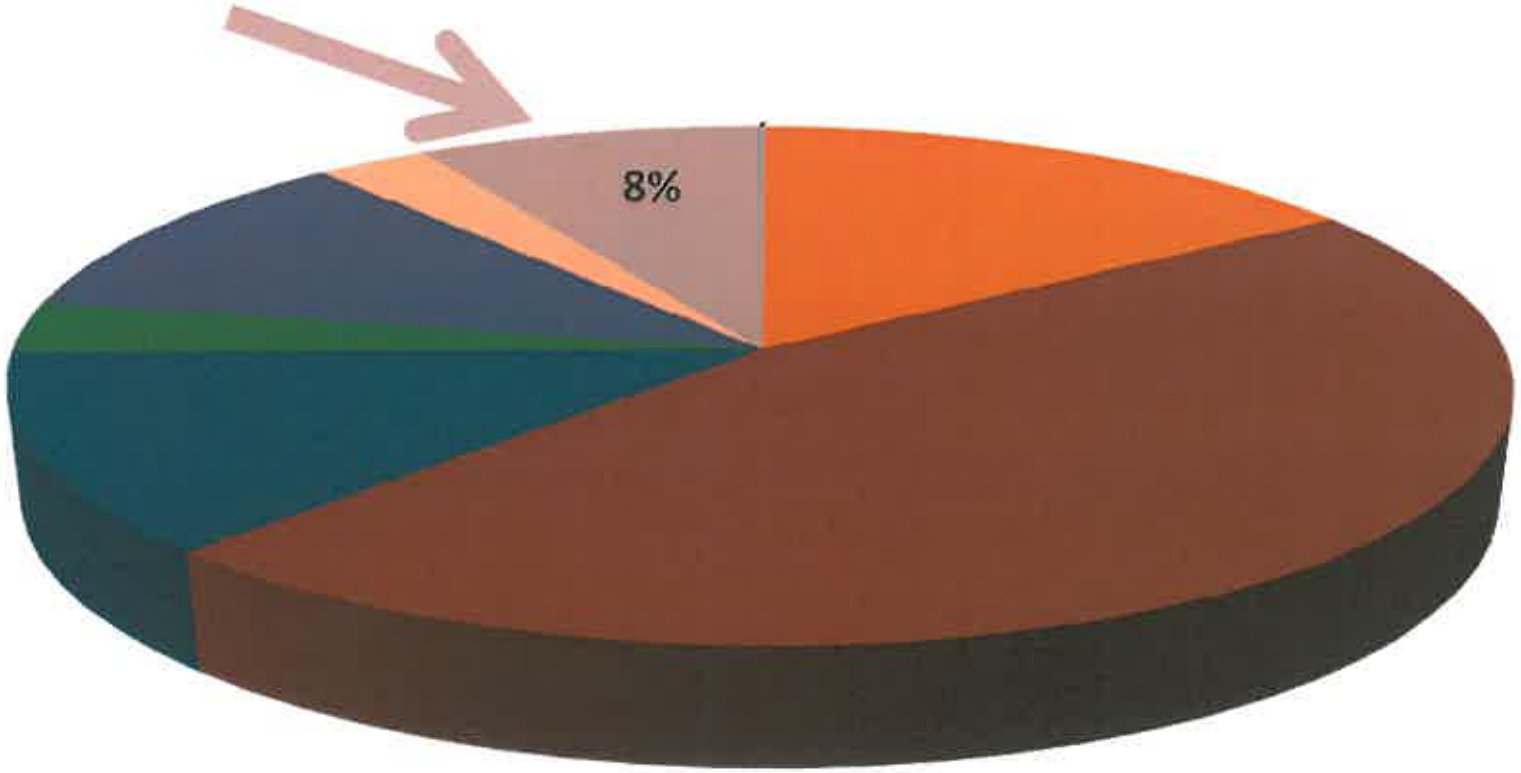
- Student Education Presentations – 111
- Parent Education Presentations – 4
- Student Drug Evaluations – 70+
- Active Shooter Training and Exercise – 1
- School Safety Assessments at all Schools
- Faculty Presentations – 4
- Threat Assessments – 12
- Theft Investigations 45
- Other Investigations – 8
- Arrests – 4
- Citations – 7
- Every 15 Minutes & Reality Party
- Task Force Memberships – 3

Traffic

Enforcing traffic laws, investigating collisions, and educating the community about traffic safety

Traffic

2014-15 Budget	2014-15 Year End	2015-16 Requested
$421,400	$438,328	$495,148



17.5% Increase over 2014-15 Budget

Budgeted full cost of Crossing Guards, Added Parking Meter Enforcement, PERS, COLA, New Accident Diagramming Software

FY 2015-16

Traffic

Salary & Benefits

- 1 FT Motor Officer
- .58 FTE Photo Enforce
- .72 FTE Parking Aide
- 2.68 FTE Crossing Guards
- Overtime
- STAR Team
- OTS Grant Activities
- Supervision (Ancillary)

Total: $305,410

Maintenance & Operations

- RedFlex Contract - $165,640
- Internal Service Charges - $8,220
  - Garage (Motorcycle and Parking Control Truck) $7,270 & Technology $950
- Supplies - $6,835
  - Lidar Replacement - $2,900, Recon Software & Equip (Cite, chalk, paper, paint, tape measures, canopy)- $3,935
- Citation Processing - $4,800
- Training - $2,281
- Uniforms - $1,000
- Capital Replacement - $962 Garage

Total: $189,738

Traffic

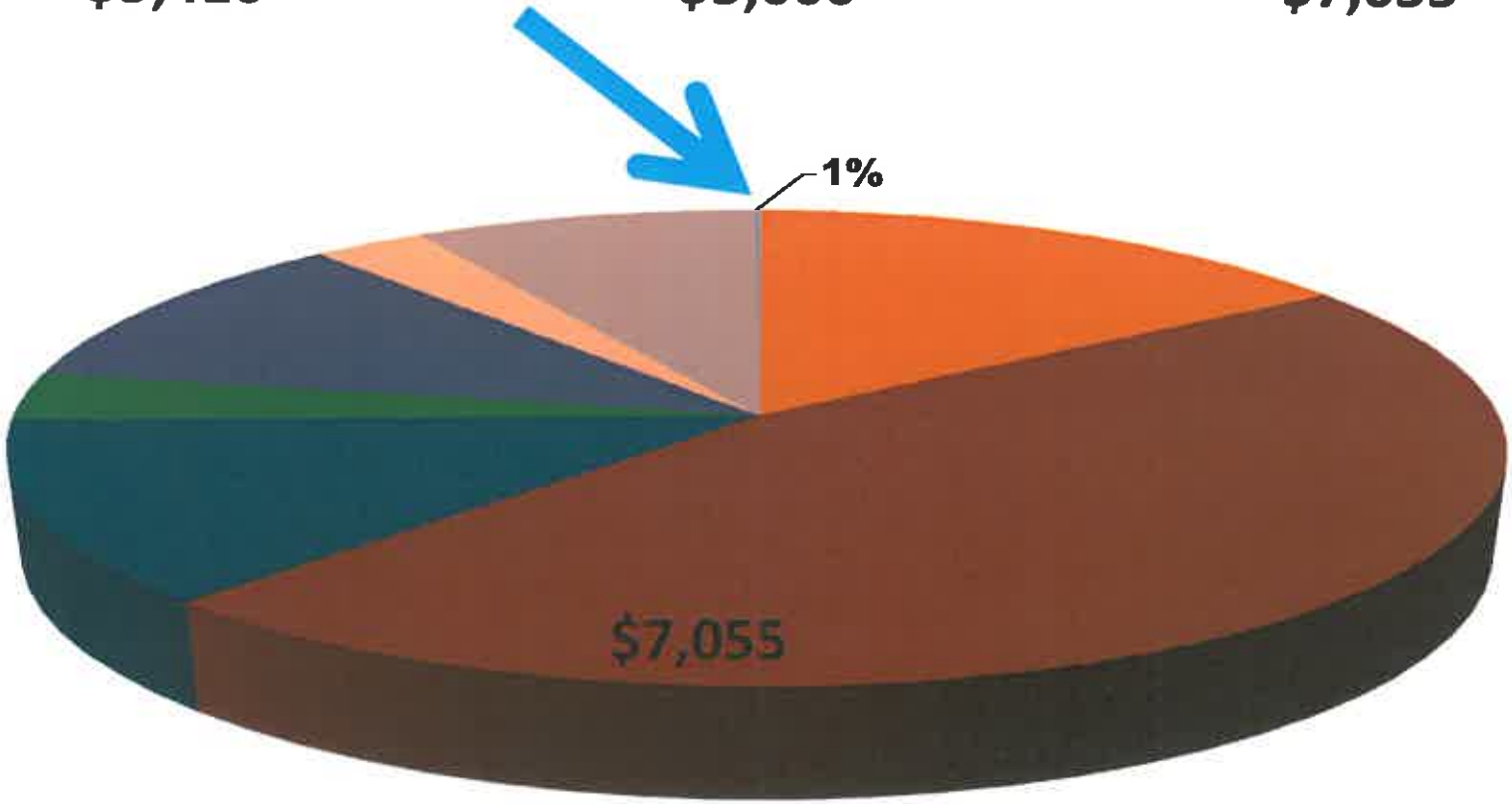
- Moving Citations – 1,800
- Parking Citations – 2,733
- Red Light Camera Citations –5,456
- Injury Accidents – 66
- Non-Injury Accidents – 90
- STAR Team Callouts – 5 (1 in Los Al)
- DUI Checkpoints/Saturation Patrols – 3

Emergency Preparedness

Establishing response capabilities for incidents of terrorism and other disasters

Emergency Preparedness

2014-15 Budget	2014-15 Year End	2015-16 Requested
$5,410	$5,000	$7,055



30% Increase over 2014-15 Budget

Overtime for CERT

FY 2015-16

Emergency Preparedness

Salary & Benefits

- Overtime - $1,755
- Emergency Services Coordinator (Ancillary)
- RACES Liaison (Ancillary)
- Terrorism Liaison Officer (Ancillary)
- Alert OC Coordinator (Ancillary)

Total: $1,755

Maintenance & Operations

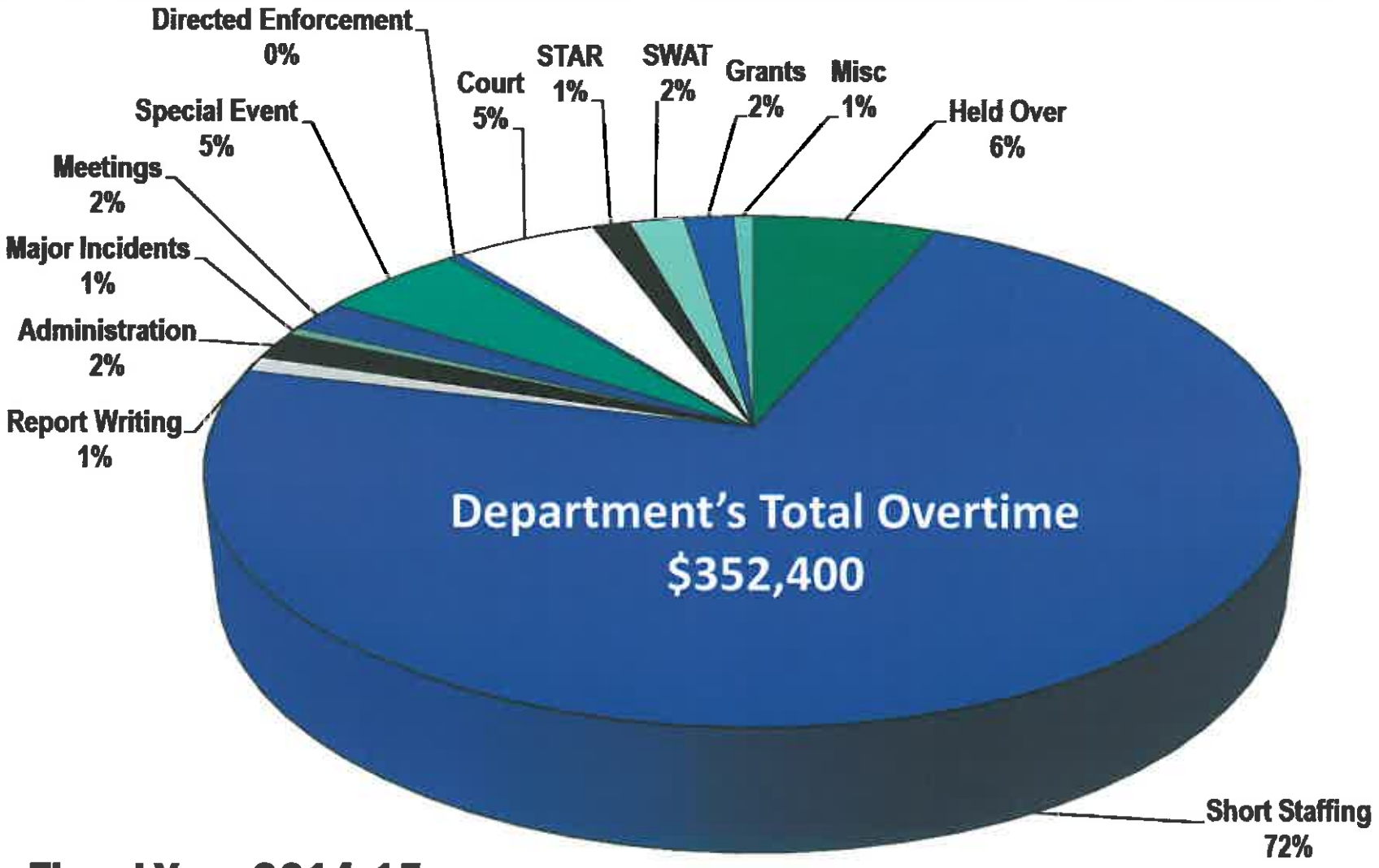
- Mobile Command Post - $4,800 (1/3 share of maintenance cost)
- Supplies for CERT and Emergency Drills - $500

Total: $5,300

Emergency Preparedness

- Alert OC Citywide Test – 1
- Civic Center Earthquake Evacuation Drill and EOC Activation Exercise – 1
- Revision of the Emergency Operations Plan
- CERT Presentations – 1
- Countywide RACES Drills – 2
- RACES Field Day – 1

Department Overtime Recap



Fiscal Year 2014-15 (through 3/7/15)

Revenue

- Traffic Fines – $480,000
- Parking Violations – $100,000
- 30-day Impounds – $10,000
- DUI Cost Recovery – $10,000
- Miscellaneous - $4,000
- PSAF – $90,000
- SLESF – $100,000
- SRO Partnership - $81,969
- POST Reimbursements -$3,000

Total Estimated Revenue: $878,969

Special Police Funds

Police Equipment

- 800 MHz Replacement
  - FY 2015-16 $128,140
  - FY 2016-17 $198,908
  - FY 2017-18 $ 77,940
- CAD/RMS Replacement
  - FY 2016-17 $400,000 *

Office of Traffic Safety

- DUI Grants
  - No Expenditures/No Revenue
- 30-Day Impounds
  - Annual Revenue $10,000
    (Shown on Revenue Page)

Asset Forfeiture

- Replacement of In-Car Video System or Body Cameras
  - TBD
- Replacement of Mobile In-Car Computers
  - Under Warranty until 2017
- Department Video System Upgrade
  - FY 2016-17 Cost TBD

* Estimated costs

Internal Service Funds

- **Garage Fund Total** $182,509 or 3% of the Police Budget
  - Administration: 3 Vehicles (Chief and 2 Captains)
  - Patrol: 6 Patrol Chargers & 1 Supervisor's Tahoe
  - Detective: 4 Vehicles (Includes 1 Undercover)
  - Records: 1 Court Liaison Vehicle
  - Traffic: 1 Parking Control Truck & 1 Motorcycle
  - $31,730 is included for Capital Replacement
- **Technology Fund Total** $38,248 or .6% of Police Budget
  - Administration: 3 desktop computers and 1 Laptop
  - Patrol: 8 MDCs and 2 desktop computers
  - Detectives: 3 desktop computers, 1 laptop, and 2 tablets
  - Records: 4 desktop computers
  - SRO: 1 Laptop
  - Traffic: 2 desktop computers and 1 laptop

Questions?

City of Los Alamitos

Agenda Report	April 13, 2015
Special Orders	Item No: 3C

To: **Mayor Richard D. Murphy & Members of the City Council**

Via: **Bret M. Plumlee, City Manager**

From: **Jason Al-Imam, Administrative Services Director**

Subject: **Administration Budget Overview**

Summary: The City Council requested that staff provide detailed information about each Department's expenditures and revenues to better understand how City resources are received and spent.

Recommendations: Council receive, discuss, and file.

Background

Several members of the City Council have requested an opportunity to learn more about each Department's budget. These presentations provide the City Council with an overview of each Department's functions, expenditures, and revenues. The goal is to provide additional transparency, easily accessible information for the public, and a better understanding of the individual Departments.

Discussion

A PowerPoint presentation (Attachment #1) has been prepared with information regarding the City Manager/City Clerk and Administrative Services. Through this presentation, staff will provide an overview of the Departments within Administration and will also discuss budget information and Department goals.

Budgeted amounts for the City Council have also been reflected in the attached PowerPoint presentation. In addition, the preliminary travel budget for the City Council (Attachment #2) has been attached for review and consideration of the City Council.

Fiscal Impact

The proposed budget for Fiscal Year 2015/16 for the City Manager/City Clerk and Administrative Services is $1,257,627. The Business License program is administered through Administrative Services, which some offsetting revenue. Annual business license revenue is projected to be approximately $577,000 in 2015/16.

Submitted By:

Jason Al-Imam
Administrative Services Director

Approved By:

Bret M. Plumlee
City Manager

Attachments:
1. *Administration Department Budget Overview PowerPoint Presentation*
2. *City Council Travel Budget*

Administration

City of Los Alamitos

Attachment 1

Organizational Structure

City Manger's Office:

- 2 Full-Time Staff
  - City Manager — Bret Plumlee
  - Executive Assistant / Benefits Coordinator — Chelsi Wilson

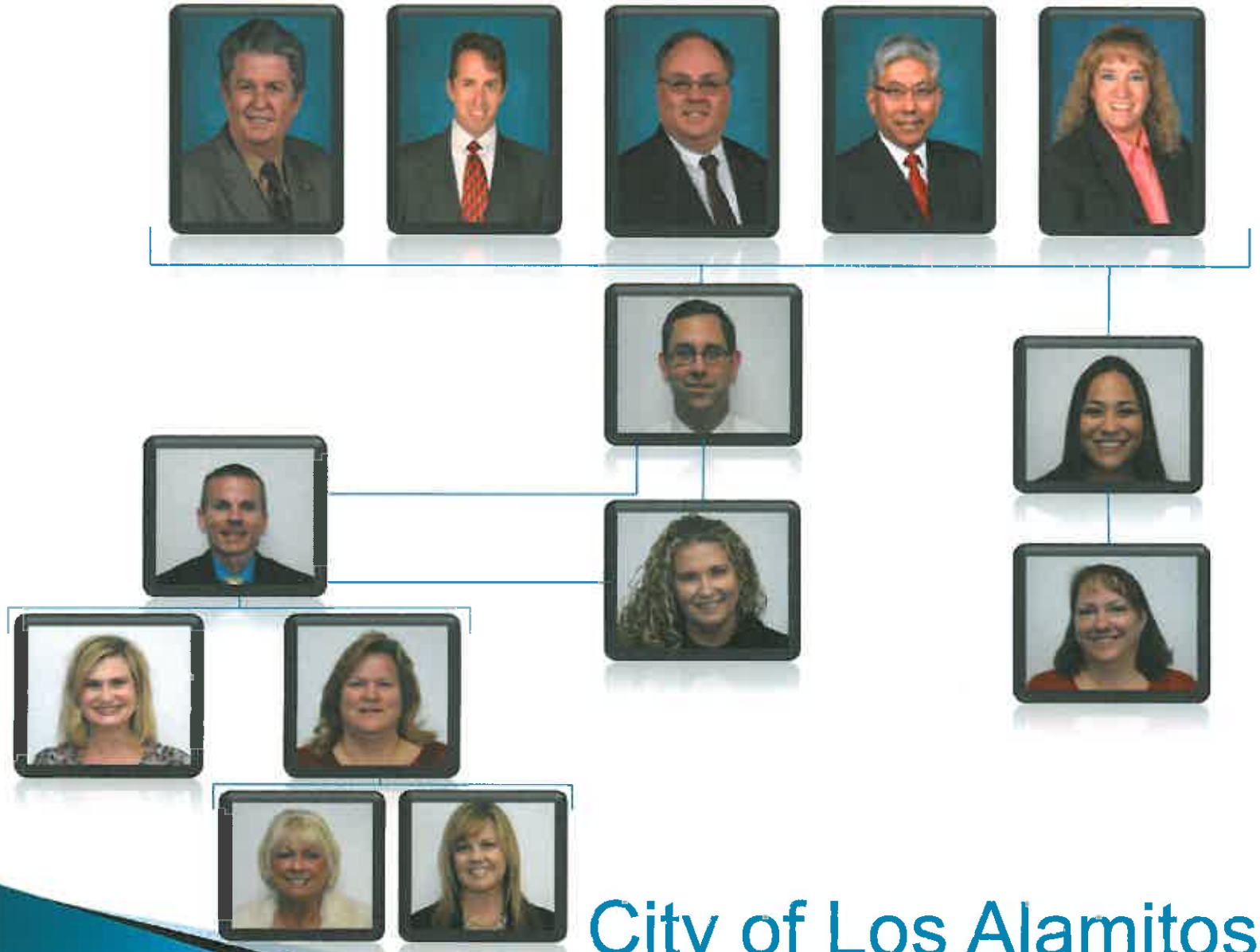
City Clerk's Office:

- 1 Full-Time Staff
  - City Clerk — Windmera Quintanar
- 1 Part-Time Staff
  - Clerical Assistant — Samantha Dumas

Administrative Services:

- 3 Full-Time Staff
  - Director — Jason Al-Imam
  - Accountant — Kim Engel
  - Finance Assistant — Christine Grabiel
- 3 Part-Time Staff
  - Special Projects Coordinator — Pam Parisian
  - Receptionist — Joni Roelofs
  - Receptionist — Deanna Kolsky

Organizational Structure



City of Los Alamitos

Los Alamitos City Council

Council Member
Dean Grose

Mayor Pro Tem
Troy D. Edgar

Mayor
Richard D. Murphy

Council Member
Warren Kusomoto

Council Member
Shelley Hasselbrink

Mission Statement: The primary role of the City Council is to set legislative and fiscal policy for the City. As the elected legislative body, the Los Alamitos City Council is charged with making policy decisions and setting the budget for the City of Los Alamitos.

City Council Budget

	2014-15 Budget	2014-15 Projected	2015-16 Preliminary Budget
Personnel			
Council Stipend	23,920	24,000	24,000
Benefits	1,450	1,450	1,450
	25,370	**25,450**	**25,450**
Non-Personnel			
Commissioner Appreciation	3,000	3,000	3,000
Dues & Subscriptions	22,000	22,000	20,000
Employee Service Awards	3,500	3,500	3,500
Internal Service Charges	1,865	1,865	1,865
Meeting Cablecasting	4,000	4,000	5,000
Postage	600	600	600
Supplies	8,500	8,500	8,500
Travel & Training	4,000	4,000	7,500
	47,465	**47,465**	**49,965**
Department Total	**72,835**	**72,915**	**75,415**

City Council Dues Budget

	FY 15/16
OC Council of Governments	3,540
LAFCO	1,602
Los Alamitos Chamber of Commerce	295
League of California Cities	5,639
Assoc. of CA Cities - OC	7,248
Southern California Assoc. of Governments	1,257
	19,581
Amount Budgeted*	**20,000**

* Department-specific dues (such as the Government Finance Officer's Association)are budgeted at the department-level and therefore are not reflected above.

City Manager's Office

Mission Statement: To serve the City of Los Alamitos with strong leadership and vision. To provide outstanding customer service to external and internal customers. To implement the policies adopted by the City Council. To promote effective involvement from the Los Alamitos City Council, City staff and residents in fulfilling and identifying our community's current and future needs.

City Manager / City Clerk Budget

	2014-15 Budget	2014-15 Projected	2015-16 Preliminary Budget
Personnel			
Salaries	391,530	386,220	357,846
Benefits	49,980	51,458	51,384
Retirement	53,930	47,319	93,824
	495,440	**484,997**	**503,054**
Non-Personnel			
Cable Television	2,300	2,300	3,300
Cell Phone	700	700	700
Codification Service	6,000	3,634	5,000
Contractual Services	15,000	15,000	15,000
Dues & Subscriptions	2,150	2,150	2,150
Election Expense	15,000	3,253	1,000
Postage	600	600	600
Supplies	3,200	3,200	3,200
Telephone	400	450	450
Travel & Training	1,000	2,500	2,500
Internal Service Charges	19,519	19,519	19,519
Capital Replacement Charges	-	-	1,090
	65,869	**53,306**	**54,509**
Department Total	**561,309**	**538,303**	**557,563**

Note: In 2015-16, 2 part-time receptionists ($34,000) were transferred to Administrative Services

City Manager's Departmental Goals

- **Communication:**
  - Meet with Community leaders regarding the Parking Meter Project.
  - Follow the Legislative Impacts to Los Alamitos.
- **Community:**
  - Continue to build relationships with the Joint Forces Training Base, Los Alamitos Unified School District, Los Alamitos Area Chamber of Commerce, Non-Profit Organizations, Business Owners and Community Residents.
  - Work with the Business Retention and Attraction Team.
  - Work with the Director of Community Development and the Hospital Executive Staff team to move forward with future phases of the Hospital project.
  - Continue to monitor projects and build relationships with surrounding communities.
- **Infrastructure:**
  - Work with the Civic Center Relocation Ad Hoc Committee to establish a baseline of physical needs assessment of the City facilities.
  - Implement phase 1 of the Parking Meter Project.
  - Assist in prioritizing outcome of ADA Transition Plan to meet Council objectives.
  - Continue to look for grant opportunities.
- **Fiscal:**
  - Update Fund Balance Policies for the General Fund and the Internal Service Funds as directed by City Council as part of the Fiscal Year 2015-16 Budget Process.
  - Continue to diversify the City's investment portfolio.

Cable Commission

The Cable Television Commission consists of five members, plus one-full time student member who is at least 16 years of age. They meet on the first Tuesday of each month at 7:00 p.m. in the Los Alamitos Council Chambers. This commission is responsible for the administration of the local cable television access program. Applicants must be interviewed by the City Council prior to appointment.

Members	Appointment	Expiration Date
Reed Ellison (student)	December 2014	December 2015
Stephen Hammond	October 2014	December 2016
Steve Clayton	July 2011	December 2017
Elliot Singer	December 2014	December 2017
John Underwood	August 2012	December 2017
Vacant		December 2017

City of Los Alamitos

City Clerk's Office

Mission Statement: The City Clerk is committed to providing exceptional and transparent customer service to internal and external customers; supporting City Council and Staff; administering democratic process including City elections; and, managing City records.

City Clerk's Departmental Goals

- Ensure the City Clerk's Role is fulfilled on a timely basis including, but not limited to: agenda preparation and distribution, minute preparation, maintenance of City Commissions and Committees, inform the Council of upcoming events and keep a master calendar, maintenance of the City's website and Facebook page, monitor and coordinate professional service agreement and insurance requirements
- Provide excellent customer service and transparency to internal and external customers
- Administer democratic processes such as elections, access to City Records, and all legislative actions ensuring transparency to the public
- Ensure compliance with federal, state, and local statutes including the Political Reform Act, the Brown Act, AB1234 Ethics Training and the Public Records Act
- Manages public and internal inquires and relationships and arrange for ceremonial and official functions
- Coordination with the Department Secretaries for uniform application of City policies and Commission procedures
- Complete the annual 700 and semi-annual 460 filings and assist filers in obtaining the proper information

Administrative Services

Mission Statement: To maintain excellence in financial recording and reporting, ensuring the City's long term fiscal health. To provide excellent service to both our internal and external customers maintaining the highest level of accuracy, accountability, and timeliness.

Organizational Chart by Function

Administrative Services Budget

	2014-15 Budget	2014-15 Projected	2015-16 Preliminary Budget
Personnel			
Salaries	286,590	258,303	328,425
Benefits	45,220	40,743	48,704
Retirement	35,710	37,681	77,296
	367,520	**336,727**	**454,425**
Non-Personnel			
Animal Control	62,500	62,500	62,500
Audit Services	28,500	38,250	44,250
Contractual Services	29,000	38,727	52,800
Other Non-Personnel	61,190	66,847	68,089
Internal Service Charges	15,990	15,990	15,990
Capital Replacement Charges	-	-	2,010
	197,180	**222,314**	**245,639**
Department Total	**564,700**	**559,041**	**700,064**

Note: In 2015-16, 2 part-time receptionists ($34,000) were transferred from the City Manager's budget. In addition, $25,000 was added to contractual services due to the outsourcing of the business license function in 2015-16, which is offset by approximately $577,000 of business license revenue.

Administrative Services Departmental Goals

- Prepare an Operating and Capital Improvement Program Budget that is balanced
- Provide timely budget updates to the City Council, including both revenues and expenditures
- Oversee the preparation of the Comprehensive Annual Financial Report (CAFR) in accordance with generally accepted accounting principles
- Continue to diversify the City's investment portfolio and recommend changes to the City's Investment Policy in order to increase the City's investment yield yet still maintain the primary emphasis on safety.
- Explore the possibility of issuing additional long-term debt to finance some of the major capital needs in the City including the possible re-location of the Civic Center, the possible re-location or major upgrade of the Pool, Los Alamitos Boulevard Revitalization Improvements, and major street improvements in the City.
- Explore options to refinance the existing debt for the Laurel Park acquisition
- Implement technology, where appropriate and cost-effective, to enhance efficiency and effectiveness of City Departments
- Maintain all hiring policies and practices and provide a process for all hiring departments to recruit, select, and retain qualified employees
- Review and process valid workers' compensation and liability claims

Personnel Appeals Commission

This five-member Commission meets on an as-needed basis. The Personnel Appeals Commission receives and hears appeals on personnel matters

Members	Appointment	Expiration Date
Marilyn Bates	August 2012	August 2016
Cathie Salai	August 2008	August 2016
Chuck Landon	August 2014	December 2016
Robert Lee	February 2003	December 2018
Betty Schmicker-Black	September 1994	December 2018

Accomplishments

- Completed the Joint Use Agreements with the Los Alamitos Unified School District and work with continue to work with the City / District Working Group.
- Successfully completed labor negotiations with the Police Officers Association (POA) and City Employees Association (CEA) with a 4 year agreement for both groups.
- Assisted in State of the City Luncheon.
- Completed the City Staff's first Health and Wellness Fair.
- Implemented Red Shirt Friday.
- Held workshops on Civic Center Relocation, Individual and Master Joint Use agreements, budget and fund balance reserve policies for the General Fund and Internal Service funds.
- Continue to plan team building activities for City Staff.
- Continue to develop solid working partnerships with the Joint Forces Training Base, Los Alamitos Unified School District, Non-Profit Organizations, Los Alamitos Area Chamber of Commerce, Surrounding Cities, Business Community, and Residents.
- Actively participate in OCCMA, Western OC City Manager's Group, TAC of ACC-OC, many networking opportunities.
- Paid off PERS side fund liability, safety and miscellaneous.
- Prepaid PERS obligation for FY 2014 resulting in approx. $35,000 savings.
- Received upgrade in credit rating from Standard and Poors.
- Coordinated numerous staff training sessions.

City of Los Alamitos

The smile says it all....

City of Los Alamitos

CITY COUNCIL TRAVEL BUDGET FOR 2015-16

Event	Organization	Est. Cost	Mayor	Mayor Pro Tem	Council Member	Council Member	Council Member
League Annual Conference Oct 2015. - San Jose	League of California Cities Conference registration Hotel Flight	$ 525.00 $ 478.80 $ 350.00					
	Total	$ 1,353.80	$ -	-	$ 1,353.80	$ 1,353.80	-
League Policy Committee Meetings (Community Services/Admin Services) Oct 2015. - San Jose	League of California Cities If Committee resolutions are forwarded to the annual conference, a representative from each Committee would need to attend. Budget assumes both committee reps would stay for the annual conference. (June 2015 meetings budgeted in 14/15)				*Included within budget above*	*Included within budget above*	
New Mayors and Council Members	League of California Cities	$ 550.00					
Hotel	(New Mayor Only Jan. 16)	$ 478.80					
Flight		$ 350.00					
	Total	$ 1,378.80	$ 1,378.80	-	-	-	-
Annual Conference	SCAG	Free	-	-	-	-	-
Travel/Mileage	(Free registration and hotel for Representative)	$ 160.00	-	$ 160.00	-	-	-
Retirement Dinners	Joint Forces Training Base (Mayor or 1 Council Member each Month)	$35 per	$ 420.00	-	-	-	-
Monthly Membership Meetings	ACC-OC (Mayor or 1 Council Member each Month)	$40 per ($0-$60)	$ 480.00	-	-	-	-
State of the City	La Palma, Seal Beach, Orange, County, Westminster, Stanton, District, Garden Grove (Mayor All, CM - 2 each)	$35 per ($25-35)	$ 280.00	$ 70.00	$ 70.00	$ 70.00	$ 70.00
Misc. Training Sessions	ACC-OC (1 Training Session for all)	$60 per ($0-$60)	$ 60.00	$ 60.00	$ 60.00	$ 60.00	$ 60.00
Police Luncheon	Chamber	$35 per	$ 35.00	$ 35.00	$ 35.00	$ 35.00	$ 35.00
OC Newly Elected Official	ACC- OC (None for 2016)	$60 per	-	-	-	-	-
Wake Up Breakfast	Chamber (Mayor or 1 Council Member each Month)	$20 per	$ 240.00	-	-	-	-
Various Mayor's Prayer Breakfasts	Attend 1 every other month (Range from free to $45)	$30 per	$ 180.00	-	-	-	-
	Total	**$ 6,601.40**	**$ 3,073.80**	**$ 325.00**	**$ 1,518.80**	**$ 1,518.80**	**$ 165.00**

	2013/14	2014/15	2015/16
Budget	2,000	4,000	7,500
Actual	3,470	3,293	year-to-date

Attachment 2