

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF LOS ALAMITOS**

SPECIAL MEETING – March 30, 2015

1. CALL TO ORDER

The City Council met in Special Session at 5:03 p.m., Monday, March 30, 2015, in the Council Chamber, 3191 Katella Avenue, Mayor Murphy presiding.

2. ROLL CALL

Present: Council Members: Grose, Hasselbrink, Kusumoto,
Mayor Pro Tem Edgar, Mayor Murphy

Absent: Council Members: None

Present: Staff: Bret M. Plumlee, City Manager
Jason Al-Imam, Admin. Services Director
Tony Brandyberry, Pub. Works Superintendent
Dave Hunt, City Engineer
Corey Lakin, Community Services Director
Todd Mattern, Police Chief
Steven Mendoza, Director Community Development and
Public Works
Cassandra Palmer, Support Services Manager
Windmera Quintanar, CMC, City Clerk

3. SPECIAL ORDERS OF THE DAY

A. Community Development and Public Works Department Budget Overview

The City Council requested to take a closer look at each Department's expenditures and revenues to better understand how the Departments are spending and receiving funds.

Community Development/Public Works Director Mendoza gave a PowerPoint presentation, summarized the Staff report, referring to the information contained therein, and answered questions from the City Council.

Council Member Kusumoto questioned the increase in NPDES and if any fees were assessed for cost recovery.

Community Development/Public Works Director Mendoza indicated fees were in place and businesses were invoiced; however, the fee did not

cover the full cost of the service and businesses were reluctant to pay the fee.

Council Member Kusumoto recalled there was cost for complying with this regulation. He asked if the City was on a path to recover this cost. He referred to electronic plan check and questioned if rudimentary CAD software would be available for the public.

Community Development/Public Works Director Mendoza answered in the negative and clarified if an individual was not able to hire an architect they most likely would not be able to submit a plan. Staff is familiar with this process and is able to work with them at the counter.

Council Member Kusumoto referred to page 14 and questioned if the decrease was due to staffing.

Administrative Services Director Al-Imam stated the change was due to the elimination of the \$100,000 for the General Plan which was being offset by the increase in PERS cost.

Mayor Pro Tem Edgar referred to the changed allocation method for the garage fund and asked if it was accounted for.

Community Development/Public Works Director Mendoza indicated he had one vehicle for Code Enforcement and costs were included.

Administrative Services Director Al-Imam stated the 15/16 Budget included both operations and maintenance and replacement of vehicles.

Mayor Pro Tem Edgar asked the type of the vehicle.

Public Works Superintendent Brandyberry indicated it was the old Captain's car and had approximately 156,000 miles. This item would be coming to the Council in the future.

Community Development/Public Works Director Mendoza indicated the vehicle satisfied the needs of the part-time position.

Council Member Grose asked if the Business License function was now part of the Finance Department.

Community Development/Public Works Director Mendoza confirmed that was correct and had occurred approximately 4-5 years ago.

Council Member Grose referred to slide 15 and stated his understanding that the City collected a fee for archiving and data storage.

Community Development/Public Works Director Mendoza indicated the fee was being collected, but the process had not been started.

Administrative Services Director Al-Imam indicated the fee was deposited into the fund balance.

Council Member Grose stated concern the fees would be spent on something else.

Administrative Services Director Al-Imam stated there had been no official designation to date.

Community Development/Public Works Director Mendoza indicated the fee was meant for digitizing the plans and properly disposing of them. Staff had not been able to wrap arms around the project to date.

Council Member Grose reiterated concern that the customer was being charged, but the money was not being set aside to accomplish the goal. He questioned if this could be a project for the interns.

Community Development/Public Works Director Mendoza indicated a RFP needed to be delivered to start the process and he did not feel this was a project for the interns.

Council Member Grose referred to the part-time Code Enforcement officer and questioned if a full-time Officer was needed and if an Officer could be shared with a surrounding City.

Community Development/Public Works Director Mendoza stated a full-time Officer was needed to allow the City to be proactive. He stated having a part-time position was more cost effective than splitting a full-time position due to PERS liability and benefits. He did not feel there would be a savings by splitting a full-time position.

Council Member Grose questioned using a contractor to provide the service.

Community Development/Public Works Director Mendoza indicated a part-time position was less expensive than a consultant and gave a brief history of the position.

Council Member Hasselbrink questioned the decrease in revenue compared to Fiscal Year 13/14.

Community Development/Public Works Director Mendoza indicated that was an aberration and only seen when a planned building was coming. He advised the current contract with the Building Department was beneficial as the City only paid a percentage of permits issued.

Council Member Hasselbrink questioned if the increase in Personnel was due to PERS.

Administrative Services Director Al-Imam answered in the affirmative.

Community Development/Public Works Director Mendoza continued the presentation.

Mayor Pro Tem Edgar spoke regarding the benefits of the Coyote Creek Bike Trail Project completed through the Rivers and Mountains Conservancy (RMC).

City Manager Plumlee advised Mayor Pro Tem Edgar had made a presentation to the Orange County Council of Governments (OCCOG) regarding the project.

Community Development/Public Works Director Mendoza continued the presentation.

Council Member Hasselbrink questioned the large \$55,000 increase in Administration Personnel.

Administrative Services Director Al-Imam advised that was due in large part to adding a full-time benefited Department Secretary and gave a brief overview of the position's history. He clarified overall the Department had an increase of approximately \$190,000, almost half of which was due to PERS.

Council Member Hasselbrink asked if the non-personnel in park maintenance was the landscaping contract and questioned the approximate amount of grant funding received.

Community Development/Public Works Director Mendoza answered in the affirmative regarding the landscaping contract and advised grants were not used for Public Works. He clarified that Community Development is the applicant for grant funds and Public Works and Engineering spend the funds.

Council Member Hasselbrink questioned where the grant funds were accounted for.

Community Development/Public Works Director Mendoza indicated they were added to the Capital Improvement Project list. Administrative Services Director Al-Imam further indicated funds were accounted for in a Capital Improvement Fund, separate from the General Fund. City Manager Plumlee advised the CIP was a grand total cost with multiple funding sources.

Staff and Council briefly discussed the CIP budget. Staff indicated it would be reviewed in greater detail at the Budget Study session in late May.

Council Member Grose referred to the Vehicle Replacement Policy and requested Staff take a closer look at the mileage for vehicles in the Police Department. It was his understanding that larger cities allowed for greater mileage before replacement.

Council Member Hasselbrink stated the Department budget sessions had been extremely helpful and questioned if there would be one for Administration, Finance and Council.

City Manager Plumlee answered in the negative.

Council Member Grose believed travel and dues should be considered in the process, along with a possible policy change to allow for a monthly allotment to attend City functions. He stated support for an opportunity to discuss in further detail.

Council Member Kusumoto indicated that would be a productive discussion and suggested including it as part of the normal budget cycle. He believed the discussion would be of a smaller scale and would not advocate for a standalone meeting.

City Manager Plumlee indicated Staff was selecting key events that Council may want to attend with associated cost to discuss with the Budget Standing Committee. He stated that any changes would be included in the Staff report and the same would occur with dues and memberships.

Council Member Grose indicated Administration include the City Attorney and the City Clerk and may provide an opportunity to give policy direction. He believed Administration warranted additional discussion.

Council Member Hasselbrink stated support for adding Administration to the April 13, meeting and reiterated the presentations had been helpful in her learning process.

Mayor Murphy referred to the increases on the administrative and Public Works slide and asked if this was due to PERS.

Administrative Services Director Al-Imam indicated approximately \$30,000 was due to the Department Secretary position changing from a part-time to a full-time benefited position.

Mayor Murphy asked if that was necessary.

Community Development/Public Works Director Mendoza answered in the affirmative and added two full-time positions have been reduced to one full-time position.

Council and Staff discussed current year salaries were artificially low due to vacant position that were now being filled.

Mayor Murphy referred to slide 25 and questioned the increase to non-personnel.

Community Development/Public Works Director Mendoza indicated the increase was for the Midori Gardens contract. The contract was entered into to meet the increased expectations for field maintenance.

Public Works Superintendent Brandyberry advised part of the increase was also due to the inclusion of Coyote Creek Park. He gave a brief history of Council's decision to contract with Midori Gardens and hire one part-time position. This option saved \$3,000 over hiring four part-time positions. He clarified the increase was due to the increased level of field maintenance and adding an additional park, Coyote Creek.

City Engineer Hunt added that in 2009, the designer had indicated maintenance would cost \$70,000 the first year and gradually trail down.

Mayor Murphy questioned when the increased field maintenance was implemented.

Community Development/Public Works Director Mendoza stated the budget increase occurred in January. He stated next year's budget accounted for increased maintenance all year.

Mayor Murphy questioned if that amount included facility abatement for pests.

Community Development/Public Works Director Mendoza indicated the City did maintain its property and hired consultants as needed for rodents that were not covered by Orange County Vector Control.

Mayor Murphy questioned the outcome if Staff were asked to reduce the budget by 2%.

Community Development/Public Works Director Mendoza indicated Staff would review the budget in further detail to meet Council's expectations.

Community Development/Public Works Director Mendoza thanked Public Works Superintendent Brandyberry and Planning Aide Oliver for their assistance in preparing the PowerPoint presentation.

Council Member Grose referred to an incident that had occurred in Fresno where Fire Captain Pete Dern was injured in a structure fire. He stated support for bringing awareness of the danger of the job and sending thoughts of support to the family and department. He requested the City send a letter of support at the least.

4. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

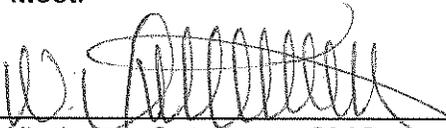
Mayor Murphy advised there would be no Closed Session.

5. ADJOURNMENT

The City Council adjourned at 6:14 p.m. in honor and memory of Lou Riesman.


Richard D. Murphy, Mayor

Attest:


Windmer Quintanar, CMC, City Clerk