

CITY OF SAN CLEMENTE

City Council Minutes

Adjourned Regular City Council Meeting – March 2, 2017

* These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

An Adjourned Regular Meeting of the San Clemente City Council was called to order on March 2, 2017 at 4:00 p.m. in the Council Chambers, located at 100 Avenida Presidio, San Clemente, California, by Mayor Ward.

PRESENT BROWN*, DONCHAK, HAMM, SWARTZ, MAYOR WARD

*Arrived at 4:09 p.m.

ABSENT NONE

STAFF PRESENT James Makshanoff, City Manager; Erik Sund, Assistant City Manager; Joanne Baade, City Clerk; Laura Campagnolo, Deputy City Clerk

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PLEDGE OF ALLEGIANCE

Councilmember Hamm led the Pledge of Allegiance.

1. **NEW BUSINESS**

A. **FY 2017 2nd Quarter Report and Mid-Year Budget Adjustments**

Deputy Administrative Services Director Vincent narrated a PowerPoint presentation entitled "FY 2017 Mid-Year Financial Report as of December 31, 2016" and responded to Council inquiries. A hard copy of Ms. Vincent's PowerPoint is on file with the City Clerk.

MOTION BY COUNCILMEMBER DONCHAK, SECOND BY COUNCILMEMBER HAMM, CARRIED 5-0, to:

1. Approve the FY 2017 2nd Quarter Report.
2. Approve and authorize the mid-year adjustments listed in "Attachment A" of the Administrative Report, dated March 2, 2017, that is on file with the City Clerk.

B. 2017 Long Term Financial Plan (LTFP)

Report from the Assistant City Manager concerning the 2017 Long Term Financial Plan.

Ruth DeNault, President of the Casa Romantica Cultural Center, stated that the City promised to provide \$30,000 annually for maintenance of the Casa Romantica; voiced concern with the condition of the parking lot, stressing that it is not safe.

Dave Peter, Member of the Casa Romantica Cultural Center Board, explained problems being experienced with the current decomposed granite parking lot; spoke in support of rehabilitating the parking lot with an asphalt surface, while maintaining the brick and tiles; conveyed liability concerns with the current condition of the lot; suggested that the City either fund the parking lot improvements or waive the balance of the Casa's loan to enable the Casa to fund the parking lot improvements.

Berenika Schmitz, Executive Director of the Casa Romantica Cultural Center, explained that the Casa Romantica is thriving with over 700 current members; stated that she is proud of the free services that the Casa offers.

Lou Avera, San Clemente, explained that his car required a realignment after he hit a gully in the Casa Romantica parking lot; opined that, at a minimum, the north side of the parking lot should be paved.

Bill Waibel, member of the Retired Senior Volunteer Patrol (RSVPs), reviewed the services provided by the RSVP program, noting that RSVPs compile crime data that are plotted on a map and used in debriefings and by officers on patrol.

Brad Malamud, San Clemente, referenced the City Hall Feasibility Study and Temporary City Hall Relocation Project that are included in the Capital Projects Analysis portion of the Long Term Financial Plan; noted that the two projects are estimated to cost \$800,000 in total and urged that the City not fund the projects until a decision is made as to the new City Hall option that will be pursued; questioned the legality of using mitigation fund fees for the City Hall projects, especially the portions relating to ADA improvements.

Cord Bauer, San Clemente, voiced concern that the passage of certain propositions in California have resulted in an increase in crime; conveyed gratitude to Police Services and complimented the TRIP program; urged that additional deputies be funded to allow a full contingent of officers to be on duty during leaves of absence by other officers.

Ellen Glover, San Clemente, commended the homeless point-in-time study that was conducted; opined that Police Services is appropriately addressing the homeless situation and urged that the City remain proactive on the homeless issue.

Rabbi Slavia, San Clemente, commended Police Services, noting that it has done much to benefit the Jewish community.

Gary Headrick, San Clemente Green, referenced the City's Sustainability Action Plan and recommended that the new civic center be built to silver LEED standards; noted that he submitted written information about SONGS and decommissioning of nuclear waste to Council, which he will address at the March 7, 2017 City Council meeting.

Long Term Financial Plan Introduction

Assistant City Manager Sund narrated a PowerPoint presentation entitled "City of San Clemente 2017 Long Term Financial Plan". A hard copy of the PowerPoint is on file with the City Clerk.

Trend Analysis, Financial Forecast, and Fiscal Policy

Deputy Administrative Services Director Vincent narrated PowerPoint presentations relating to "Trend Analysis", "Financial Forecast", and "Fiscal Policy", and responded to Council inquiries. A hard copy of Ms. Vincent's PowerPoint is on file with the City Clerk.

MOTION BY COUNCILMEMBER DONCHAK, SECOND BY COUNCILMEMBER SWARTZ, CARRIED 5-0, to modify the City's current fiscal policy to include the requirement that a formal salary schedule for every approved position title showing the current pay rate for each identified position be approved and adopted by the City Council and that the salary schedule be made publicly available.

MEETING RECESSED

Council recessed at 5:20 p.m. and reconvened at 5:42 p.m., with all members present.

Police Services Study

Richard Brady, Matrix Consulting Group, narrated a PowerPoint presentation entitled "Evaluation of Law Enforcement Services – San Clemente, California", which explained the results of the draft assessment report of Police Services that was prepared by Matrix Consulting Group; summarized the major findings of the study and reviewed the primary

recommendations; responded to Council inquiries. A hard copy of Mr. Brady's PowerPoint is on file with the City Clerk.

In response to Council request, Lt. Moodie reviewed his plan of action and position on various aspects of the Matrix Study as follows:

- The community services survey is appreciated and Police Services will work to rectify the perception by 71% of respondents that crime is getting worse or much worse.
- A strategic plan is being developed.
- Monthly reports will be given at Council meetings concerning the TRIP team, accidents, and dashboard comments.
- A Chief's Advisory Council will be established to engage in dialogue with various factions of the community concerning police issues. Members could consist of citizens, media, Downtown Business Association, religious organizations, Chamber of Commerce, etc.
- Disagreed with the Matrix Study recommendation that motor officers be reassigned to patrol cars during summer months; noted that motor officers are able to provide rapid response to Priority 1 calls during heavy traffic and also noted that motor officers perform many duties conducted by patrol deputies; pointed out that motor officers would need to be retrained if they do not utilize their motorcycles for several months.
- Disagreed with the Matrix Study recommendation to establish performance measures for motor officers because they resemble quotas that are prohibited by the California Vehicle Code.
- Conveyed that he would prefer a new administrative deputy, as opposed to a community services officer (CSO), because CSOs would be working out of classification (in violation of the Memorandum of Understanding with employees) if they perform administrative work for an Administrative Sergeant, or otherwise perform duties that should be undertaken by sworn personnel.
- Recommended that a full-time Administrative Specialist be retained to oversee functions, such as the citizens academy and Neighborhood Watch.

Following discussion, Council determined to formulate a Public Safety Task Force that would consider the Matrix Study recommendations, implementation measures, and recommendations provided by Lt. Moodie, and make recommendations to Council. The task force could be comprised of two Council members, one Planning Commissioner, one Beaches, Parks and Recreation Commissioner, one Human Affairs Committee member, Lt. Moodie, and four members of the public who could represent education and business community interests.

Council directed that Staff prepare a report for the Council meeting of March 21, 2017 that addresses the function/composition/structure of the Public Safety Task Force, the selection process for members, timeline, and scope of accountability. The report is to also identify recommendations that Council could act upon at this time as opposed to waiting for the Task Force report to be submitted. Moreover, Council requested that Staff prepare a report in advance of the March 21, 2017 Council meeting that addresses

various Matrix Study recommendations as they relate to the existing contract between the City and Orange County Sheriffs Department.

Reserve Analysis

Financial Services Officer Rahn narrated a PowerPoint presentation entitled "Reserve Analysis" and responded to Council inquiries.

MOTION BY MAYOR PRO TEM BROWN, SECOND BY COUNCILMEMBER HAMM, CARRIED 5-0, to:

1. Direct staff to analyze capital asset categories and identify assets funded for replacement in the purpose section of the Facilities Maintenance Reserve, the Capital Equipment Reserve, and the Park Asset Reserves after Lucity's implementation.
2. Transfer an annual amount of \$380,000 from the General Fund to the Facilities Maintenance Reserve for FY 2017-18.
3. Transfer an amount between \$1.0 to \$2.5 million in FY 2017-18 to the Facilities Maintenance Reserve from the General Fund's unassigned fund balance.
4. Transfer \$200,000 from the General Fund to the Park Asset Reserve for FY 2017-18.
5. Remove the Pension Reserve from future Long Term Financial Plans.
6. Retain Bellota land sale proceeds in the General Liability Fund to pay the retrospective liability and to fund legal costs for land use and other claims not covered through CJPIA coverage.

Capital Projects Analysis

Principal Civil Engineer Knatz narrated a PowerPoint presentation entitled "Capital Projects Analysis" and responded to Council inquiries.

MOTION BY COUNCILMEMBER DONCHAK, SECOND BY COUNCILMEMBER SWARTZ, CARRIED 5-0, to approve the following actions:

1. **USACE Sand Project** – Plan to fund the USACE Sand Replenishment construction phase in FY 2018-19 in the matching funds amount of \$600,000 from the General Fund.
2. **Opportunistic Sand Replenishment** – Consider the option of pursuing the Opportunistic Sand Replenishment for \$250,000 in FY 2017-18 based on the available funding in the unassigned General Fund balance.

Action continued on next page

3. **Marine Safety Rehabilitation** – Fund the Marine Safety Rehabilitation construction in FY 2017-18 in the amount of \$375,000 from the General Fund and \$375,000 from the Public Safety Reserve Fund.
4. **Municipal Pier Rehabilitation** – Fund the Pier Rehabilitation construction in FY 2017-18 in the amount of \$600,000 from the General Fund, bringing the total construction cost to \$2 million.
5. **T Street Restroom and Concession Rehabilitation** - Approve functional repair of the T Street restrooms and consider adding a requirement to the concession RFP that the new operator rehabilitate the concession (with City contributions/benefits to make the rehabilitation feasible for the concessionaire).
6. **City Hall Feasibility Study** – Proceed with a City Hall Feasibility Study which includes a geotechnical evaluation and reviews two options: 1) Consolidation of City Hall operations or 2) Rehabilitation for existing services, and fund the project in FY 2017-18 in the amount of \$150,000 from the General Fund and \$150,000 from the Civic Center Reserve Fund, with the understanding that the building in either scenario will be used for public services.
7. **Temporary City Hall Relocation Project** - Proceed with the Temporary City Hall Relocation project as presented in the issue paper and draft a work phasing schedule, and fund the project in FY 2017-18 in the amount of \$250,000 from the General Fund and \$250,000 from the Civic Center Reserve Fund.
8. **City Infrastructure** –Continue efforts to identify infrastructure assets and the reserve resources needed to maintain and/or replace those assets based on a comprehensive asset management plan that will be developed through the use and optimization of the CMMS.

Information Technology Strategic Plan Update

Information Technology Manager Brower narrated a PowerPoint presentation entitled "Information Technology Strategic Plan – 2017 Update" and responded to Council inquiries.

MOTION BY COUNCILMEMBER SWARTZ, SECOND BY COUNCILMEMBER HAMM, CARRIED 5-0, to accept the Information Technology Strategic Plan Update and direct staff to bring the recommended Fiscal Year 2017-18 projects and initiatives forward through the budget process.

Centennial General Plan-Strategic Implementation Program

Associate Planner Wright narrated a PowerPoint presentation entitled "Centennial General Plan Strategic Implementation Program"; presented the draft Planning Commission minutes of February 8, 2017 which included the Planning Commission's recommendations relative to this topic; responded to Council inquiries.

MOTION BY MAYOR WARD, SECOND BY COUNCILMEMBER HAMM, CARRIED 5-0, to:

1. Identify several IMs as "initiated" that the Council directed since the last update of the SIP and LTFP in FY 2016-17.
2. Direct staff in the Beaches, Parks, and Recreation, City Manager, Community Development, and Public Works departments to continue work on current high priority IMs and not initiate new projects in the next fiscal year.
3. Direct the Community Development Department to evaluate priorities for assigned IMs and propose changes necessary to reflect resources and workload for IMs in process.
4. Change the priority of Natural Resources Element IM # 21 from "Low" to "Medium".
5. Change the priority of several one-time projects from "High, Medium, or Low" to "Ongoing" because they are occurring programs or activities with no end date.
6. Remove Natural Resources Element IM #3 because it is very similar (almost identical) to IM #19 for the Beaches, Parks, and Recreation Element.
7. Redesignate the following Implementation Measures relating to trails and open space to "High Priority":

Beaches, Parks and Recreation

Implementation Measure 17: "Work with private landowners to help expand the community trails network by making privately-owned trails available for public use."

Natural Resources

Implementation Measure 4: "Amend the Zoning Ordinance to regulate the establishment or encroachment of non-compatible land uses or activities in habitat areas and passive open space, such as commercial uses, off-road motorized vehicle use, off-trail, non-motorized vehicle use, hang gliding, grading or other activities that conflict with biological conservation goals or policies." *Council directed that Staff initiate the subject Zoning Ordinance amendment when Planning staff vacancies are filled and Staff is able to undertake this effort.*

Implementation Measure 5: "Working with community volunteers, conservation clubs, youth groups and non-profit agencies, help plan and support conservation activities such as habitat restoration, interpretive signage and tours, trail building, erosion control and litter removal."

Implementation Measure 6: "Review the Zoning Ordinance, Hillside Development Ordinance and other City standards to ensure regulations and guidelines adequately address ridgeline preservation, access roads, driveway and site design, and architectural and sign design to protect hillsides, coastal canyons and bluffs, and beaches."

Implementation Measure 9: Conduct a Visual Resource Assessment to identify Public View Corridors and specific sections of the Corridors meriting designation and consider expanding the list of the designated View Corridors as a result of the Assessment's findings."

City Clerk Strategic Plan

City Clerk Baade narrated a PowerPoint presentation entitled "City Clerk Department Strategic Plan" and responded to Council inquiries.

MOTION BY MAYOR PRO TEM BROWN, SECOND BY COUNCILMEMBER DONCHAK, CARRIED 5-0, to accept the City Clerk Department Strategic Plan and direct staff to bring the recommended Fiscal Year 2017-18 projects and initiatives forward through the budget process.


2. **ORAL COMMUNICATIONS**

None.

3. **ADJOURNMENT**

MOTION BY COUNCILMEMBER DONCHAK, SECOND BY COUNCILMEMBER HAMM, CARRIED 5-0, to adjourn at 8:24 p.m. The next Regular Council Meeting will be held on March 7, 2017 in the Council Chambers, located at 100 Avenida Presidio, San Clemente, California. Closed Session items will be considered at 5:00 p.m. The General Session will commence at 6:00 p.m.


CITY CLERK of the City of
San Clemente, California


MAYOR of the City of
San Clemente, California