

CITY OF SAN CLEMENTE

City Council Minutes

Adjourned Regular Meeting - June 15, 1991

An Adjourned Regular Meeting of the City Council of the City of San Clemente, conducted in the Council Chambers, located at 100 Avenida Presidio, San Clemente, California, was called to order by Mayor Diehl at 8:20 a.m.

PRESENT ANDERSON, BENEDICT, HAGGARD, LORCH, MAYOR DIEHL

ABSENT NONE

STAFF PRESENT Michael Parness, City Manager; Myrna Erway, City Clerk; Jim Holloway, Community Development Director; Dean Porter, Finance Director; Mike Sorg, Assistant City Manager; Bruce Wegner, Parks and Recreation Manager; Lynn Hughes, Marine Safety Captain; Mark Somerville, Maintenance Services Manager; Linda Kulp, Personnel/Risk Manager; Bill Cameron, City Engineer; Jim Knight, Director of Fire Protection; Al Ehlow, Police Chief; Paul Linden, Golf Course Manager.

FY 1991/92 City Budget

City Manager Parness provided an overview of the FY 1991/92 budget process, noting that Council direction is needed by June 19, 1991; stated each department will present its proposed budget at today's meeting and answer Council inquiries; explained a subsequent budget session will take place on June 17, 1991 and that the formal Public Hearing will take place on June 19, 1991.

Finance Director Porter noted the recession has negatively impacted revenues; explained that the FY 1991/92 revenue projections assume a gradual recovery in the economy; stated that \$6.8 million in property tax revenue is projected and that a lesser amount of actual revenue will necessitate a mid-year budget adjustment; reviewed revenue estimates as contained in Pages 6-14 of the budget document.

Council indicated that in the event the Transient Occupancy Tax is raised from 8% to 10%, it may want to dedicate a portion of the additional \$100,000 in revenue to enhance economic development.

Municipal Golf Course

Golf Course Manager Linden stated that the cost of water represents the largest operating cost increase in the proposed budget for the golf course; stated the recommended greens fee increase would produce \$300,000 in revenue for the golf course improvement reserve fund.

MOTION BY COUNCILMEMBER LORCH to separate the funds relating to the second golf course and the golf course improvement reserve fund. The Motion died for lack of a second.

MOTION BY COUNCILMEMBER HAGGARD, SECOND BY COUNCILMEMBER BENEDICT that, upon adoption of the budget, Staff is to 1) actively pursue a second golf course and 2) to review past Council decisions in preparation for adopting policies relative to the apportionment of funds and interest to a second golf course and golf course improvement reserve fund.

SUBSTITUTE MOTION BY COUNCILMEMBER LORCH to 1) review previous Council/Golf Course Committee actions; 2) separate golf-related funds, establishing a separate golf course fund of \$300,000 this year; and 3) direct that interest be placed in a golf course fund for a second golf course. The Substitute Motion died for lack of a second.

THE ORIGINAL MOTION CARRIED 4-1 (COUNCILMEMBER LORCH VOTING NOE).

Parks and Recreation

Parks and Recreation Manager Wegner reviewed the proposed budget for the Parks and Recreation Division.

MOTION BY COUNCILMEMBER HAGGARD, SECOND BY MAYOR DIEHL to:

- 1) Direct that the Ole Hanson swimming pool remain open on a year-round basis.
- 2) Support a combination of Alternatives 1, 2 and 3, i.e.,

<u>Alternative</u>	<u>Revenue</u>
a. Create a 30-punch pass/eliminate yearly pass	\$ 7,000
b. Create non-resident fees for all recreation programs	50,000
c. Eliminate the parking permit program at the Beach Club	70,000

- 3) Any revenue balance after covering the projected pool operation deficit of approximately \$30,000 is to be applied towards Decision Package #7 (Shower Rehabilitation) to decrease the funding impact on the Parks Acquisition and Development Fund.
- 4) Study the resident program fees for recreation programs. Council clarified this is not to be considered as another revenue source.

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<u>Alternative</u>	<u>Revenue</u>
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b. Create non-resident fees for all recreation programs	50,000
c. Eliminate the parking permit program at the Beach Club	70,000

- 3) Study the resident program fees for recreation programs. Council clarified this is not to be considered as another revenue source.

THE SUBSTITUTE MOTION DIED FOR LACK OF A SECOND.

THE ORIGINAL MOTION CARRIED 5-0.

Council urged that early bid packages be solicited on parks projects since the contractual climate is favorable at this time.

MOTION BY MAYOR DIEHL, SECOND BY MAYOR PRO TEM ANDERSON, CARRIED 4-1 (COUNCILMEMBER LORCH VOTING NOE), to reclassify the Pool Manager position to full-time status.

MEETING RECESSED

Council recessed at 9:55 a.m. and reconvened at 10:02 a.m., with all members present.

Marine Safety

Marine Safety Captain Hughes reviewed the proposed budget for the Marine Safety Division.

Maintenance

Maintenance Services Manager Somerville reviewed the proposed budget for the Maintenance Division; noted a clerical correction on the Summary Sheet for the Fleet Maintenance Fund, in that Decision Package #2 (824-1 - Fleet Replacement Vehicles and Equipment), should reference an amount funded of \$369,015.

City Clerk

City Clerk Erway reviewed the proposed budget for the City Clerk's Department.

City Treasurer

City Manager Parness reviewed the proposed budget for the City Treasurer's Office.

Economic Development

Assistant City Manager Sorg reviewed the proposed budget for the Economic Development Division; noted the Economic Development Director position is proposed to be reclassified to a manager position within the Community Development Department. City Manager Parness explained that an economic development work plan will be a top priority for next fiscal year.

City Attorney

City Manager Parness reviewed the proposed City Attorney budget; noted the internal process for utilizing City Attorney services will be tightened, with department head authorization required prior to retaining service; stated developers will be charged for legal fees associated with their projects.

Council directed the City Attorney to not respond to private citizen requests unless authorized to do so by the City Manager or a department head.

MOTION BY COUNCILMEMBER LORCH, SECOND BY MAYOR DIEHL to establish an inter-fund transfer account to identify inter-departmental charges for legal services. Following discussion, Mayor Diehl withdrew his second and the motion subsequently died.

MOTION BY COUNCILMEMBER LORCH, SECOND BY COUNCILMEMBER BENEDICT, FAILED 2-3 (MAYOR PRO TEM ANDERSON, COUNCILMEMBER HAGGARD, AND MAYOR DIEHL VOTING NOE), to initiate a line item in the budget (inter-departmental or inter-fund) to show utilization of City Attorney services by department.

Council requested the City Manager to periodically report on legal expenses associated with various departments/programs.

Council directed that the first City Attorney performance measure (Page 66 of the budget document) be modified to read as follows: "Provide oral advice and opinions to City Manager/Council upon request."

Council requested quarterly reports on the status of pending litigation.

City Council

City Manager Parness reviewed the proposed budget for the City Council.

MOTION BY COUNCILMEMBER LORCH, SECOND BY COUNCILMEMBER HAGGARD, CARRIED 4-1 (MAYOR DIEHL VOTING NOE), to provide travel/training cost estimates for Council to attend regularly scheduled meetings/conferences previously budgeted (minimum \$4,500) for Council consideration at its meeting of June 17, 1991.

City Clerk Erway agreed to acquaint Council with the Resource Library/Index System.

Council directed Staff to: 1) consider a legislative category for the City Manager's annual performance review and establishment of goals and objectives; 2) study the feasibility, and submit a proposal for, allocating office space/desk/phone/filing cabinets for Council consideration at its meeting of June 19, 1991.

Council directed that Page 22 of the budget document be modified to add "regional activities" to the performance measures under "Legislative Activities."

City Manager

City Manager Parness explained the existing and proposed City Organizational Charts as per the study conducted by Hughes/Heiss and Associates.

MOTION BY COUNCILMEMBER HAGGARD, SECOND BY MAYOR PRO TEM ANDERSON to accept the new City organization chart as presented.

SUBSTITUTE MOTION BY COUNCILMEMBER LORCH, SECOND BY MAYOR PRO TEM ANDERSON, FAILED 2-3 (MAYOR PRO TEM ANDERSON, COUNCILMEMBER HAGGARD AND MAYOR DIEHL VOTING NOE), to move the Fleet operations over to Public Works.

SUBSTITUTE MOTION BY COUNCILMEMBER LORCH, SECOND BY COUNCILMEMBER BENEDICT to add Centralized Purchasing to the City organization.

SUBSTITUTE MOTION BY COUNCILMEMBER HAGGARD, SECOND BY MAYOR PRO TEM ANDERSON to accept the proposed organization chart for the City and that Centralized Purchasing be made a function of the Assistant City Manager of Administration for study and inclusion in the FY 1992/93 budget.

MOTION TO AMEND THE SUBSTITUTE MOTION to coordinate the implementation of a Centralized Purchasing system as part of the computer system implementation and operation program. The Motion to Amend died for lack of a second.

THE PREVIOUS SUBSTITUTE MOTION WAS VOTED ON AND CARRIED 4-1 (COUNCILMEMBER LORCH VOTING NOE). For purposes of clarification, this motion took action as follows: 1) accepted the proposed organization chart as presented; 2) directed that Centralized Purchasing be added to the functions of the Assistant City Manager of Administration; and 3) directed that the Assistant City Manager of Administration prioritize the study/implementation of a Centralized Purchasing program in FY 1992-93.

MOTION BY COUNCILMEMBER LORCH, SECOND BY COUNCILMEMBER BENEDICT, **FAILED 2-3** (MAYOR PRO TEM ANDERSON, COUNCILMEMBER HAGGARD, AND MAYOR DIEHL VOTING NOE), to consider hiring Council Assistants or an aide to assist with regional responsibilities and programs.

MEETING RECESSED

Council recessed at 12:32 a.m. and reconvened at 1:15 p.m., with all members present.

Personnel

Personnel/Risk Manager Kulp reviewed the proposed budget for the Personnel Division and Labor Negotiations.

City General

Finance Director Porter reviewed the City General portion of the proposed budget, noting that a \$300,000 contingency reserve is proposed.

Finance

Finance Director Porter reviewed the proposed budget for the Finance Department.

Council voiced concern that the information on Page 241 of the budget, relating to Data Processing, is too scant and requested that this section be enhanced.

Community Development Department

Community Development Director Holloway advised the Community Development Department budget covers both Community Development and Public Works; noted the Administration, Engineering, Building and Planning Divisions will be reviewed during this meeting and that Water/Sewer, which is an enterprise fund, will be addressed on June 17, 1991; referenced handouts which indexed Decision Packages by Division/Fund and Program Area.

Capital Improvements Projects

City Engineer Cameron reviewed the status of storm drain projects.

Council directed that a second Code Enforcement Officer be retained as soon as possible and recommended close coordination between the Code Enforcement and Community Pride staff members.

MEETING RECESSED

Council recessed at 2:45 p.m. and reconvened at 2:55 p.m.

Fire

Director of Fire Protection Knight explained the Fire Department's restructured budget format.

Police

MOTION BY MAYOR PRO TEM ANDERSON, SECOND BY COUNCILMEMBER HAGGARD, CARRIED 5-0, to authorize the purchase of a Recruitment Display System (\$4,000) and an In-Car Camera (\$4,500) from the Asset Forfeiture Fund.

Council requested that a separate program be established for the jail.

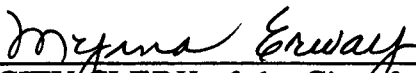
Public Input

Karoline Koester, 604 Via Pavon, concurred with charging surrounding communities for use of the City's jail; agreed that the Ole Hanson swimming pool should remain open year round; suggested the possibility of consolidating the Ole Hanson Beach Club and Community Center budgets; noted Centralized Purchasing was previously utilized by the City and worked well; spoke in support of a strict accounting of City Attorney services.


Curt Mettling, 423 Granada #48, expressed his support for Council and the Staff.

ADJOURNMENT

Council adjourned at 4:28 p.m. to June 17, 1991 at 6:30 p.m. in the Council Chambers, located at 100 Avenida Presidio, San Clemente, California.



CITY CLERK of the City of
San Clemente, California



MAYOR of the City of
San Clemente, California

CITY OF SAN CLEMENTE
AFFIDAVIT OF POSTING ORDER
OF ADJOURNMENT OF MEETING

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS.
CITY OF SAN CLEMENTE)

I, MYRNA ERWAY, declare as follows:

That I am the City Clerk of the City of San Clemente; that at an Adjourned Regular City Council meeting held on June 15, 1991 said meeting was adjourned to the time and place specified in the ORDER OF ADJOURNMENT attached hereto; and that on June 17, 1991 at the hour of 9:00 p.m. a copy of said order was posted at a conspicuous place near the door at which said meeting was held.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on June 17, 1991 at San Clemente, California.


MYRNA ERWAY
City Clerk

NOTICE OF ADJOURNMENT
EXCERPT FROM THE MINUTES OF THE
CITY COUNCIL
MEETING OF JUNE 15, 1991

An adjourned regular meeting of the San Clemente City Council was held in the Council Chambers, located at 100 Avenida Presidio, San Clemente, California on June 15, 1991.

ROLL CALL: PRESENT: ANDERSON, BENEDICT, HAGGARD, LORCH,
 MAYOR DIEHL

ABSENT: NONE

ADJOURNMENT

Council adjourned to an Adjourned Regular Meeting to be held on June 17, 1991 at 6:30 p.m. in the City Council Chambers, located at 100 Avenida Presidio, San Clemente, California for the purpose of reviewing the proposed FY 91-92 City Budget.



MYRNA ERWAY
CITY CLERK