



# MINUTES

## REVISED SPECIAL MEETING OF THE HEMET CITY COUNCIL

June 20, 2013

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7:00 p.m.

City of Hemet Council Chambers  
450 E. Latham Avenue

[www.cityofhemet.org](http://www.cityofhemet.org)  
*Please silence all cell phones*

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### Call to Order

Council Member Krupa called the meeting to order at 7:01 p.m.

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### Roll Call

PRESENT: Council Members Krupa, Milne and Wright,

ABSENT: Mayor Pro Tem Smith and Mayor Youssef

**Council Member Milne moved and Council Member Wright seconded a motion to excuse Mayor Pro Tem Smith and Mayor Youssef. Motion carried 3-0.**

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### Work Study

*Discussion regarding this item, with possible direction to staff*

1. Fiscal Year 2013-14 Budget Review – Interim City Manager Bradley

**Ron Bradley, Interim City Manager**, this is a question and answer opportunity for the City Council. All of the Department Heads are here to present their department budgets.

**Rita Conrad, Deputy City Manager/Administrative Services**, presented additional information to the City Council including a list of department requests that were denied by the City Manager for this fiscal year.

**Mr. Bradley**, for the most part this is a status quo budget.

**Council Member Wright**, expected to see budgets submitted from the Departments. It appears that all that was submitted were wish lists.

**Mr. Bradley**, the Department budgets are submitted electronically, with some of them submitting roll over budgets.

**Ms. Conrad**, 70% of the budget is personnel, 20% of the budget is internal services. Only 10% of the department's budget is discretionary.

Administrative Services (IT, Human Resources and Finance)

**Ms. Conrad**, the only change is Finance beside the increase in premiums is the addition of a contract Safety Officer. The former Emergency Operations Officer was lost to budget cuts.

**Council Member Krupa**, asked if the Safety Officer will also do Risk Management.

**Ms. Conrad**, at this time funding is not available for Risk Management, that duty will still be handled by the Administrative Services Director.

**Council Member Wright**, asked that the practice of recovering costs related to other funds be explained.

**Ms. Conrad**, all costs that are eligible for other funds are moved away from General Fund if possible.

**Council Member Wright**, I understand that in the past, the City Manager would have a

workshop with the City Council explaining the budget in detail.

**Council Member Milne**, staff has been very willing to help. A cliff note portion in the budget to assist us would be appreciated.

**Ms. Conrad**, that can be considered as part of the process next year.

### **Mayor Pro Tem Smith arrived at 7:14 p.m.**

**Ms. Conrad**, explained fluctuations in the budget for IT. Some one-time costs were eliminated, however there are additional costs associated with West Covina for the Dispatch upgrades.

**Council Member Wright**, asked when the conversion to Outlook will take place.

**Mr. Bradley**, the PD upgrades and the upgrades for the Literacy Department took priority.

### City Council, City Treasurer, City Manager and City Clerk

**Mr. Bradley**, there were no changes from the prior year for City Council, City Treasurer, City Manager or City Clerk's budgets. The City Manager budget might have to be amended based on the agreement with the new City Manager.

**Mayor Pro Tem Smith**, asked if this budget includes the cost to conduct the City Manager recruitment.

**Mr. Bradley**, that cost was part of the 2012-13 budget.

**Council Member Wright**, requested an explanation on the increase in Internal Service charges.

**Ms. Conrad**, Internal Service charges are based on the Department's percentage of the budget, square footage of their Department and the specific contracts that each Department has for software.

**Mayor Pro Tem Smith**, Internal Service charges are basically overhead, no one likes it but it is the cost of doing business.

**Mr. Bradley**, these funds are reconciled at the end of the year, some funds for large purchases might be rolled over to the subsequent fiscal year.

### City Attorney

**Eric Vail, City Attorney**, explained the variations in legal fees for the past several years. Basic legal services are covered by a retainer. It is anticipated that legal services will come in at or below budget this fiscal year. FY 2013-14 will include labor negotiations with all groups and the analysis and action for the Fire Contract consideration. We built in some costs to be more prepared. We anticipated that we will be more active next year on Code Enforcement with the development of the ROCS Ordinances.

**Council Member Milne**, asked about cost recovery for legal fees.

**Mr. Bradley**, a fee structure has not been developed. I am recommending a new contract with Burke, Williams and Sorenson. The contract still has a retainer that includes a large portion of our legal needs and is very cost efficient.

**Mr. Vail**, the Hemet ROCS fee schedule does not include cost recovery for Attorney's fees. At this time, we don't know how successful the City will be at generating revenue.

**Mr. Bradley**, as an example, the Fire Department implemented a recovery fee for repeated slip and fall calls to Nursing Homes. After which, the calls for services stopped therefore no additional revenue was generated.

**Mr. Vail**, explained the legal fee structure and the City Attorney expenses since 2004. Mr.

Vail is hoping that long term labor agreements will be considered. The City spends approximately \$500,000 per year in litigation costs.

**Mayor Pro Tem Smith**, thanked Mr. Vail and his firm for working with the City to reduce legal costs. Mayor Pro Tem Smith would also like to see a 2 year budget cycle.

#### Simpson Center

**Mr. Bradley**, the City's need to contract out management of the Simpson Center lead to an agreement with YMCA. Unfortunately, they were forced to file bankruptcy. Valley-Wide offered to come in and continue services. Since that point they have made improvements and increased the services offered at the facility. Staff is recommending that the City continue the contract with Valley-Wide to operate the Simpson Center. It is important that we continue to provide services for our seniors and children.

**Council Member Wright**, recommended that the cost for the utilities be shared so there is some accountability.

**Gary Thornhill, Interim Assistant City Manager**, the proposed contract will require Valley-Wide to pay for the utilities at the facility.

#### Community Development

**Deanna Elliano, Community Development Director**, Community Development includes Building, Planning and Code Enforcement. The budget is status quo. Building does reflect a difference and that is due to a change in the accounting procedures based on a request from the auditors.

The City Council and staff discussed fuel expenses for the Department and recommended that alternative fuel vehicles be considered in the future.

**Council Member Wright**, requested more detail on changes in the personnel costs in Code Enforcement.

**Ms. Elliano**, a Code Enforcement Officer that was previously allocated to Refuse is now charged to the General Fund. The Department has the same employees, different account allocations.

**Ms. Conrad**, the position is budgeted in the General Fund with an offsetting transfer from the Refuse Fund.

**Ms. Elliano**, Code Enforcement has a part-time Officer to assist with the load while the Department has one Officer on Workers Comp.

The City Council and staff discussed the revenue differences between rental inspections and code violations, as well as cost recovery options.

**Mr. Bradley**, the City has applied for a grant to help pay for the EIR and a Specific Plan for Downtown. The additional budget is to contract for technical assistance on projects such as the West End Drainage Plan.

**Ms. Elliano**, "itrack it" software and Ipads have been requested allowing Officers more access to information in the field.

**Council Member Milne**, asked about the boundaries planned for the west end Sphere of Influence and expressed concern with funds being expended that would benefit the County of Riverside or residents in the unincorporated area.

**Ms. Elliano**, the boundaries will be determined at a later date. This is not an annexation and would not benefit the County. The Sphere of Influence amendment would be done by staff.

**Mayor Pro Tem Smith**, if the indicators are correct that development is increasing, we need to find more contract employees to help us keep up with the increase demand.

### Community Investment Department

**John Jansons, Community Investment Director**, this Department was created 18 months ago with the Reorganization. The Department's main responsibilities are: Affordable and Workforce Housing; Community Development Block Grant (CDBG); Neighborhood Stabilization Program (NSP); Economic Development; Successor Agency; and Special Event Program.

The City Council recommended that a citywide newsletter be consider to get the word out about Hemet ROCS.

The City Council requested that a line item be added in the budget for participation at ICSC.

### Engineering

**Victor Monz**, the budget presented was status quo.

**Ms. Conrad**, explained that a recent change in project coding makes the Department's personnel costs look higher.

### Fire

**Joe Morris, Fire Chief**, the Department handles Fire Suppression; Fire Prevention and Emergency Operations. Chief Morris presented handouts to the City Council regarding the Department budget. The Department conducts monthly CERT Programs. The Department will continue their private partnerships with AMR and Mercy Air. Chief Morris discussed the costs to implement the proposed paramedic and EMD programs. Chief Morris explained his budget recommendations to include two floaters and a Duty Chief.

**Mr. Bradley**, explained his recommended budget to implement the paramedic and EMD programs.

The City Council and staff discussed in detail the program and its proposed costs.

**Chief Morris**, explained the Fire Prevention and Plan Check services provided by the Department. The Department uses a 3<sup>rd</sup> Party to assist with plan checks. The Department participates in the Hemet ROCS Task Force. One goal is to implement a self-inspection program with a fee schedule this fiscal year.

The City Council and staff discussed fees for services and cost recovery

**Chief Morris**, the Department is re-establishing the Emergency Operations Center.

**Mayor Pro Tem Smith**, requested that a map be prepared with the 10 evacuation centers for the City Council, staff and residents.

**Paul Raver, Hemet**, concurs with Mr. Bradley's recommendation to re-examine the reserve level established by Ordinance No. 1848. Mr. Raver recommends that the City approve 5 year contracts with all labor unions and restated that the Fire Fighters would be willing to continue their 5% concessions. Mr. Raver presented a document to the City Council with the following recommendations: add 12 Police Officers and 2 Sergeants funding them for nine months; open Fire Station #5 with 3 Captains, 3 Engineers and 3 Firefighters funding them for nine months; add EMD, funding it for nine months including 8 Dispatchers; add Paramedic Program funding it for ten months. Mr. Raver also recommended that the City Council and staff actively seek grant funds for public safety and consider implementation of an Annual Subscription Fee or a per call fee for Fire Services.

**Chief Morris**, funding and re-opening Fire Station 5 would be great. Chief Morris explained the reasons that the station was closed and the advantages for re-opening it. However, the Department's priority would be the implementation of the Paramedic and EMD programs. Chief Morris explained the subscription and call for service fee options used by other Departments.

**Chief Brown,** Mr. Raver gave me a copy of these recommendations earlier most of them are for the Fire Department. Part of his recommendation is already included in my policing plan. Funding is a policy decision that is made by the City Council. 15 years ago I proposed EMD for the City and requested 8 additional Dispatcher's to handle the call volume at that time. I strongly agree with the City Manager's recommendation to hire 8 Dispatcher to implement EMD.

#### Library

**Kathye Caines, Library Manager,** the proposed budget is similar to the previous fiscal year. It is recommended that two part-time positions be changed to one full-time position. The book supply will be replenished by using funds from the endowment. The Library currently uses its approximate 70 active volunteers to keep up with the demand.

The City Council and staff discussed the Library's hours.

#### Police

**Dave Brown, Police Chief,** explained the Department's accomplishments and goals. This budget includes funding from a successful grant award and funding for a Hemet ROCS Officer. 8 Officers are budgeted outside of the General Fund, 3 are funded by Federal Vested Cops Grant, 4 by Hemet Unified School District and 1 is funded by the AB109 Task Force. This budget includes the Part-time Retired Officer Program and the Cooperative Agreement with the California Highway Patrol (CHP).

**Council Member Wright,** asked where the remaining \$24,000 to purchase the motorcycles will come from and if there is personnel to justify the purchase of three at this time.

**Chief Brown,** it is recommended that we use the anticipated \$60,000 in FY 2013-14 revenue in the Towing Fund and the remaining \$20,000 fund balance to purchase the three motorcycles. There are a number of advantages in buying the motors 3 or 4 at a time, we get a much better rate per unit. Officers normally assigned elsewhere are assigned motors for special enforcement projects.

The City Council and staff discussed the Police Department staffing.

**Chief Brown,** the increase in the Animal Control budget is due to the increase in the number of turn ins.

#### Public Works

**Kris Jensen, Public Works Director,** the Departments budgets are mostly status quo. This budget includes filling the vacant Facilities Maintenance Manager position as well as the addition of one new Facilities Maintenance position. Re-roofing of the facilities is one of the priorities for this fiscal year.

**Council Member Wright,** suggested that staff look into energy audits offered free by the Department of Energy and other Commissions.

The City Council and staff discussed vehicle replacement assistance from AQMD.

**Ms. Jensen,** staff is recommending budget to purchase a new vector jetter and a camera van.

**Council Member Krupa,** asked about the line item in Public Works Administration for the Women's Club.

**Ms. Jensen,** there is a 50 year agreement with the Women's Club to pay for a meeting location.

**The City Council requested that a copy of the agreement be distributed to the City Council members.**

**Ms. Jensen**, staff just completed the L&LMD assessments, the final amount will be included in the final budget on June 25, 2013.

**Ms. Conrad**, recapped the preliminary budget presented at this time. Staff is looking for direction to move forward and to incorporate the City Manager's recommendations into the final budget which will be considered on June 25, 2013.

**Mr. Bradley**, Ordinance No. 1848 requires that staff bring back recommendations to replenish the reserve in the next 18 months.

The City Council and staff discussed the options.

**The City Council gave direction to staff to move forward with the process including the City Manager recommendations.**

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## Communications from the Public

There were no communications from the public at this time.

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## Closed Session

### Notice of Opportunity for Public Comment

There were no public comments presented at this time.

The City Council recessed to Closed Session at 10:37 p.m.

#### 2. Conference with Labor Negotiators

Pursuant to Government Code section 54957.6

Agency designated representatives: *Interim City Manager Bradley*

Employee organization:

*Service Employees International Union (SEIU) General Employees*

*Hemet Fire Fighters Association*

*Hemet Police Officers Association*

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Reconvened at 10:44 p.m.

## City Attorney Closed Session Report

#### 3. Conference with Labor Negotiators

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*Service Employees International Union (SEIU) General Employees*

*Hemet Fire Fighters Association*

*Hemet Police Officers Association*

**The City Council met regarding the listed bargaining units. There was no additional reportable action.**

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## Future Agenda Items

There were no future agenda items requested at this time.

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## Adjournment

Adjourned at 10:46 p.m. to Tuesday, June 25, 2013 at 7:00 p.m.