



MINUTES

SPECIAL MEETING OF THE HEMET CITY COUNCIL

February 5, 2008

8:00 am

www.cityofhemet.org

Upstairs Hemet Public Library

300 E. Latham Avenue

Please silence all cell phones

Call to Order

Mayor Searl called the meeting to order at 8:10 a.m.

Roll Call

PRESENT: Council Members Lowe, McBride, VanArsdale, Vice Mayor
Christie, and Mayor Searl

ABSENT: None

Fiscal Year 2008/2009 Budget Review

John Davidson, City Manager, Burke, Williams, and Sorenson provides outstanding services. The legal cost for the current fiscal year have exceeded the budget by approximately \$1,000,000. Staff is currently working on ways to address this issue. The completion of the fee study might allow recovery of some costs and the contract with Hogle-Ireland will help reduce legal fees associated with development. The implementation of internal controls will also help. It is the goal of the City Manager's Office to find ways to reduce these costs.

1. Liability Insurance (Legal)

Eric Vail, City Attorney, as a consultant, the City of Hemet sets the Attorney's budget and the scope of work. There are ways that the City can reduce the legal fees. There are some areas where the City Attorney's office needs to provide services and other areas where City staff needs to take the lead.

John Davidson, noted that this year included some one time circumstances that incurred legal costs.

Laura Nomura, Finance Director, at the Mid-Year Review scheduled for February 26, 2008 City Council meeting, staff will be requesting an adjustment to the liability account. Staff is recommending a rollover budget, the legal costs will make that impossible. Some of the one time issues that incurred costs this year were the early outs, retiree health issues and the FLSA audit. Liability has a 2.2 Million dollar budget, with cost containment measures it is our goal to reduce that budget to 1.5 Million. This is attainable with the help of staff. Staff is recommending the reinstatement of a third party claims administrator, Carl Warren, which will help reduce City Attorney costs.

Eric Vail, the third party administrator (TPA) will do the leg work and prepare the case for mediation and/or litigation. Currently that work is being done by BWS. The review of the Personnel Rules and the FLSA audit are both costly, but necessary. The implementation of these two documents will require the amendment of or adoption of policies. We need to move toward empowering staff to do the work, allowing the City Attorney's Office to oversee and provide legal counsel.

Laura Nomura, recommended that the City Council consider adding a position of Risk Manager or Contract Manager to the Finance Department's table of organization. Staff leans on the City Attorney's Office for assistance with contract and insurance issues. Currently there is no monitoring of the City's contracts and confirmation that the requested follow up documents are provided. The Management Assistant level position will cost approximately \$96,000 per year.

Eric Vail, it is imperative that the City's contracts be managed, having a staff member familiar with the contracts and confirming that they are complied with. This position will also assist with the preparation of the contracts to ensure uniformity.

2. Equipment Maintenance

Mike Gow, Public Works Director-City Engineer, the four internal service budgets presented today represent \$6,000,000 of the Public Works Departments \$32,000,000 budget.

Equipment Maintenance Overview

- Program of Work - Highlights
 - Performs preventative maintenance and repair work to over 375 mobile units as well as miscellaneous small equipment
 - Prepares various reports of maintenance schedules and vehicle repair costs for use by other divisions
 - Maintains vehicle reporting for CHP, AQMD, and CARB
 - Involved in reviewing equipment specifications prior to bid/purchase
 - Conducts quarterly CHP/BIT Inspections
- Personnel - Current Budgeted Positions
 - 1 Supervisor, 2 Lead Employees, 7 Mechanics

Supplemental Requests \$65,900

Account #2350 \$50,000

- Diesel particulate trap cleaning: \$5,000
- Major Equipment Repair: \$45,000

Account #2450 \$ 900

- Manager+ Licensing

Capital Requests \$15,000

- Wheel Balancer & Tire Changer

Vice Mayor Christie, asked about Account #2200 - Telecommunications.

Charlie Heinz, Acting Supervisor, this includes to radios in the refuse trucks.

3. Facility Maintenance

Mr. Gow presented the proposed reorganization plan for Public Works.

- Delete a budgeted department head position
- Allocate responsibilities to 5 reclassified positions
 - Create operational and administrative leadership positions at the Corporation Yard and the Covell Building
 - Salary savings of approximately \$94,000

Facilities Maintenance Overview

- Program of Work - Highlights
 - Perform preventative maintenance, repairs and special projects on 52 City owned buildings
 - Maintenance and repair of 2,250 City owned street lights
 - Monitor contracts including janitorial, fuel delivery, lighting and landscape maintenance districts and pest control
 - Perform inspections on buildings, generator equipment, electrical service panels, and fire extinguishers
 - Annual inspections of underground fuels tanks
- Personnel - Current Budgeted Positions
 - 1 Supervisor, 7 Facilities Technicians, 1 Facility Services Aide

Supplemental Requests \$152,720

Account #2400

- Janitorial Services: \$23,240
- Pest Control: \$ 9,520
- Elevator Inspections: \$ 4,160
- Fire Extinguisher Service: \$ 1,320
- Floor Mat Rental \$34,600
- CHEMPRO \$ 880

Capital Requests - \$79,000

- Enhanced Vapor Recovery (EVR) \$50,000
- 3 Ton A/C Unit for City Hall Board Room \$ 9,000
- Paint Fire Stations #1, #2 and #3 \$20,000

Council Member VanArsdale, noted that as the Energy Block Grant is implemented, staff will need to focus on projects that will utilize this grant. Consider solar panels on the facilities with the highest utility bills.

Council Member Lowe, added that the cities of Corona and Riverside have adopted Green Building Ordinances. The cost is approximately \$2,400 per home, with a net savings that exceeds that. Some cities are requiring new facilities to be solar equipped. Solar equipment needs to be considered for City facilities.

Mike Underwood, streetlight options will be discussed at an upcoming conference, this might be a consideration for future installations.

Council Member VanArsdale, Fresh and Easy requested solar parking lot lighting, it was determined that between the City's ordinance and the Mt. Palomar restrictions, the installation of solar lighting is not allowed. This needs to be addressed during the City's General Plan update.

Council Member Lowe, janitorial services were cut across the board during the last budget. Council Member Lowe requested a report from Facilities Maintenance regarding recommended changes to the janitorial services contract.

Mike Underwood, the contract did not include the Police Department Records area, Facilities Maintenance is supplied the janitorial service for Records.

The City Council and staff discussed the painting and pressure washing of City buildings. Council Member Lowe, suggested that funds be set aside over the next three years for the repainting of the Library.

Laura Nomura, suggested that a maintenance reserve be considered for upcoming maintenance items.

Mike Gow, staff time is being charged to the fund that is utilizing the services. There are 52 buildings, 250,000 square feet of building space being maintained by Facilities Maintenance.

4. Public Works Engineering

Public Works Engineering overview

- Program of Work - Highlights
 - Implements annual Capital Project Improvement Program
 - Performs in-house engineering design for capital projects
 - Provides engineering support (mapping, exhibits, expertise) to other City of Hemet departments
 - Performs inspections on buildings, generator equipment, electrical services panels, and fire extinguishers
 - Houses GIS function for entire City
- Personnel - Current Budgeted Positions (6)
 - 3 Engineers, 1 GIS Specialist, 1 Engineering Technician, 1 Office Specialist

Supplemental Requests \$27,000

Account #2400: Aerial Photography Update \$ 7,000

Capital Requests: Plotter \$20,000

Council Member Lowe, suggested that staff consider including these supplemental requests in the Developer Impact Fees.

5. Public Works Administration

Public Works Administration Overview

- Program of Work - Highlights
 - Serves as liaison to the City Manager, City Council and other agencies
 - Preparation and management of departmental budget
 - Grant administration for all Public Works' divisions
 - Regulator Compliance
 - Coordination of Traffic Commission and Parks Commission
 - Provides ongoing support in areas of research and analysis for other departments
 - Housing and manages the Clean City Youth Program

- Personnel - Current Budgeted Positions (8 FTE/17PTE)
 - 1 Director, 1 Manager, 3 Management Assistants, 1 Executive Assistant, 1 Administrative Assistant, 1 Purchasing Assistant
 - PTE - 1 Office Specialist, 16 Maintenance Aides

Supplemental Requests

Account #2400 \$3,565

- Copier Lease: \$2,565
- Postage Machine Lease: \$1,000

Personnel

- Delete 1 Department Head Position for FY 08/09
 - Reclassify 3 Positions
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Communications From the Public

There were no communications from the public at this time.

The City Council recessed briefly at 9:17 a.m.

Reconvened at 9:30 a.m. in the City Hall Board Room, 445 E. Florida Avenue.

Notice of Opportunity for Public Comment

There were no public comments presented at this time.

The City Council recessed to Closed Session at 9:31 a.m.

Closed Session

6. Conference with Legal Counsel - Anticipated Litigation

1 matter(s) of Significant exposure to litigation pursuant to Government Code section 54956.9(b)

Council Member VanArsdale was excused from 11:30 a.m. to 12:25 p.m.

City Attorney Closed Session Report

7. Conference with Legal Counsel - Anticipated Litigation

1 matter(s) of Significant exposure to litigation pursuant to Government Code section 54956.9(b)

The City Attorney reported that there was no reportable action.

Future Agenda Items

There were no future agenda item requested at this time.

Adjournment

Adjourned at 2:25 p.m. to Tuesday, February 12, 2008 at 9:30 a.m.