

**BUDGET/PERSONNEL
COMMITTEE
AGENDA PACKET**



SAND CITY COUNCIL CHAMBERS

Tuesday, March 22, 2016

10:30 A.M.

AGENDA

BUDGET/PERSONNEL COMMITTEE

Tuesday, March 22, 2016
10:30 A.M.
Sand City Council Chambers
#1 Sylvan Park, Sand City, CA 93955

1. CALL TO ORDER

2. ROLL CALL

3. COMMUNICATIONS

Members of the Public may address the Budget/Personnel Committee on matters not appearing on the Budget/Personnel Committee Agenda at this time for up to three minutes. In order that the Budget/Personnel Committee Secretary may later identify the speaker in the minutes of the meeting, it is helpful if the speakers state their names. Public comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the Budget/Personnel Committee.

4. NEW BUSINESS

- a) Consideration of Additional Expenditure for Tree Trimming Work
- b) Consideration of Purchase for the Police Department Watch Guard Interview Room Camera System
- c) Discussion of Allocating \$2,500 for Services by Rob Hilton of HF&H Consultants

5. PERSONNEL

- a) Consideration of Conditional Offer of Employment (COE) for Police Officer position

6. ADJOURNMENT

Agenda Item

4a

MEMORANDUM

TO: BUDGET AND PERSONNEL COMMITTEE
FROM: CHIEF BRIAN FERRANTE
SUBJECT: TREE TRIMMING CONTRACT
DATE: MARCH 16, 2016

BACKGROUND

During fiscal year 2015-2016 the City accepted bids for tree trimming throughout the city. The initial bid from Craven Landscaping was for \$28,500. The City received a bid from John Ley Tree Service for the same scope of work for \$7,400. John Ley Tree Service is a local contractor and was awarded the contract.

While completing the work, John Ley advised that he did not realize the trees on California Ave between Monterey St and Playa Ave were part of the contract. I reviewed the bid for the scope of work and realized the wording regarding California Ave was ambiguous and could easily have been misconstrued by the contractor. Up to this point I had found John Ley to be conscientious and responsive to the City.

I requested John Ley to provide an estimate for the trimming of the approximately 40 trees on California Ave. He provided the estimate of \$3,500 to complete the work in the same fashion as the existing contract. All trees would be trimmed and the contractor would dispose of the debris.

The total for the initial estimate and the revised cost would be \$10,900. This cost is still less than half the initial estimate provided by the first contractor.

RECOMMENDATION

It is staff's recommendation that the City approve the additional \$3,500 for the trimming of trees along California Avenue in the same fashion as the existing contract.

Agenda Item

4b

MEMORANDUM

TO: BUDGET AND PERSONNEL COMMITTEE
FROM: CHIEF BRIAN FERRANTE
SUBJECT: INTERVIEW ROOM CAMERA SYSTEM
DATE: MARCH 16, 2016

BACKGROUND

Recently the Department completed a remodel which included the transformation of the employee locker room into a prisoner processing/interview room. This was a much needed improvement for the safety of Department personnel and professionalism of investigations. The final component for this transformation is the installation of a camera and microphone system to monitor bookings and record interviews of suspects and witnesses.

These types of systems have the potential to be very expensive and cumbersome due to the necessity of coordinating digital and voice recording, storage of data, and retrieval and synchronization of information to the investigation. The Department has identified a camera/recording system that provides all the necessary components and works with our existing data storage format at a reasonable price.

The Department currently uses the Watch Guard digital in-car video system to monitor activities in the field. The system wirelessly downloads information from the vehicles to a server located inside the police department. Watch Guard also provides a digital Interview Room Camera System that records both video and audio. This is an integrated turn key system that would use our current server for storage of data. Additionally, bookings and interviews would be tagged and stored along with the incident as it was recorded with the in car system. The Department is also working with the manufacturer with the anticipation of providing officers with the Watch Guard body camera systems during the next fiscal year.

By using the Watch Guard system for all three types of recordings, officers can record, store, and retrieve information using one system, thereby creating cost savings and providing ease of use for the officers.

The Watch Guard Interview Room Camera System is estimated to cost approximately \$5,500 for the equipment and another \$500-1,000 for installation. This expenditure is available from the current budget through line items for Cameras, Police Equipment, and/or Capitol Outlay Remodel.

RECOMMENDATION

It is staff's recommendation that the Department purchase the Watch Guard Interview Room Camera System. This system will provide necessary video and audio recording while integrating seamlessly with the existing video system utilized by the Department.

Agenda Item

4c

CITY OF SAND CITY

STAFF REPORT

MARCH 17, 2016

TO: Budget Committee

FROM: Charles Pooler, Associate Planner

SUBJECT: Adoption of Budget Expenditure for HF&H Consultants LLC's Assistance with Franchise Agreement Management and Oversight services

DISCUSSION

At the October 20, 2015 City Council Meeting, Planning staff presented to the City Council a proposal by the Monterey Regional Waste Management District (MRWMD) and HF&H Consultants LLC regarding their assistance with garbage franchise contract management and needs assessment. This would include a review of GreenWaste Recovery, Inc. (GWR) quarterly and annual reports, sample billing audits and reconciliation to verify accuracy of franchise fees and other payments, and miscellaneous contract management tasks and meetings to resolve issues as they might arise. Originally, the estimated annual cost to Sand City was \$13,592; however, MRWMD staff and HF&H Consultants' representative Rob Hilton re-evaluated the tasks and associated costs to develop a revised cost matrix utilizing each jurisdiction's franchise revenue as the basis of cost allocation. This new matrix establishes an annual \$2,500 minimum that would apply to Sand City, a substantial decrease from the cost presented in October. Potential participating members may include Carmel by the Sea, Del Rey Oaks, Marina, Pacific Grove, the Pebble Beach Company, and Seaside; however, their commitment is pending.

An MOU between the MRWMD and participating agencies, outlining those services to be rendered, will be presented to the MRWMD Board by their staff on April 22nd. City staff has been advised that the participating jurisdictions should be on board and committed prior to that MRWMD Board meeting, by which time, jurisdictions will already be about three weeks behind schedule on the review and implementation of the rate adjustment process as outlined in the GWR Franchise Agreement.

This is being presented to the Budget Committee for their consensus prior to presentation to the City Council, tentatively scheduled for the April 5th Council Meeting. This will be an annual rate, subject to potential increases over the years, with billing from and payment to MRWMD. This expenditure covers work for the 2016 Franchise Management, starting with GWR's First Quarter Report and concluding with the review of GWR's 2016 Annual Report in 2017. This is being brought through the Budget Committee in accordance with established procedure.

RECOMMENDATION

Staff recommends approval for the allocation of \$2,500 for services by Rob Hilton of HF&H Consultant, through the MRWMD, for 2016 Franchise Agreement Management and oversight services.

EXHIBITS:

- A. Contract Management Needs Assessment, prepared by HF&F Consultants
- B. Cost Allocation Matrix, based upon Franchise Revenues

**Monterey Regional Waste Management District
Contract Management Needs Assessment**

Contract Management Task/Activity	Level of Effort (All Agencies)			HHH Proposed		Notes/Assumptions
	Hours per Event	Events per Year	Annual Hours	Cost per Year		
1 Review Contractor's quarterly reports.	16	4	64	\$ 10,600	Assumes summary review of trends. Additional time would be required for any follow-up due to outliers or concerns.	
2 Review contractor's annual report and determine compliance with contractual requirements for prior year.	20	1	20	\$ 3,300	Assumes contractor is generally compliant with terms and no major issues are identified for resolution. MRWMD to review PEOP and customer related req's.	
3 Reconcile franchise and other fee payments to reported revenues and service levels.	16	4	64	\$ 10,600	Assumes quarterly reconciliation of high-level indicators to fee payments. Comprehensive or statistically valid audit would require significant additional time.	
4 Review contractor's annual rate adjustment application for consistency with contract and accuracy of calculations.	80	1	80	\$ 13,200	Assumes index-based review. Cost-based reviews would involve significant additional time.	
5 Prepare for and attend regular meeting with Contractor to discuss services, rates, outreach, and educational campaigns.	6	4	24	\$ 4,000	Assumes quarterly group meetings (e.g. TAC)	
6 Review and make recommendations to TAC on approval of Contractors Annual Public Education & Outreach Plan	20	1	20	MRWMD	Assumes one draft, request for revisions, and final review and recommendation to TAC.	
7 Compile data from contractor reports for inclusion in AB 939 Reports to Calrecycle. NOTE: MRWMD has historically provided AB 939 reporting for all member agencies except Pebble Beach CSD, Monterey County, and City of Monterey.	40	1	40	MRWMD	Assumes that contractor's annual reports provide all requested quantitative data.	
8 Act as customer liaison to contractor for any unresolved issues or calls received by agency rather than contractor.	14	12	168	MRWMD	Assumes 2 hours per month per agency after implementation period.	
9 Monitor customer site visits/technical assistance and participate in site visits for a selected customers.	28	12	336	MRWMD	Assumes 4 hours of site visits per agency per month. NOTE: District may be best to perform this role.	
TOTAL Ongoing Contract Management Activities (HHH Portion)			816	\$ 41,700		

Notes:

- 1 This is a menu of options for the District and Member Agencies. There is no minimum requirement for any number or particular grouping of tasks.
- 2 The proposed cost assumes all seven GWR franchising agencies participate. Cost is based on efficiencies gained at regional scale.
- 3 Ongoing management activities do not include negotiating changes to franchises or resolving start-up issues.

Potential Cost Allocation Approaches

	Revenue Requirement		
	\$	%	Per Agency Cost/Year
Carmel	\$ 2,098,375	13.7%	\$ 5,731
DRO	\$ 488,848	3.2%	\$ 1,335
Marina	\$ 2,950,015	19.3%	\$ 8,057
PG	\$ 3,343,057	21.9%	\$ 9,130
PBCSD	\$ 1,590,995	10.4%	\$ 4,345
Sand City	\$ 493,630	3.2%	\$ 1,348
Seaside	\$ 4,303,220	28.2%	\$ 11,753
TOTAL	15,268,140		\$ 41,700

With \$2,500 Minimum

Agenda Item

5a

MEMORANDUM

TO: BUDGET AND PERSONNEL COMMITTEE
FROM: CHIEF BRIAN FERRANTE
SUBJECT: CONDITIONAL OFFER OF EMPLOYMENT
DATE: MARCH 16, 2016

BACKGROUND

The Police Department has been operating at a diminished staffing level for approximately two years as a result of the long term disability status of one or our officers. Recently, the officer's evaluating physician provided her opinion that the officer's condition is "Permanent and Stationary" at a level that does not allow the employee to return as a full time sworn officer. As a result of the physician's findings, the officer will not return to work as a police officer for the City. The City will now begin the process of retiring the officer with an Industrial Disability Retirement.

In anticipation of this finding, the police department has conducted a preliminary background on a qualified applicant. At this point, the Department is prepared to provide the officer with a Conditional Offer of Employment (COE). The COE is necessary to perform the next and final phase of the background investigation which includes a physical exam and a psychological exam. Depending on scheduling and availability, these tests and reports can take two to three weeks to complete.

Once the background investigation is complete, the City can provide the officer with a formal offer of employment, likely subject to City Council approval of his compensation. Following the formal offer, the officer will be required to provide two weeks notice to his current employer (another local jurisdiction). After the officer is hired, he will be required to complete a POST approved field training cycle that will take approximately one month if no deficiencies are observed. Given the current timeline, the officer could be released to solo patrol duties roughly around June 1st.

March 16, 2016

It should be noted that two of our current officers are expected to take maternity leave during the summer months, potentially beginning in June. If we do not have sufficient staffing in place, we will be unable to adequately staff our existing shifts.

RECOMMENDATION

It is staff's recommendation that we provide the current applicant a Conditional Offer of Employment as soon as possible. The City recognizes that the officer currently on disability leave will be unable to return to the Department to fulfill police officer duties. If a replacement officer is not hired in a timely manner, the Department will be unable to meet staffing requirements as early as June of this year.