




City of Sierra Madre Agenda Report

John Capoccia, Mayor
Gene Goss, Mayor Pro Tem
Rachelle Arizmendi, Council Member
Denise Delmar, Council Member
John Harabedian, Council Member

Nancy Shollenberger, City Clerk
Richard Mays, City Treasurer

TO: Honorable Mayor and Members of the City Council

FROM: Elaine I. Aguilar, City Manager 

INITIATED BY: Larry Giannone, Director of Public Safety

DATE: November 10, 2015

SUBJECT: Los Angeles County Sheriff's Contract Proposal Phase II

SUMMARY

At the October 27, 2015 City Council Meeting, direction was given to staff to move forward with the Phase II Study of the Sheriff's Contract Proposal. Staff contacted the representatives from the Sheriff's Department for cost and process to move forward.

The estimated cost for the full Phase II Study is \$40,000 - \$60,000. This reflects the cost of conducting the personnel related recruitment process. Staff has requested the cost of a modified Phase II process that does not include the staff evaluation/recruitment process, and will provide this estimated cost at Tuesday night's meeting.

ANALYSIS

At the October 27, 2015 City Council Meeting the Sheriff's Contract Proposal Committee presented to the City Council their final report on the proposals submitted by the Los Angeles County Sheriff's (LASD) to provide police services to the City of Sierra Madre. The members of the City Council decided to move forward with the Phase II implementation of the Sheriff's Contract Proposal and provided direction to staff to obtain the necessary cost and timelines.

Staff contacted the representatives from the Contract Management Section of the LASD and requested a formal proposal for the cost and the timeline to implement and complete the Phase II Study. LASD provided the cost listed below in the "Financial Review" as well as the other information requested.

The timeline to implement the Phase II portion of the contract would start after the City sends a letter requesting the Phase II study; staff has drafted the letter, which is also attached for the Council's review. Letters need to be sent to the County CEO Sachi Hamai and Sheriff Jim McDonnell.

Once the County receives the letter, it will send a contract back to the City in order for LASD to bill for the Phase II Study costs. This is estimated to take approximately 30 days. The Phase II Study is anticipated to take six months to complete, after the County and City sign the contract.

During the Phase II process details for the cost of special events, alternative patrol coverage and other "cafeteria plan services" may be discussed and ultimately brought back to the members of the City Council for their review and consideration. In addition, any Sierra Madre Police Department (SMPD) sworn personnel that wanted apply to become LASD employees would have to go through an application process which would include a background, a medical exam, a psychological exam, and a polygraph. (Phase II costs are primarily for the cost of the application process; the final Phase II cost will vary depending upon the number of Sierra Madre employees who decide to apply to the Sheriff's Department.) Any SMPD non-sworn personnel, including volunteers, would have to go through an application process, a background, and a medical exam. Additionally, the SMPD's facilities and equipment would be evaluated and recommendations made.

LASD would also need to talk to specific SMPD personnel at various intervals to gather information on such items as existing SMPD assets (e.g., weapons, radios, fleet, facility etc.). At this point staff is unable to determine the exact amount of time that would be required, however the staff members who are responsible for these collaterals would be needed to coordinate with LASD personnel to gather the necessary information required for the Phase II Study. Therefore, LASD personnel would need a dedicated SMPD point of contact for this part of the Phase II to be able to expedite the process and minimize disruption to normal SMPD duties. Due to the current staffing levels it is anticipated that this collateral duty would have to be done on an overtime basis.

FINANCIAL REVIEW

The cost for completing Phase II of the LASD Contract proposal is estimated between \$40,000 - \$55,000 depending on how many of the City's personnel are interested in joining the Sheriff's Department. There would be an additional estimated cost of \$4,500 to \$5,500 in overtime to assign the SMPD representative (PD Sergeant) to work with LASD for the six month period. Per LASD, this financial information does not include compensation for SMPD employees as SMPD employees go through the application process with LASD. However, staff is seeking a cost estimate for the next step in this process, without the personnel evaluation portion, and will return to the Council meeting with the cost estimate.

There is currently no budget funds for the completion of Phase II Study. The cost may be covered with the current salary savings from vacant positions within the Police Department or they may have to be taken from General Fund Reserves. Staff will evaluate the Police Department's funding for this project and bring back adjustments during the mid-year budget review.

Considering contracting police services also requires that the City meet and confer with the Police Association. There are sufficient funds budgeted for this in the Human Resources Department.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of the report are available via the City's website at www.cityofsierramadre.com, at the City Hall public counter, and the Sierra Madre Public Library.

ALTERNATIVES

1. The City Council may authorize the City Manager move forward with the Phase II Study and to authorize the City Manager to send the request letter to Los Angeles County for the Phase II Study and to sign any necessary contracts related to the Phase II process.
2. The Council may authorize the City Manager to move forward with a modified Phase II study. (The cost will be provided at the Council meeting.)
3. The City Council may choose not to move forward with the Phase II Study and provide direction to staff.

STAFF RECOMMENDATION

Staff recommends that the City Manager be authorized to send the request letter to Los Angeles County for either the complete Phase II Study or a modified Phase II Study.

Attachment: Letter Requesting Phase II Study



City of Sierra Madre

Office of the Mayor

November 11, 2015

Sachi Hamai, Chief Executive Officer
Los Angeles County
Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Ms. Hamai;

The City Council of the City of Sierra Madre is requesting the Los Angeles County Sheriff's Department conduct a Phase II Study for policing services in Sierra Madre so that the City Council can make an informed decision regarding the available alternatives for municipal police services. The City Council understands that there is a cost associated with the Phase II Study and has authorized funding for this expenditure.

During this Study a detailed assessment of facilities, equipment and personnel will be conducted to determine one time start-up costs and the impact on City personnel who would be affected by a potential merger. Furthermore, details for the cost of special events, alternative patrol coverage, and other "cafeteria plan services" will be determined.

The City Council wishes to thank the Los Angeles County and Sheriff's Department in advance for its assistance as the City Council continues to explore its options for municipal police services.

Kind Regards,

Mayor John Capoccia

cc: Sheriff Jim McDonnell

232 West Sierra Madre Boulevard, Sierra Madre, CA 91024
Telephone (626) 355-7135 Fax (626) 355-2251