

**CITY OF SAN MARINO
PUBLIC SAFETY COMMISSION
PUBLIC MEETING MINUTES**

August 20, 2018

7:00 p.m.

City Hall

2200 Huntington Drive

San Marino, CA 91108

CALL TO ORDER: Chair Boegh called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Led by Chair Boegh

ROLL CALL:

Commissioners Present: Chair Boegh, Vice Chair Chang, Commissioners Ramirez, Loeffler, and Alternate Boozell

Commissioners Absent: Commissioner Chuang

City Officials Present: Park & Public Works Director / City Engineer, Michael Throne, Police Chief John N. Incontro and Division Chief Dondanville

PUBLIC COMMENTS:

No Public Comments were made.

NEW BUSINESS

1. **APPROVAL OF MINUTES:** Vice Chair Chang made a motion which was seconded by Commissioner Loeffler. Minutes passed unanimously.
2. **DISCUSSION ON VACANT HOMES:** Chief Incontro indicated that the Uninhabited Residential Property Ordinance went into effect last year. There were 50 homes registered last year. Currently we have 120 homes listed. The process involves sending a letter within the 30 day period both regular and certified. Chief Incontro stated he does not feel the Ordinance is as effective as it should be. We are reviewing Arcadia's Ordinance where there's a more thorough process. We are not seeing any crimes associated with having vacant homes.

Chair Boegh suggested considering some kind of plan of action with a recommendation to evaluate and consider alternatives to the Uninhabited Residential Property Ordinance. Chair Boegh stated we will have an intensive discussion on this item next month.

3. **FISCAL YEAR 2018-2019 BUDGET REVIEW:** Chair Boegh spoke about the specific department budget documents. Michael Throne spoke about the Capital Improvement plan where it encompasses the expenditures and the other items which are in the horizon along the five year plan. City Council established and adopted the City’s Capital Projects fund which separated it from the General fund. Michael Throne discussed the importance of having the Capital Improvement program which gives us some flexibility as to what we choose to spend the funds on. The same applies for the Capital Equipment program related to the anticipation of equipment costs.

4. **DISCUSSION ON SAFE ROUTES TO SCHOOL:** Chair Boegh spoke about the Safe Routes to school program. As a City, we should identify safe cross walks, crossing guards, etc.

CONTINUED BUSINESS:

DISCUSSION ON COMMUNICATION INITIATIVES – SUBCOMMITTEE UPDATE:

Emphasis was given to the Departments using different types of Communication programs including but not limited to the City Website, Nixle, Facebook, Twitter, San Marino Outlook, and San Marino Tribune. Would like to create a survey questionnaire to obtain real feedback from the community. We want to utilize what we have and make it beneficial for all Departments. A questionnaire will be created and circulated to the Executive Staff.

5. **DISCUSSION ON POLICE COMMUNITY ACADEMY TEMPLATE:** Chief Incontro discussed the structure of the Police Community Academy where there will be an opportunity to educate those enrolled in the program. We will continue to use the same schedule to implement the volunteer program. Would like to begin on the first week of October. We are working in conjunction with the City of Pasadena in order to use their facilities. We will also work to find sponsors for the academy related to having food available, etc. Chief Incontro stated he will have a more detailed report for the Commission to review in September.

WRITTEN COMMUNICATIONS

NONE

COMMISSIONER REPORTS

NONE

POLICE DEPARTMENT REPORT

Chief Incontro spoke of the National Night Out which was held on Tuesday, August 7, 2018. Congresswoman Judy Chu was also in attendance. Chief Incontro highlighted the two grand theft suspects who were arrested on August 12, 2018. Chief Incontro spoke of the crime stats and traffic stats for the month of July.

FIRE DEPARTMENT REPORT

Division Chief Dondanville provided the monthly report on behalf of Chief Rueda. Division Chief Dondanville spoke about the monthly metrics and ALS performance for the month of July. Discussed the Wildland management program which involved clearing high hazardous zones. We have completed all of the inspections. Division Chief Dondanville stated the response times were status quo.

PUBLIC WORKS DEPARTMENT REPORT

Park & Public Works Director / City Engineer Michael provided an overview of the sidewalk replacement plan. Finished up some abatement work at Stoneman School. Spoke about severe pruning of trees and tree removal citations. Spoke about the tree which had fallen on Robin Road where there was no inclination that the tree had reached its maturity. Will complete the analysis for St. Albans and Roanoke regarding the four way stop sign.

PUBLIC WRITINGS DISTRIBUTED

There were no public writings this month.

ADJOURNMENT

Chair Boegh adjourned the meeting at 9:36 p.m. to the next regular meeting to be held at the San Marino Crowell Public Library, Barth Room on Monday, September 17, 2018 at 7:00 p.m.

Respectfully submitted,

JOHN N. INCONTRO