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CITY MGR. OFFICE

## MEMORANDUM - City of Pasadena

### Police Department

April 28, 1998

**TO:** Cynthia Kurtz  
Acting City Manager

**FROM:** Bernard K. Melekian   
Chief of Police

**RE:** East Pasadena Community Policing Sub-Station

#### Summary of Issue:

In an effort to further the Community Policing strategies of the police department, I have elected to open and staff an East Pasadena Community Policing Sub-Station. This sub-station will benefit those residents who live in the East area as well as those who work in that section of the city. A Community Sub-Station will enhance the quality of service provided to the area residents and businesses by the police department.

#### Background Information:

This year the police department obtained approximately \$300,000.00 from the Kodak Company to further our Community Policing efforts in East Pasadena. Those funds were set aside exclusively for policing issues as well as to staff a sub-station in the pending entertainment complex at Foothill Blvd. and Madre Streets. As you are aware, the final plans for the complex are still being worked out and those negotiations may go on for sometime. With that, the City Council allowed for the transfer of those funds to the police department for utilization.

The police department has located a facility at 2960 E. Colorado Blvd., #109 which will be utilized as a sub-station. The complex is 1200 square feet in size. It is situated in the south portion of an industrial complex which affords ample parking and accessibility. The building leases for \$1200.00 a month which equates to \$1.00 per square foot. My plan is to lease the building for a period of three years. This three-year period of time affords us ample time to acclimate the community to the benefits of the sub-station as well as time to evaluate its effectiveness and make further recommendations at the end of the three years. The total cost for the lease of the building is \$42,200.00. Miscellaneous items such as desks, chairs and computers will also be purchased from the existing \$300,000.00.

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As it relates to staffing, the sub-station will initially be staffed by the on duty Field Services Watch Commander and Sergeant/Investigator on Saturday mornings. The station will be open from 9:00 a.m. to 3:00 p.m. The sub-station will be linked to the main police building via telephone and computer lines which will allow the Watch Commander and his/her staff the ability to monitor situations at both facilities.

Recommendations:

I recommend we move forward with the acquisition and implementation of a sub-station within the East Service Area. A three-year lease agreement shall be drafted and presented to the City Attorney's Office for review and approval. The target date for the opening of the facility is June 1, 1998.

BKM:dq