

CALL TO ORDER

Mayor Luna called the meeting to order at 6:00 p.m.

ROLL CALL

Councilmember Richard C. Cook, Councilmember Donald L. Johnson, Councilmember John T. Procter, and Mayor Ray C. Luna responded to roll call. Interim City Manager Paul L. Skeels, City Attorney Phillip H. Romney, and Deputy City Clerk Josephine G. Herrera were also present. Vice Mayor Laura Flores Espinosa arrived at 6:09 p.m. City Clerk Steven J. Salas was absent; however, he had informed the Deputy City Clerk that he would be unable to attend the meeting that evening.

PUBLIC COMMENT

There was no Public Comment.

ORDER OF BUSINESS

A. City Manager and Finance Director Recruitments (118)

Interim City Manager Paul L. Skeels introduced Dr. Richard Garcia from RJA Management Services, Inc.

Dr. Garcia thanked the City Council for the opportunity to perform the recruitments, and gave a brief presentation on his experience with executive searches.

The City Council asked Dr. Garcia to seek out the community and make an analysis on what type of a City Manager to recruit, to search for a City Manager that can embrace the community and call it home, and to seek someone who is well versed in Finance and Redevelopment Agency Finance.

A discussion ensued regarding the average stay of past City Managers and the average tenure of the workforce.

Another discussion ensued regarding the process for the City Manager recruitment which would include input from the community, individual Councilmembers, and the Council as a whole. The City Council discussed the process taken by the school district whereby the recruiter sent letters to various people in the community and held a session with ten minute interviews for community input. The City Council also discussed the Department of Justice lawsuit and the upcoming community visioning project.

Dr. Garcia responded to the City Council's request for the recruitment process to include community input by stating that he would need to review his scope of services and his calendar, and noted that although this is not something he has done in the past, that it could be done. He further noted that the publication deadline to place an advertisement in *Western Cities* is February 27, 2002.

A discussion ensued regarding the recruitment process to possibly include a morning and afternoon forum to gather community input and perhaps a two-hour period for private sessions.

The City Council responded to what they are looking for in a City Manager and what to include in the City Manager job flyer:

- Someone who is a visionary person.
- Someone progressive in economic development and social connections.
- Someone who is aware that the City is entering a visioning process.
- Someone who will view Santa Paula as a diamond in the rough rather than problematic.
- Someone with the ability to accept imaginative and innovative approaches.
- Update the flyer to include the desire for someone who is well versed in Finance and Redevelopment Agency Finance.
- Someone who is best qualified for the salary range.
- Someone who can lead and not depend on staff for his/her knowledge
- An opportunity for a Latino to apply and interview.
- Someone who is knowledgeable in audits, Redevelopment Agency, Community Development Block Grant funds, and specialized type audits.
- Someone who is culturally competent and bilingual, if possible.
- Someone who will be accessible to the community.
- Someone who is a consensus builder when he/she works with the City Council.
- Someone with high integrity.
- Someone who is open minded about community development.
- Someone who has background experience.
- Someone familiar with community process.
- Someone with the willingness to make changes.
- Update the flyer to note that the General Plan has already been adopted.
- This recruitment is running parallel with the elementary school district superintendent recruitment.
- Note the opportunities to make changes in the development of housing, raising revenues, and type of teamwork. The Council would support changes and modifications and is willing to look at something new and different.
- Someone with a regional approach to government.
- Someone with knowledge regarding grants, transportation grants, housing grants, and knowledge on how to leverage funds to benefit the City.

- Someone who is amenable to the use of technology and e-mail.

After a brief discussion, it was the consensus of the City Council to open the recruitment to a qualified Department Head-level person who may have experience in a number of areas. It was also the consensus of the City Council to change the job flyer to state that Spanish-speaking is desirable.

A discussion ensued regarding the use of the Internet for the City Manager recruitment. Dr. Garcia offered his e-mail address: www.rgarcia@rjmanagement.com.

A discussion ensued regarding the current salary range and benefits, and a discussion regarding whether to advertise the salary range or leave it as negotiable depending on qualifications. It was the consensus of the City Council to advertise the salary as \$90,000 - \$105,000, depending on qualifications.

RECESS TO A BREAK

Mayor Luna recessed the City Council to a Break at 7:34 p.m.

RECONVENE TO REGULAR MEETING

Mayor Luna reconvened the City Council at 7:39 p.m.

Jess Victoria, 134 Moultrie Place, acknowledged the opportunity for the community to express their expectations for a City Manager, and offered the following input:

- His hope that the job description will not carry the label "business as usual." Many have found that Santa Paula is a good place to retire and have gotten the golden handshake.
- Someone who is very strong in fiscal financial matters. Someone who is accountable only to the governing city, state, and federal laws and to the will of people.
- The need for transparency in government. Someone who should avoid sweetheart contracts and special interests to develop any secret agendas affecting the taxpayers of Santa Paula.
- Someone who is honest.
- The ability for the public to approach the Council to ask regarding any matter without having to refer to the courts to receive an answer.
- Someone who can focus toward a more open and accountable government.
- Someone who will have periodic independent audits of the City's financial status.
- After the selection comes down to three to four candidates, allow the public to be given the opportunity to express their desires.
- Someone who has vision, and is progressive and forceful.

Mary Ann Krause had submitted a public comment card, however, she did not stay for Public Comment. It was the consensus of the City Council to ask the City Manager to contact Ms. Krause and obtain her comments in writing.

Finance Director Recruitment

The City Council responded to what they are looking for in a Finance Director and what to include in the Finance Director job flyer:

- Someone who is user-friendly to the public and employees.
- Someone who can answer concerns regarding audits.
- Inform the candidates the number of staffing in the Finance Department and how many people he/she will be supervising.
- Inform the candidates that the City Council recently allocated funds to hire additional accountants.
- Someone with knowledge on the best practices and procedures for more focused and specialized City audits.
- Someone who will be a leader and set a trend to train employees so that they can eventually be promoted to perhaps Finance Director.
- Someone with Redevelopment Agency experience.
- Someone with grants and grants maintenance experience.
- Someone with knowledge of Lotus spreadsheet program.

A discussion ensued regarding the qualifications for a Master's Degree and CPA certification. It was the consensus of the City Council to state on the job flyer that a Master's Degree and/or CPA certificate desirable. It was also the consensus of the City Council to state on the job flyer that Spanish-speaking is desirable.

A discussion ensued regarding the first charge to place the advertisement in *Western Cities*. The second charge will be for Dr. Garcia to put together a draft brochure for the City Council's review. Dr. Garcia will also develop a supplemental questionnaire to assess the skills and experience of the candidates.

Dr. Garcia responded to a question regarding the screening of the pool of candidates by responding that 12 to 15 candidates will be submitted to the City Council, after which the City Council would narrow the number of candidates down to a more manageable size.

A discussion ensued regarding allowing Dr. Garcia to reflect on the City Council's desire for the recruitment process so that he may review his scope of services and his calendar, and so that he may come back to the City Council for further direction.

B. District and At-large Voting Implementation of the Stipulated Judgment in the Department of Justice Case - (80)

City Attorney Phillip H. Romney's report dated February 12, 2002.

City Attorney Phillip H. Romney responded to a question regarding whether it would be necessary to create the district lines prior to the election or after the ballot measure is successful by stating that it must be done first because the ordinance must include the boundaries of the districts.

A discussion ensued regarding the \$50,000 allocation for voter registration, voter education, and workshops on the pros and cons of district voting

It was moved by Vice Mayor Espinosa to postpone the actual selection until closer to the July deadline, perhaps the end of May or early June, and then get some information in the form of presentations and forums to the Council and the community.

City Attorney Phillip H. Romney recommended that the City Council not wait until June to make its selection because of the time involved to draw the district boundaries, which will require some expertise in order to meet statutory requirements. He responded to a question regarding whether selecting a method in April would be a reasonable time frame by responding that April would be a reasonable deadline, and that once the City Council has selected a method, he should be able to prepare an ordinance in time, assuming the City Council has made a decision regarding the boundaries.

A discussion ensued regarding informing the City Clerk of the time frame for selecting the ballot measure, and asking him for information and holding informational forums on district voting.

Councilmember Procter seconded the motion for discussion.

A discussion ensued regarding the City Council selecting the method by April to meet the July deadline and the Department of Justice's "push" for five districts.

Under roll call vote, Councilmember Procter and Vice Mayor Espinosa were in favor. Councilmember Johnson, Councilmember Cook, and Mayor Luna were opposed. The motion failed.

It was moved by Councilmember Johnson, seconded by Councilmember Cook, that the Council proceed with five Councilmembers elected by single member districts.

Under roll call vote, Councilmember Procter and Vice Mayor Espinosa were opposed. Vice Mayor Espinosa stated for the record that she would vote no because it lacks community input and information for the Council to make an informed decision on which would be the preferred method. Councilmember Cook, Councilmember Johnson, Mayor Luna were in favor. Mayor Luna stated for the record that he felt the community input has already been in place when the Department of Justice came in, and that he felt that they interviewed members of the community, including himself, and that he would vote yes for it.

The motion carried.

A discussion ensued regarding staff bringing back an agenda item regarding the boundary lines.

C. Closed Session - (118-2)

It was moved by Councilmember Johnson, seconded by Mayor Luna, to approve a Closed Session to discuss: Negotiations with Employee Organizations: Santa Paula Police Officers Association (SPPOA) - Non-Safety Unit (CSO Unit), Santa Paula Police Officers Association/IBPO - Police Commanders Unit, Santa Paula Public Employees Association (SEIU), and unrepresented employees (management, mid-management, confidential, part-time, temporary, and seasonal employees). Name of Negotiator: Paul L. Skeels. Pursuant to *Government Code §54957.6*.

Under roll call vote, all were in favor, and the motion carried.

RECESS TO A BREAK

Mayor Luna recessed the City Council to a Break at 8:33 p.m.

RECONVENE TO REGULAR MEETING

Mayor Luna reconvened the City Council at 8:40 p.m.

CITY COMMUNICATIONS

There were no City Communications.

FUTURE AGENDA ITEMS

It was moved by Councilmember Procter, seconded by Vice Mayor Espinosa, to put on the next agenda a report to discuss the public input portion of the association with Dr. Garcia. Under roll call vote, all were in favor, and the motion carried.

City Attorney Phillip H. Romney responded to a question regarding whether a Closed Session would be allowed for a report from the Police Chief and the Public Works Director on the incident and condition of Garcia Alley behind Chino's Market by responding that if the Council wishes to discuss the condition of the alley, he did not believe there was a Closed Session exception that would allow that discussion.

It was moved by Mayor Luna for an agenda item regarding his concerns and the concerns of the residents of the condition of Garcia Alley. Councilmember Cook seconded the motion. Under roll call vote, all were in favor, and the motion carried.

It was moved by Vice Mayor Espinosa, seconded by Councilmember Procter, for a report on the number and types of officer initiated and/or public initiated calls made to Ruben's Bar for the last year. Under roll call vote, all were in favor, and the motion carried.

CLOSED SESSION

City Attorney Phillip H. Romney announced that the Closed Session was to discuss: Negotiations with Employee Organizations: Santa Paula Police Officers Association (SPPOA) - Non-Safety Unit (CSO Unit), Santa Paula Police Officers Association/IBPO - Police Commanders Unit, Santa Paula Public Employees Association (SEIU), and unrepresented employees (management, mid-management, confidential, part-time, temporary, and seasonal employees). Name of Negotiator: Paul L. Skeels. Pursuant to *Government Code §54957.6. (118-2)*

Mayor Luna recessed the City Council to a Closed Session at 8:49 p.m., and reconvened into Open Session at 9:05 p.m.

No action was taken during the Closed Session.

ADJOURNMENT

There being no further business to come before the City Council, Mayor Luna adjourned the meeting at 9:05 p.m.

ATTEST:

Josephine G. Herrera
Deputy City Clerk