

CALL TO ORDER

Mayor Robinson called the meeting to order at 6:30 *p.m.* and Councilmember Tovas led the flag salute.

ROLL CALL

Councilmember Richard C. Cook, Councilmember James A. Tovas, Councilmember Ralph J. Fernandez, Mayor Fred W. Robinson responded to roll call. Also present were City Manager Jaime M. Fontes, City Attorney Karl H. Berger, City Clerk Judy Rice and Deputy City Clerk Peggy Higgins.

Councilmember Robert S. Gonzales arrived at 6:35 *p.m.*

PUBLIC COMMENT

Bruce Dickenson thanked the Council and congratulated them on their successful work with LAFCo regarding EA1 and encouraged the Council to look to continued development such as Fagan Canyon and Adams Canyon that will result in significant revenue for the City.

Mayor Robinson introduced Frank Allison from the Grand Jury.

ORDER OF BUSINESS

A. City's Fiscal Condition and Budget Update–

City Manager Jaime Fontes' report dated April 26, 2011

Mr. Fontes introduced Thomas Gardner, DPA who was hired as a financial consultant to provide a five year strategic plan for the City's budget. Dr. Gardner gave a Power Point presentation on the state of the City's current budget.

RECESS TO BREAK

Mayor Robinson recessed the City Council to a break at 8:02 *p.m.*

RECONVENE TO REGULAR SESSION

Mayor Robinson reconvened the City Council at 8:15 *p.m.*

B. City Council Goals FY 2011-2012–

City Manager Jaime Fontes' report dated April 26, 2011
After discussion Council identified the City's Operational and Budget Goals for 2011-2012.

Operational Goals

1. Maintain current police coverage levels and response time as funding allows.
 - a. *Take a proactive role on youth crime.*
 - b. *Continue to develop community policing program with emphasis on Senior Volunteer Program, Citizens Crime Stoppers Program, and other community partnerships.*
2. Maintain current emergency fire and medical response time as funding allows.
 - a. *Fire Dept. to take over maintenance of fire hydrant systems by 9-1-2011*
 - b. *Establish City/County cooperation in emergency management functions*
 - c. *Establish a long range disaster recovery plan*
3. Maintain the water supply safe in accordance with State water standards.
4. Continue a sustainable street maintenance program.
 - a. *Develop a schedule for repaving streets as funding allows*
 - b. *Re-establish effective streets division*
 - c. *Provide annual goals for streets division*
 - d. *Develop a plan to maintain/ repair 10% of city streets annually*
 - e. *Construct/ maintain/ repair sidewalks*
5. Maintain State and local wastewater service standards.
 - a. *Monitor Chloride management plan/ program.*
 - b. *Monitor storm water management plan on regional basis and identify funding.*
 - c. *Potential of producing and selling recycled water*
6. Continue to support and assist business development through the collaboration of the EDCVC and Chamber of Commerce.
 - a. *Meet with one business per month, begin with largest company-outreach for assistance and feedback of city services starting 7-1-2011 (report to council)*
 - b. *Attend Chamber of commerce meeting quarterly beginning 7-1-2011*
 - c. *Develop an economic development plan with annual reviews.*
 - d. *Promote local tourism and city events*
 - e. *Involvement of City's EDAC?*
7. Goals setting for Department Heads by 8-1-2011 with quarterly review.
 - a. *Include employee development and IDEA program with recognition.*

- b. *Evaluate needs of city worker for better efficiency, equipment or resources.*
8. Monitor the new solid waste franchise agreement and service level.
9. Continue a sustainable level of clean public street/ public walkway programs.
10. Continue to provide a sustainable level of customer service at all city offices and public counters.
11. Maintain a sustainable level of youth and recreational programs as funding allows.
12. Maintain a sustainable maintenance program for park facilities/ landscape areas with the assistance of community volunteers.
 - a. *Develop City's trail plan (river access trails and others)*
 - b. *Continue to develop community beautification program*
13. Continue development related services in a sustainable level.
14. Maintain senior services, while seeking independent funding sources.
15. Continue to implement and complete the Santa Paula Branch Line Bike Trail.
16. Maintain current level of support for the special events that Santa Paula has become known for.
17. Maintain and support affordable housing in accordance with State and federal regulations.
 - a. *Develop and implement Neighborhood redevelopment plan/program and determine funding*
18. Appoint a Public Works Director with appropriate education and credentials.
 - a. *Note-organizational chart of current city positions and multiple duties*
 - b. *Funding of position from non-general fund, enterprise or grants*
19. Appoint a Finance Director with appropriate educational and experience in City finances.
20. Community Development Building counter available during lunch hours.
21. Close Community Services Offices and relocate staff to City hall.
 - a. *Duplication of services/ overlap of staff in outside sites*
22. Pursue state and federal grants for streets, parks, buildings, etc.
23. Encourage City employment of youth and dislocated workers and other local workers.

Budgetary Goals

1. Continue accurate and dependable annual financial reports (Budget, Mid-Year and Audit).
 - a. *Develop a budget for FY2011/12 that is balanced.*
 - b. *Every 2 months starting in 7-1-2011 along with 3 year forecast*

- c. City Council and City Management meet quarterly to reassess financial goals and status.*
2. Establish long-term financial solvency plans.
 - a. Set a meeting with accounting consultant for City Council for Municipal accounting 101 by 8-1-2011*
 - b. Update long range financial projections/plan annually*
 - c. Monitor adherence to the financial management policy*
 - d. Explore ways to create revenue of at least 3 major items by 8-1-2011*
3. Establish a “rainy day” fund policy for use during emergency fiscal periods as the budget allows.
 - a. Develop and implement plan for budget reserve of 10-20% of general fund and enterprise fund operating expenses by end of FY 2011/12*
 - b. Begin working on rainy day fund by 9-1-2011 with goal of a least 100 days of operating revenue*
 - c. Establish policy for Council approval of fund reserve spending.*
4. Review and establish cyclical and effective City fee structures to fully recover expenditure costs for services and programs.
5. Equitable salaries and training for workforce.
6. Evaluate and update all leases of City properties.
7. Continue to implement State and local land use standards for future commercial/ industrial growth.
8. Continue the updating of Information Technology systems as funding and staffing levels allows.
 - a. Make IT recommendations by department starting in Finance by 9-1-2011,include total implementation costs and sources of revenues.*
9. Evaluate and encourage water conservation and water recycling program.
10. Evaluate the needs and potential funding needs/reductions of the waste water facility and infrastructure system.
11. Evaluate the needs and potential funding needs/reductions of the water facilities and infrastructure system.
12. Encourage and implement energy reduction and efficiency programs in public buildings and community as funding and staffing resources allow.
13. Review and establish effective fee structures for all development related services.
14. Continue to implement State and local land use standards for future residential growth.
15. Evaluate and actively promote the City’s volunteer program to provide support for staff across all departments.
16. Establish and actively promote a City program to allow volunteer support

- for maintenance of city buildings and other facility needs.
17. Set aside funds for City Council-League of Cities training and travel.

Upon further discussion Council requested staff to return to Council with the following:

- A. A budget preparation resolution which includes: (1) identification of all existing authority for updating fees on a regular basis; (2) establishes a schedule for fee adjustments and fee studies (every three years); (3) ensures that all fees have an automatic escalation clause so that the City does not fall behind in cost recovery.
- B. A review of the recycled water master plan which Council adopted on March 16, 2009 (City of Santa Paula Recycled Water Masterplan).
- C. A review of the duties of the ombudsman as referred to in Resolution No. 5602 adopted July 7, 2003.

ADJOURMENT

Mayor Robinson adjourned the City Council at 9:35 *p.m.*

ATTEST:

Judy Rice
City Clerk