



CITY OF CARSON

MINUTES CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY SPECIAL BUDGET MEETING MAY 16, 2016 6:00 P.M.

CALL TO ORDER:

The meeting was called to order at 6:02 P.M. by Mayor/Agency Chairman/Authority Chairman Albert Robles in the Helen Kawagoe Council Chambers, located at 701 E. Carson Street, Carson, California 90745.

ROLL CALL:

City Clerk/Agency Secretary/Authority Secretary Gause noted the roll:

Council Members/Agency Members/Authority Board Members Present:

Mayor/Agency Chairman/Authority Chairman Albert Robles, Council Member/Agency Member/Authority Board Member Elito Santarina, Council Member/Agency Member/Authority Board Member Cedric Hicks

Council Members/Agency Members/Authority Members Absent:

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Lula Davis-Holmes (entered after roll call), Council Member/Agency Member/Authority Board Member Jawane Hilton (joined prior to recess for Closed Session)

Also Present:

Kenneth C. Farfaring, City Manager; Cecil Rhambo, Jr., Assistant City Manager; Sunny Soltani, City/Agency/Authority Attorney; City Clerk/Agency Secretary/Authority Secretary Donesia Gause; Monica Cooper, City/Agency/Authority Treasurer; Ralph Aranda, Interim Director of Community Services; Maria Williams-Slaughter, Director of Public Works; John Raymond, Director of Community Development; Gail Dixon-McMahon, Director of Human Resources and Risk Management; Kathryn Downs, Director of Finance; Saied Naaseh, Planning Manager; Robert Eggleston, IT Manager; Glenn Turner, Computer Systems Support Technician; and Joy Simarago, Deputy City Clerk/Deputy Agency Secretary/Deputy Authority Secretary

CLOSED SESSION (5:00 P.M. - 6:00 P.M.) (Items 1-7)

ORAL COMMUNICATIONS FOR MATTERS LISTED ON THE AGENDA (MEMBERS OF THE PUBLIC) – None.

Mayor/Agency Chairman/Authority Chairman Albert Robles added an item to Closed Session

that needs attention prior to the meeting tomorrow.

ACTION: It was moved to add a Closed Session item pursuant to Government Code 54956.9(d)(4) because the City is considering whether to initiate litigation in relation to the determination of the Department of Finance's concerning 2009 bond issuance on motion of Robles, seconded by Santarina and carried by the following vote:

Ayes: Mayor/Agency Chairman/Authority Chairman Robles, Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes, Council Member/Agency Member/Authority Board Member Santarina, Council Member/Agency Member/Authority Board Member Hicks

Noes: None

Abstain: None

Absent: Council Member/Agency Member/ Authority Board Member Hilton

RECESS:

The meeting was recessed at 6:05 P.M. by Mayor/Agency Chairman/Authority Chairman Robles to Closed Session.

RECONVENE:

The meeting was reconvened at 6:30 P.M. by Mayor/Agency Chairman/Authority Chairman Robles with all members previously noted present.

REPORT OF ACTIONS ON CLOSED SESSION ITEMS (CITY ATTORNEY)

City Manager provided the Closed Session report as follows:

Closed Session Item No. 1

Council gave direction and will be reported on at the next meeting.

DISCUSSION: (Items 1-5)

Item No. 1. 2016-571 DRAFT 2016 FIVE-YEAR FINANCIAL MODEL

Director Downs gave a presentation.

Council Member/Agency Member/Authority Board Member Santarina inquired about property taxes in lieu of the VLF. He asked why the revenue in 16/17 decreased compared to 15/16. Director Downs provided an explanation stating that the revenue is not decreasing, it is the former tax increment, RPTTF. He also questioned the lack of revenue in the industrial waste inspection fee account. City Manager Farfaring stated the lack of revenue is because inspections are completed on a staggered basis. He inquired about receiving revenue from elections. City Clerk/Agency Secretary/Authority Secretary Gause explained the cost of elections. He asked for clarification on the kid's club fees decrease in projections. Director Downs answered. Council Member/Agency Member/Authority Board Member Hicks clarified the answer for Council.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes concerned about the staffing levels effect due to the decline in revenue. Director Downs directed Council

to the expenditures list.

Council Member/Agency Member/Authority Board Member Santarina asked if a five-year model could be complete for the Housing Authority. Director Downs replied.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes recommended to staff that the 75% cost recovery be revisited for Kids Club program and Early Childhood program.

Council Member/Agency Member/Authority Board Member Hicks asked, with regards to the admissions tax, if the City was in negotiations to reestablish fees to receive what is due to the city. City Manager Farfaring was open to all suggestions on moving forward on that front.

Council Member/Agency Member/ Authority Board Member Hilton questioned if the firework permit was a flat fee of \$650. He asked if staff could investigate what other cities are doing regarding the firework stands. Director Downs clarified the question.

Council Member/Agency Member/Authority Board Member Hicks asked if the City was on par with other cities in their fees and permits for construction. Director Slaughter explained that the numbers will be put together and a proposal in place during the summer.

Director Downs concluded the presentation.

Council Member/Agency Member/Authority Board Member Hicks asked about the family support grant and its need for general fund supplementation. He noted it was \$60,000 for five years for services. Director Downs responded that the operation is being staffed by a part-time employee work 1,500 hours and includes auxiliary and maintenance costs which is making the budget go over \$60,000.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes recommended that the family support grant be revisited so that the \$60,000 be used for the families.

- Recommendation:
1. RECEIVE this report and DISCUSS.
 2. PROVIDE DIRECTION, if any, for assumptions used in the Model.
 3. APPROVE the recommendation to move Special Event activity to a Special Revenue Fund.
 - 1.

Item No. 2. 2016-572 DRAFT FISCAL YEAR 2016-17 BUDGET

Director Downs gave a presentation.

Council Member/Agency Member/ Authority Board Member Hilton asked if Measure C does not pass the City be in a \$14,000,000 deficit. Director Downs said the possibility could be addressed in another budget workshop. He wanted the budget to be reflected without an assumption.

Council Member/Agency Member/Authority Board Member Santarina requested a list of special events that would not be funded. Director Downs responded that a list would be provided in the next budget meeting.

Council Member/Agency Member/Authority Board Member Santarina asked about new revenue sources. Director Downs explained that the fee recommendations could be quantified however the other items on the list are difficult to quantify specifically.

Council Member/Agency Member/Authority Board Member Santarina had concerns regarding recommendations to reduce tuition reimbursements, which Director Downs responded that the line-item cut had not happened yet. He also had concerns regarding the suspension of stipends for commissioners, full time employee overtime and vacancies budget, and self-supporting programs offset by expenditures. Director Downs addressed all the concerns.

Council Member/Agency Member/Authority Board Member Santarina inquired about certificates, plaques, and framing being budgeted twice under two different categories. Director Downs answered it was likely split based on who the recipients are and the occasion however it is unclear, and she would investigate it.

Council Member/Agency Member/Authority Board Member Hilton questioned the inclusion of staff time in the budget regarding the making of certificates. Director Downs clarified staff is not being paid extra and it is to show the entire scope of work for the budget.

Council Member/Agency Member/Authority Board Member Hicks does not want the staff to be included because it causes confusion and presents itself as if they are paying the staff when they are not. City Manager Farising reasoned with council members and will take that portion out of the budget items and only show if the city is paying a consultant.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes explained that the cost should not be included because they were hired to be staff support for the City Council. She insisted that unless staff is being paid overtime, then they should not be included in the budget for certificates, plaques, and framing.

Council Member/Agency Member/Authority Board Member Santarina asked about human services, which included senior services and parks and recreation, not generating revenue. Council Member/Agency Member/Authority Board Member Hicks clarified the services for the senior programming activities are done at cost for cost and most of the services are generally free.

Recommendation: RECEIVE this report; DISCUSS alternatives; and PROVIDE DIRECTION to Staff.

Item No. 3. 2016-565 ESTABLISHMENT OF COUNCIL POLICY AND PROCESS ADMINISTERING COMMUNITY CENTER FEE AND PARK FACILITIES CITY FEE WAIVERS BY COMMUNITY GROUPS, NON PROFITS AND GOVERNMENT ORGANIZATIONS

Director Aranda gave a presentation.

Mayor/Agency Chairman/Authority Chairman Robles suggested that City Manager Farfsing and staff to review and bring more recommendations for the next budget meeting regarding fees.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes asked that an analysis of labor at the community center be completed to justify the budget.

Council Member/Agency Member/Authority Board Member Hicks proposed that all programs need to be considered that interfere with revenue events.

Recommendation: Provide staff with direction concerning:

- * Establishing a fee waiver process that is annually tied to the adoption of the annual budget.
- * Adopting an annual fee waiver budget.
- * Developing a process where full waiver of fees shall only be approved by City Council on recommendation of the Parks and Recreation Commission.
- * Allowing partial fee waivers for non-profits and government agencies to be granted by the City Manager with established rules, guidelines and maximum amounts.
- * Establish a procedure for co-sponsorship of events that are hosted by non-profits and government agencies.

Item No. 4. 2016-573 CONSIDER THE REINSTATEMENT AND FUNDING OF AN OFFICE CLERK AND RECORDS MANAGEMENT COORDINATOR POSITION(S) IN THE OFFICE OF CITY CLERK.

City Clerk/Agency Secretary/Authority Secretary Gause presented the staff report.

Mayor/Agency Chairman/Authority Chairman Robles asked for clarification on the number of staff in the City Clerk's office and compared it to the number of staff that was previously in office. He also discussed the importance of a records manager. He showed support for the addition of staff.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes recommends choosing which position is most needed.

City Clerk/Agency Secretary/Authority Secretary Gause explained the roles of the Chief Deputy and Deputy City Clerk.

Council Member/Agency Member/Authority Board Member Hicks proposed hiring two senior clerks and one office clerk as well as filling the Chief Deputy position as opposed to hiring a Records Management Coordinator.

Recommendation: TAKE the following actions:

1. AUTHORIZE the reinstatement and funding of Office Clerk (part-time) position.

2. AUTHORIZE the reinstatement and funding of Records Manager Coordinator, pending passage of Utility Users Tax.

ACTION: It was moved to approve staff recommendations on subsequent motion of Robles, seconded by Hilton and carried by the following vote:

Ayes: Mayor/Agency Chairman/Authority Chairman Robles, Council Member/Agency Member/Authority Board Member Hilton

Noes: Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes, Council Member/Agency Member/Authority Board Member Santarina, Council Member/Agency Member/Authority Board Member Hicks

Abstain: None

Absent: None

The motion failed. The vote moved to the main motion.

ACTION: It was moved to fill the Chief Deputy position and hire two part-time employees on motion of Davis-Holmes, seconded by Hicks and unanimously carried by the following vote:

Ayes: Mayor/Agency Chairman/Authority Chairman Robles, Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes, Council Member/Agency Member/Authority Board Member Santarina, Council Member/Agency Member/Authority Board Member Hilton, Council Member/Agency Member/Authority Board Member Hicks

Noes: None

Abstain: None

Absent: None

Item No. 5. 2016-582 PROPOSED REDUCTIONS IN CITY COUNCIL EXPENSES FOR CONFERENCES, TRAVEL, MEMBERSHIPS, CERTIFICATES, PROCLAMATIONS, PLAQUES, FRAMING AND CONSTITUENT LETTERS

City Manager Farfsing gave the staff report.

Council Member/Agency Member/Authority Board Member Hilton expressed concern with including staff time in the certificates budget.

Council Member/Agency Member/Authority Board Member Hicks asked for a real cost of the certificate with staff.

Mayor Pro Tempore/Agency Vice Chairman/Authority Vice Chairman Davis-Holmes recommended eliminating travel.

Recommendation: Council should DISCUSS the proposal and PROVIDE direction.

ORAL COMMUNICATIONS (COUNCIL MEMBERS)

ADJOURNMENT

The meeting was adjourned at 11:03 P.M. by Mayor/Agency Chairman/Authority Chairman Robles.

Albert Robles
Mayor/Agency Chairman/Authority Chairman

ATTEST:

Donesia Gause
City Clerk/Agency Secretary/Authority Secretary