

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF LOS ALAMITOS**

SPECIAL MEETING – May 11, 2018

1. CALL TO ORDER

The City Council met in Regular Session at 4:39 p.m. Friday, May 11, 2018 in the Council Chamber, 3191 Katella Avenue, Mayor Edgar presiding.

2. ROLL CALL

Present: Council Members: Chirco, Hasselbrink, Murphy,
Mayor Pro Tem Kusumoto, Mayor Edgar

Absent: Council Members: None

Present: Staff: Bret M. Plumlee, City Manager
Michael Daudt, City Attorney
Sean Connolly, Police Captain
Emeline Noda, Recreation Manager
Ron Noda, Recreation Manager
Windmera Quintanar, CMC, City Clerk
Andy Perea, Interim Community Services Director

Mayor Edgar pulled item 5A forward.

5. DISCUSSION ITEMS

A. Focused Organizational Assessment Implementation (City Manager)

This report recommended of approval the recommendations in the Focused Organizational Assessment completed by Matrix Consulting Group. This item was continued from the March 19, 2018 and April 16, 2018 agenda.

Mayor Edgar opened the item for public comment. There being no one present wishing to speak, Mayor Edgar closed the item for public comment.

City Manager Plumlee summarized the staff report and answered questions from the City Council. Consultant Alan Pennington, Vice President of Matrix Consulting, participated via teleconference.

City Council and Staff discussed the following topics:

- Recommendations are included in the Fiscal Year 18/19 Budget
- Recreation is achieving 60% cost recover compared to the local average of 37%
- Overall support for Recreation Staff and the service they provide
- Impacts of the elimination of the Recreation Director, workload to date, improved communication, and continued ability to move forward and grow
- Unique situation of having a married couple co-managing the Recreation Department

- Concern City may be overstaffed if a Director does not need to be replaced
- Timing of Director leaving and losing the aquatics program
- Role of part-time employee staffing in regards to programs
- Concern the survey to Commissioners was anonymous and the Commission was not involved in the process as much as it should have been
- Mr. Pennington advised in his ten years of experience surveys were collected anonymously and confidential to allow people to fully express their opinions and for the consultants to understand issues and make a professional objective recommendation based on data
- Concern for lack of conviction in recommendations and questioned if recommendations would have been the same if the Director had not left
- Opposition to eliminating the positions all together
- Support for the concept of a non-profit similar to La Palma to help with fundraising, but concern regarding implementation, every day operations, negative experiences to date, and giving up funding
- Suggestion to seek cost recovery from surrounding cities for programs and services provided by Los Alamitos
- Discussion regarding the extended timeline of the project and the cost of \$39,000
- Concern that contracts and projects are not being managed properly and increased turnover in Staff
- Concern Administrative Director position has not been filled on a permanent basis
- Discussion regarding recommendations already being included in the budget
- Concern the span of control in Recreation is being shared and may not be the proper organizational structure long term
- Concern staff will become stagnated and future salary changes will be required
- Concern the study did not provide concrete results and Council was accepting the report with no other options
- Concern the City Manager was distracted with managing staff and contracts and was not focused on engaging the community
- Lack of a Director has not affected fundraising efforts
- Support for Recreation Staff's involvement with California Parks and Recreation Society (CPRS) for networking
- Council support for a detailed discussion on the possibility of creating a non-profit, including duties, by-laws, funding, and long-term management
- Future workshop with Council to evaluate services, programs, and events (recommendation #6)
- Revenue sharing of contract class programs
- Council support for a future workshop to discuss Council goals as a whole and incorporate them into four or five concrete goals for the City Manager
- Lack of support for the organizational study
- Concern the City would not be sustained properly with the eliminate of Public Works Superintendent, Mechanic, and one Maintenance Worker (recommendation #7)
- Benefit of acquiring an asset management and maintenance management system and current use of spreadsheets (recommendation #12)

- Management Analyst would report to Development Services Director due to critical mandatory functions related to NPDES
- Ideally a second Management Analyst would be added later to assist all Staff with administrative functions
- Police Department's current role in fleet maintenance and additional cost to manage (recommendation #11)
- Discussion regarding the need for analytical Staff and the elimination of the Public Works Superintendent
- Budget savings for eliminated positions have been used for the Fiscal Year 18/19 Budget (recommendation #7)

Motion/Second: Murphy/Edgar

Unanimously Carried: The City Council approved the following recommendations:

1. The City implemented a new department leadership model including reorganizing and reallocating duties, and prioritization of services and programs to enable continued service levels and extent of programs to be offered with a reduction in positions. Specific reductions within Recreation and Community Services is as follows:
 - A. The Director position will remain vacant with Recreation Managers leading Department
 - B. Vacant position of Secretary and the part-time Aquatics staff (3.2 FTE) will remain vacant. Recreation Coordinator will remain vacant.
2. With the reallocation of duties outlined, the vacant Recreation Coordinator position is warranted and will be filled.
3. With the reallocation of duties, several existing positions warrant salary modifications due to added duties: the Recreation Manager positions (\$11,000), current Recreation Coordinator Position (\$6,000) and Part-time positions (\$15,000).
4. Directed Staff to conduct a salary compensation study to ensure the Recreation Manager position is being appropriately compensated for allocated duties in comparison to other communities in the region.
7. As part of the restructuring of Public Works (PW) operations, the following positions will remain vacant: PW Superintendent, Mechanic, and one Maintenance Worker.
8. A Management Analyst position will be added to Development Services to manage fleet operations and management of contracted services.
9. Reclassify the Maintenance Foreman to Lead Foreman and make additional compensation permanent for the positions of Senior Maintenance Workers, one Maintenance Worker that continues to work on the fleet and one Executive Assistant to the City Manager to permanently incorporate the additional duties placed on these positions in the last year.

11. Require Police Department to handle basic fleet duties for the police fleet under direction of Management Analyst.

Council directed staff to come back at mid-year to the Budget Standing Committee and the Council to discuss recommendation #6, Conduct a workshop with Council to review:

- (1) How well Recreation is functioning under the new model (and whether staffing adjustments or program service offerings are needed).
- (2) Identify if the Council desires to achieve additional cost savings from programs currently subsidized by the General Fund.

Council directed staff to come back in July to discuss recommendation #5, work to establish a non-profit Recreation Foundation to provide support to the Recreation and Community Services Department.

3. **CLOSED SESSION**

Mayor Edgar opened the item for public comment.

Barbara Farrell questioned who would be paying for Mayor Edgar and Mayor Pro Tem Kusumoto's trip to Washington, D.C. and questioned what they would be discussing.

Mayor Edgar advised that topic was not on tonight's agenda.

Ms. Farrell advised she had a personal interest in the lawsuit. She advised she was a renter and was concerned about the transparency of the City accepting funds from anonymous donors through the GoFundMe page. She advised she had requested a meeting with two Council Members and she did not receive a response.

Mayor Edgar closed the item for public comment.

City Attorney Daudt read the items aloud.

- A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: 1 potential case (Re: March 27, 2018 correspondence from Shenkman & Hughes, PC).
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9. Name of Case: Cross-Complaint by City of Santa Ana, *Orange County Catholic Worker v. Orange County et. al.* United States District Court, Central District of California – Southern Division, Case No. SACV18-0155-DOC.
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9. Name of Case: *Los Alamitos Community United, et al. v. City of Los Alamitos, et al.* Superior Court of California, County of Orange, Case No. 30-2018-00987018-CU-WM-CXC.

- D. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: 1 potential case.

RECESS

The City Council recessed into Closed session at 6:35 p.m.

RECONVENE

The City Council reconvened in Special session at 9:47 p.m.

City Attorney Daudt advised there was no reportable action.

4. CONSENT CALENDAR

Mayor Edgar opened the Consent Calendar for public comment. There being no one present wishing to speak, Mayor Edgar closed the Consent Calendar for public comment.

Motion/Second: Murphy/Chirco

Unanimously Carried: The City Council approved the listed Consent Calendar items.

A. Resolution 2018-08 – Declaring Its Intention to Transition from At-Large to District-Based Elections (City Clerk/City Attorney)

The City currently utilizes an at-large election system to elect its City Council Members. On March 29, 2018, the City received a certified letter from Kevin Shenkman, an attorney with the law firm of Shenkman & Hughes in Malibu, California. The letter asserts that the City's at-large election system violates the California Voting Rights Act and threatens litigation if the City declines to voluntarily convert to district-based elections. The first step in transitioning to district-based elections is adoption of a resolution of intention. Staff has prepared a resolution of intention to transition from at-large to district-based elections pursuant to Government Code Section 34886 and Elections Code Section 10010 for the 2020 General Municipal Election. The purpose of this report is to present the resolution for Council consideration.

The City Council adopted Resolution No. 2018-08, entitled, "A RESOLUTION OF CITY COUNCIL OF THE CITY OF LOS ALAMITOS, CALIFORNIA, DECLARING ITS INTENTION TO TRANSITION FROM AT-LARGE TO DISTRICT-BASED ELECTIONS PURSUANT TO CALIFORNIA ELECTIONS CODE 10010(e)(3)(A)".

B. Professional Services Agreement with National Demographics Corporation (NDC) to Transition to District Based City Council Elections (City Clerk/City Attorney)

City Council to consider retaining National Demographics Corporation to provide mapping and demographic services and to assist with the transition from an at-large to a district-based election system.

The City Council:

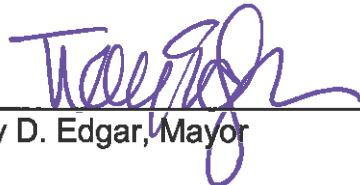
1. Authorized the Mayor to execute the Professional Services Agreement with National Demographics Corporation; and,
2. Appropriated \$20,000 to the Elections account, 10.511.5233, from the General Fund for this project.

C. Interim Development Services Director (City Manager)
This report sought consideration of approval of the ongoing Consulting Services Agreement for Interim Development Services Director with Charles Abbott Associates, Inc.

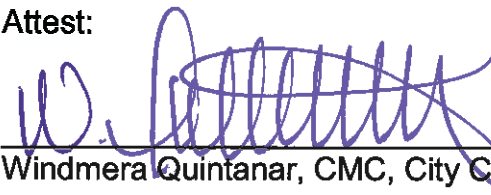
The City Council authorized the Mayor to enter into the Consulting Services Agreement for Interim Development Services Director with Charles Abbott Associates, Inc.

6. ADJOURNMENT

The City Council adjourned the meeting at 9:47 p.m.



Troy D. Edgar, Mayor

Attest:


Windmera Quintanar, CMC, City Clerk