

SAND CITY COUNCIL WORKSHOP MINUTES

Workshop Meeting - August 20, 2014
11:30 A.M.
CITY COUNCIL CHAMBERS

The Workshop/meeting was called to order at 11:35 a.m.

AGENDA ITEM 2, ROLL CALL

Present: Council Member Blackwelder
Council Member Carbone
Council Member Hubler
Council Member Kruper
Mayor Pendergrass

Staff: Kelly Morgan, Interim City Administrator
Jim Heisinger, City Attorney
Linda K. Scholink, Administrative Services Director/City Clerk
Michael Klein, Chief of Police

Guest: LaTonya Olivier, BLC Partners

AGENDA ITEM 3, COMMUNICATIONS

11: 37 a.m. Floor opened for Public Comment.

There were no comments from the Public.

11:37 a.m. Floor closed to Public Comment.

AGENDA ITEM 4, NEW BUSINESS

LaTonya Oliver initiated the meeting to address the City's past organizational structure and reconfirmed that it currently meets the needs of the City. She advised that the committee structure be reviewed, and to entertain discussions of what that structure may look like in terms of a new City Administrator, and where present staffing (manpower) should be focused in the next few years. These are major decisions that may have strong opinions of the Council and Staff.

Interim City Administrator Kelly Morgan commented that Sand City is a small City, and although a small City, it needs to be efficient and functional with the limited resources offered. The Council is asked to re-examine if changes are needed, or if the present structure needs to be changed or fine-tuned. It is not

easy being a local government with limited resources, as demands are made that are difficult to satisfy. The City's administrative Staff consists of five individuals who spend a majority of their time handling finances and financial transactions due to the West End Event and Business License period. The planning department consists of one individual who also assist's in fielding calls, and the public who have zoning and permitting questions. Connie serves as the front desk receptionist who assists the public, answers calls and questions, deal with the public, as well as various other duties. The City has limited resources to meet all the demands placed on the City government. The City has little ability to handle code enforcement and should the City decide to move forward with code enforcement, staffing concerns need to be addressed.

**A. Consideration of Existing Sand City Management Structure/
Organizational Chart**

**1. Review and debate on Chapter 2.50 of Sand City Municipal Code –
City Administrator Office, Responsibilities, Powers and Duties.**

a. City Administrator Qualifications

Council Member Blackwelder reported that when Mr. Morgan assumed the office of City Administrator, he defined the difference between the roles of a City Manager versus a City Administrator. The City Manager has more authority whereas; the City Administrator's authority is vested in the City Council, and the City Council would determine actions that are passed down to the City Administrator, who then brings the issue to the Committee level. A meeting previously held regarding code enforcement was able to articulate a process and procedure to implement an Ordinance regarding camping on beaches. The committees are involved in analyzing the details of issues with Staff, and then brings a recommendation to the Council for further action. Since the early 1990's several meetings were conducted to work on different aspects of City government. Mr. Morgan further explained in detail the responsibilities of a City Manager.

Council Member Hubler commented that City Staff appears to be handling the most that they can possibly manage. He questioned whether it would benefit Staff to have the standing committees run by the City Council, or would it take away the burden of managing the committees from the City Manager/Administrator? Council Member Kruper added that he would prefer that issues come to the Council, and then brought before the City Administrator. This would allow the Council to be more informed of what is happening throughout the City.

Administrative Services Director, Linda Scholink commented that with a City Administrator the Council would be directly involved with issues as opposed to a City Manager who would dictate how issues would be resolved. Chief Michael Klein added that the standing committees were

instrumental in the process of developing the City's Beach Camping Ordinance.

Mayor Pendergrass commented that a new City Administrator would be able to work with Staff, have an open door policy, and be approachable. These are qualities that should be considered in the hiring process. Council Member Hubler added that a new City Administrator should also be proactive, and not ignore pertinent issues or concerns that occur within the City.

LaTonya Olivier reiterated the differences between the roles of a City Manager/Administrator, and their part in decision making. Chief Klein expressed his concerns of having a structure in place should an emergency arise. Mayor Pendergrass commented that although the City has limited resources and a small Staff, the City continues to provide exceptional quality service.

Council Member Blackwelder reported on the City Administrator interviews, and those who had been selected for final interviews scheduled for August 29th. The two candidates selected were the favored choices to fill the position. The applicants were carefully viewed and analyzed during the recruitment process.

2. Review and discussion on Resolution SC 98-68, establishing the Standing Advisory Committee Structure for the City of Sand City. Refer to the attached Resolution SC 98-68

- a. The Standing Advisory Committees are established to consist of the Budget & Personnel, the Design Review, the Public Safety, the Housing, and the Art Committees.**
- b. The responsibilities, duties, and procedures of each Standing Committee are generally described in Exhibit A to the Resolution.**
- c. Other Advisory Committees may be established as needed and deemed necessary by the City Council by resolution.**

City Attorney Jim Heisinger commented that the City Administrator should possess excellent communication skills. The structure of the standing committee's has been ignored for several years, and when issues came to City Hall, the only communication was to the Mayor. The committees were not actively involved in decision making. The present structure is effective, but was not utilized throughout the years. Mayor Pendergrass expressed the importance of doing a complete and thorough background check on the perspective candidate that would be chosen to

fill the City Administrator position. Ms. Olivier confirmed that this process would be implemented upon the decision of a final candidate.

Interim City Administrator Kelly Morgan reported on the committee structure of other small cities in which the City Council would like to be involved in all issues. Due to California's legislation and rules governing City Councils, it often gets cumbersome working with Staff on particular issues. The committee structure is an efficient way for two council members to work with staff on more difficult issues. With the assistance of the City Council, this process has efficiently served in the resolution of issues and its implementation.

Council Member Blackwelder addressed personnel issues regarding the budget and staffing needs. He expressed his concerns relating to wise money management and the possibility of hiring temporary help during the months of April through September when additional work is placed upon Staff. Council Members who have concerns should present those concerns to the City Administrator and not to Staff in order to minimize distractions. Council Member Kruper asked whether the City Administrator should be the only one contacted on particular issues, when it indirectly involves Staff (ie. an issue that public works can resolve in a timely manner). Administrative Services Director, Linda Scholink commented that often, when more than one department head is contacted, the request may have been addressed by three (3) different people.

The West End Celebration has utilized Staff time as it gets larger, and the consultant for the event receives a stipend. Mr. Heisinger suggested that the City look at hiring temporary help the last few weeks prior to the West End Celebration to relieve Staff of additional paperwork. In the past, the Arts Committee was directly involved in handling the logistics of the event. Council Member Hubler added that an after meeting with the Arts Committee will be held to discuss the West End Celebration. He suggested Staff time be on the agenda, and that a Staff member be present at that meeting to report on the specific tasks that have been required of Staff to work on the West End Celebration.

Council Member Blackwelder commented that the purpose of this workshop is to gain an understanding of an effective process and procedure of City operations that the Council can articulate to the next City Administrator. Council Member Kruper requested that an effective communication process between the Council and Staff be instilled to remain in compliance with the Brown Act. The City Attorney suggested that an agenda item be included as part of the Agenda to include Executive Directors Report, and Committee Reports. Mr. Morgan suggested that notes/minutes from respective boards/committees be

placed on the agenda, and if the Council has a report, they can do so at that time.

There was further discussion on the best course of action and legalities in the distribution of email communication between Council and Staff. Ms. Olivier reiterated on personnel Staff issues that were cut-off at the City Administrator level. The Council may want to consider involving the Personnel Committee with Staff concerns, and the implementation of a process. She suggested that a protocol be placed where department heads and/or Staff can take personnel concerns beyond the City Administrator level.

Mr. Morgan was advised by the City Attorney of the Committee Structure and suggested that another workshop be conducted after the new City Administrator has been hired so the Council can inform him of current issues and concerns.

B. Other Items for Possible Future Discussion

1. Life without Redevelopment

- a. Can City improvements continue**
- b. How to replace property increment tax revenues**
- c. What new Programs may become available**

2. City Hall Staffing and Capabilities - Major Responsibilities vs Minor Problems

- a. How many Staff, and their Functions- Little Capability for Code Enforcement**
- b. How to improve Code Compliance or Deal with Complaints**
- c. Constant Avalanche - Flood of Paperwork**

3. City Council Relationships and Responsibilities

Mayor Pendergrass commented that the second workshop include items such as the West End Celebration, update of the agenda, revision of the employee handbook. Ms. Scholink and Vice Mayor Carbone suggested a strategic workshop that primarily addresses the budgetary goals of the City, and that it be held prior to the next fiscal year. The City Attorney summarized events currently happening within the City of Carmel regarding their public records requests. Council Member Kruper added that an item be added to re-evaluate the City representatives to various outside agencies, as it would seem feasible for other Council Members to participate more. Mr. Heisinger would like to see that the City Municipal Code be updated. The last update occurred in the late 1980's, and would require extensive work.

Administrative Services Director Linda Scholink thanked Mr. Morgan and Blackwelder for organizing the workshop. Mr. Heisinger added that the Council and Staff does a lot for a small City, and having a workshop would assist the new City Administrator to understand the culture and politics of Sand City.

Ms. Scholink clarified that the following changes would be incorporated:

- Executive Director's Report added to the Agenda
- Policy Procedure to be added to the Employee Handbook
- Evaluations are a record to be forwarded to the Personnel Committee
- New format of the Evaluations
- Annual City Administrator Evaluation
- Temporary/Additional staffing during the West End Celebration

The City Attorney further clarified that Council Member Reports would go on every Agenda and Standing Committee Reports on an as needed basis. He reiterated that if the report was informational to include that the committee met, it could be reported under the general reports. Council Member Kruper suggested that should a meeting occur in time to be placed into the agenda, it would be advisable to include the committee's reports on the agenda.

Council Member Blackwelder mentioned that the agenda also include on an on-going basis, a report by the City Engineer on the status of the desalination wells. Council Member Kruper suggested that in the future recruitment of a new Police Chief, that the current Police Chief be included in the hiring process, similar to Mr. Morgan's involvement in the City Administrator recruitment.

In regard to the upcoming City Administrator interviews, La Tonya Olivier asked the Council to review the questions previously used at the past interview, and if any new questions should arise that they would like asked, to please forward them to her by email.

AGENDA ITEM 5, ADJOURNMENT

The Workshop was adjourned at 1:25 p.m.


Linda K. Scholink, City Clerk