

City of Santa Paula

City Council

MAYOR JENNY CROSSWHITE
VICE MAYOR GINGER GHERARDI
COUNCILMEMBER CLINT GARMAN
COUNCILMEMBER JOHN PROCTER
COUNCILMEMBER MARTIN F. HERNANDEZ



SPECIAL MEETING OF THE
SANTA PAULA CITY COUNCIL

May 25, 2017

6:30 P.M – SPECIAL MATTERS

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

LUCY BLANCO, CITY CLERK
RICHARD C. ARAIZA, INTERIM CITY MANAGER
JOHN C. COTTI, CITY ATTORNEY

Spare Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions regarding any agenda item, contact the City Clerk at (805) 933-4208.

CITY COUNCIL MEETING

You are invited to attend all City Council, commission, and board meetings. Agendas are posted in the front of City Hall in advance of the scheduled meetings. Information for commission and board meetings may be obtained by contacting the City Clerk's Office. The Santa Paula City Council's regular meetings start at 6:30 p.m. the first and third Monday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula.

BRINGING ITEMS BEFORE THE CITY COUNCIL

If you wish to speak at a City Council meeting, please fill out a yellow **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number, when appropriate.

1. **Items Not on the Agenda:** If you wish to discuss an item which is not scheduled on the Agenda, you may address the City Council during *Public Comment*. Please realize that due to the limitations placed on the City Council by provisions of the *California Government Code*, the City Council ordinarily cannot take action on any item that is not on the agenda. Because of these restrictions, expect that matters that you identify during public comment will be referred to staff or considered on a future agenda.
2. **Agenda Items:** Items being considered by the City Council may appear on the Consent Calendar, as an Order of Business, or as a Public Hearing. Public comments on each type of item are handled differently, as explained below:
 - a. For items appearing on the Consent Calendar, please submit a Public Comment Form before the Council takes action on the Consent Calendar. Items that receive a Public Comment Form may be pulled from the Consent Calendar by the Mayor and discussed separately by the City Council.
 - b. For items appearing as an Order of Business, the Mayor will announce the Agenda item and request the staff report, the staff member responsible will give a brief summary of the report; the City Council will have an opportunity to ask questions of staff; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); and the City Council will discuss the item and then take appropriate action.
 - c. For items on which a Public Hearing is scheduled, the Mayor will open the public hearing and receive the staff report; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); the City Council will discuss the item; and the Mayor will close the public hearing after City Council action.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office



CITY OF SANTA PAULA
CITY COUNCIL
AGENDA • MAY 25, 2017

I. SPECIAL MATTERS - COUNCIL CHAMBERS

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. FLAG SALUTE**
- 4. ROLL CALL**
- 5. PUBLIC COMMENT**



REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council. A Public Comment Form must be submitted to the City Clerk prior to the beginning of the Public Comment period in order to be recognized to speak. Individuals submitting Public Comment Forms after the beginning of the Public Comment period will not be allowed to speak at this time, but may be recognized to speak by the Mayor at the conclusion of the meeting. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. The City Council may direct staff to report to the City Council on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for City Council consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Council, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

- 6. CITY COUNCIL, STAFF COMMUNICATIONS**
- 7. APPROVAL OF FINAL AGENDA**
- 8. CONSENT CALENDAR**

Background information has been provided to the City Council on all matters listed under the Consent Calendar and these items are considered to be routine by the City Council and are normally approved by one motion. If discussion is requested by a Councilmember on any item, or a member of the public wishes to comment on an item, that item may be removed from the Consent Calendar for separate action.

- A. **Consideration of a Resolution NO. 7052 Amending the Job Description of the IT Support Specialist – Recommendation:** It is recommended that the City Council: (1) adopt Resolution No. 7052 amending the job description of the IT Support Specialist position; and (2) take such additional, related action that may be desirable.

Report by: Lorena Alvarez, Human Resources Manager

9. **ORDER OF BUSINESS**

- A. **Continued Discussion of the FY 17/18 General Fund Budget – Recommendation:** It is recommended that the City Council: (1) direct staff as appropriate; and (2) take such additional, related action that may be desirable.

Report by: Sandra K. Easley, Finance Director

- B. **Update on Fiscal Analysis of Fire Department Annexation into Ventura County Fire Protection District – Recommendation:** It is recommended that the City Council: (1) receive and file this report; and (2) take such additional, related action that may be desirable.

Report by: Michael LaPlant, Interim Fire Chief

10. **REQUEST FOR FUTURE AGENDA ITEMS**

Any Councilmember may propose items for placement on a future agenda. Members may discuss whether or not the item should be placed on a future agenda and the description of the agenda item. Any direction to the City Manager to place an item on a future Council Agenda, do research, or a staff report must be accompanied with a majority vote of the City Council. The City Manager has discretion as to when the item will come back on the Agenda, unless the City Council identifies a specific meeting for the item's return.

11. **ADJOURNMENT**

State of California)-
County of Ventura)- ss
City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____
Lucy Blanco, City Clerk

For the Special Meeting of City Council on May 25, 2017

Agenda Item #

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Lorena Alvarez, Human Resources Manager

Subject: Consideration of a Resolution NO. 7052 Amending the Job Description of the IT Support Specialist

Date: May 25, 2017

Recommendation: It is recommended that the City Council: (1) Adopt Resolution No. 7052 amending the job description of the IT Support Specialist position; and (2) take such additional, related action that may be desirable.

Report by: Lorena Alvarez, Human Resources Manager

Fiscal Impacts: No fiscal impacts. There are no recommended changes to the salary schedule and/or benefits package for the classification at this time.

Personnel Impacts: Personnel impacts could depend on the recruitment outcome for this position.

General Discussion: The Human Resources office has a classification plan that consists of a listing of approved positions, a salary schedule of the ranges/steps for each position, and job descriptions that detail the responsibilities and requirements of each position. All three elements are administered by Human Resources, the Personnel Officer (City Manager), and approved by the City Council. Part of the duties of the Personnel Officer is to recommend changes in the City's classification plan for Council consideration.

The recent departure of the former IT Support Specialist, a long term nine-year employee with the City has led to a review of the existing job description for the position. The current IT Support Specialist job description was last updated in 2010.

The purpose of the proposal to update the job description is to address changes in the City's operations. The responsibilities and knowledge requirements for this IT position have increased significantly over the past several years. Since the last update of the IT Support Specialist job description, the City has implemented regular computer hardware refresh cycles, updated servers to meet the current needs of the City's systems and compliance standards, upgraded networking hardware, added wireless networks, security cameras and backup systems, among other upgrades.

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After a review of the current vacant IT Support Specialist position and the needs of the City relative to IT, Staff recommends that the existing job description be amended to reflect the current job duties, requirements, skills, knowledge and experience necessary for this position. Changes to the position are attached in Exhibit A for review and consideration. The position is currently vacant and a recruitment effort is immediately pending.

Alternatives:

- A. Approve recommendation.
- B. Deny recommendation.
- C. Provide staff with direction.

RESOLUTION NO. 7052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AMENDING THE JOB DESCRIPTION OF THE IT SPECIALIST CLASSIFICATION

The City Council of the City of Santa Paula does resolve as follows:

SECTION 1: A detailed review and analysis of the current IT Specialist job description has been completed.

SECTION 2: The evaluation of the Public IT Specialist job description has determined that modifications of essential functions and minimum qualifications are necessary to properly reflect the duties of this position.

SECTION 3: No salary increases are proposed.

SECTION 4: The job description for the position of IT Specialist as per the description attached is hereby amended.

SECTION 5: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 25th day of May, 2017.

Jenny Crosswhite, Mayor

ATTEST:

Lucy Blanco, City Clerk

Attachment: Resolution No. 7052 (1423 : Resolution No. 7052 Amending the IT Job Description)

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVE AS TO CONTENT:

Richard Araiza, Interim City Manager

IT Support Specialist

DEFINITION: Under general direction, supervises and coordinates the City's Information Systems administrative operations; performs administration duties for the network/information systems program which supports the full range of computer hardware and software functions for City programs; and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- Plans, coordinates, prioritizes, monitors and participates in the work of staff responsible for the City-wide computer hardware and software assistance and support; develops, implements and monitors work plans to achieve goals and objectives; and oversees and participates in scheduling of technical support.
- Analyzes network functions and systems to determine the feasibility and application of network data communications technologies and appropriate alternatives for network systems; responds to and resolves inquiries and requests made relative to network and PC systems by end-users.
- Evaluates implements and maintains new network software applications; implements new applications purchased from third-party vendors and assists in user training; compiles, integrates and analyzes information gathered from users to select or upgrade networks.
- Assists in the preparation and administration of the program budget and monitors the division's expenditures and coordinates requests for budget adjustment.
- Oversees the purchasing and inventory of network and PC equipment, resource materials and related equipment.
- Acts as security officer for the City's network systems; establishes and maintains appropriate security levels for all users, hardware and software on the system.
- Participates in the development of policies and procedures; recommends new programs, projects, and work assignments.
- Coordinates user production, quality assurance and scheduling issues with the department's systems administrator and/or system analysts of the various city computer needs.
- Maintains appropriate logs, reports, equipment failure activity, and analyses production and control statistics appropriate for supplementing audit reviews and security to ensure proper authorization and management of computer resources.

- Manages, installs and maintains hardware, including Police dispatch systems, MDC computers for public safety vehicles, EOC command post trailer, citywide video surveillance systems, law enforcement body cameras, VMware server environments, solar power to water tanks and remote camera systems.
- Maintains systems at multiple facilities including critical public safety facilities which operate 24/7.
- Performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Serve as administrator of Local Area Networks (LAN) and Wide Area Networks (WAN) including standard Ethernet cabling, MM and SM Fiber Optic cabling, PtP and PtMP Wireless networking at multiple facilities, office automation and distributed systems, ensuring network performance and security; provides technical support and troubleshooting for computer equipment, hardware, and software issues, backup procedures and upgrading existing systems. Work with a variety of network hardware from several vendors such as: Palo Alto Networks, Juniper Networks, Ubiquiti Networks, HP Networking.
- Monitors computer and/or communications equipment and network operations and performance. Performs preventive maintenance, diagnoses, repairs, adjusts, replaces equipment and/or software. Coordinates equipment service and maintenance with outside vendors. Coordinates regular maintenance windows with staff to limit downtime. Troubleshoot unplanned outages and technical issues.
- Maintains and administers user access and security to multiple systems and platforms including but not limited to: Accela Minute Traq Agenda Management and video streaming system, Tyler Incode financial management, Tyler EnerGov permit management, Microsoft Active Directory, Microsoft Exchange Server, Laserfiche Document Management, Police Dispatch Voice Recording system, IBM AS/400, 911 Call recording systems, Netmotion VPN Server, TracNet RMS and CAD systems for Police, Windows Servers, iSCSI/NFS SAN/NAS arrays, VOIP digital phone systems, File servers, Print Servers, Barracuda Spam filter, and any other hardware or application connecting to the city network.
- Respond to City-wide inquiries and requests regarding PC systems and equipment at the user site and resolve any related technical issues. Monitor and prioritize helpdesk tickets.

QUALIFICATIONS:

Education and Experience: Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for acceptable job performance such as a high school diploma or G.E.D. equivalent and five years of closely related professional work experience, including integrated administrative and technical computer application systems in a WAN/LAN environment and demonstrated experience in meeting daily operation needs of an organization and/or providing administration and support consisting of hardware, software, application, user support, long-range planning and hardware acquisition. Experience with VMware vSphere, Microsoft Active Directory, and

Microsoft

Exchange

preferred.

Knowledge of: Computer hardware and software systems end-user requirements, needs and training needs; city-wide computer applications, hardware and software; general governmental services and procedures and computer systems used in operations; city personnel policies and procedures; budgeting, accounting and inventory control management; principles and practices of supervision; City program operations and available technology including personal computing and office automation systems.

Ability to: Skill in installing and maintaining computer hardware, software, and communication systems stand alone PC computers, printers and a variety of peripheral hardware as well as software applications and standardized packages..

Ability to utilize technical knowledge and tools needed to diagnose problems, repair, maintain and operate computer, communications, network, printers and telephone equipment; identify, analyze and resolve computer device problems; establish effective working relationships and communicate effectively both orally and in writing with other technicians, computer and communications vendor support personnel, and City management and staff. Ability to learn and adapt to new technologies; Ability to prioritize work requests; provide excellent customer service and often work with constant interruptions.

Ability to exert moderate physical effort, typically involving a combination of stooping, crawling, kneeling, crouching, lifting, carrying, pushing and pulling; physical strength and agility to lift up to 35 to 45lbs of computer equipment; bend in all directions, squeeze with arms and hands, pull. Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as repairing or installing equipment. The nature of work may require use of cleaning and/or lubricating chemicals, exposure to fumes, dust and air contaminants.

SPECIAL REQUIREMENTS: Possession of a valid Class C California driver's license is required at time of appointment and as a condition of continued employment. Work may be required on evenings, weekends and holidays. Position may require on-call status during non-office hours for emergencies.

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Agenda Item #

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Sandra Easley, Finance Director
Subject: Continued Discussion of the FY 17/18 General Fund Budget
Date: May 25, 2017

Recommendation: It is recommended that the City Council: (1) direct staff as appropriate; and (2) take such additional, related action that may be desirable.

Report by: Sandra K. Easley, Finance Director

Fiscal Impacts: TBD

Personnel Impacts: TBD

General Discussion: The Initial Budget planning materials for the formulation of the proposed fiscal year 2017-18 budget were distributed to Council at the May 1st, 2017 Council meeting. The budget planning materials contained revenue projections and reviewed departmental expenditures.

As previously stated, we did not intend these materials to constitute the proposed budget but offer them to provide the information necessary for the Council to formulate the 2017-2018 Fiscal Year Budget. Since the last meeting, the Interim City Manager has asked all departments to review their requests and make a 10% cut in expenditures or increase expected revenues.

Staff has been working diligently on looking at these departmental cuts and re-evaluating their estimated revenues for next fiscal year. Tonight's workshop is to discuss all aspects of the General Fund proposed budget.

Next Steps:

After Public Comment and Council discussion, deliberation and direction to City staff, the City will continue preliminary consideration of the Citywide proposed Budget at the regularly scheduled meeting on June 5, 2017.

The Council is scheduled to conduct a Budget study session on June 5, 2017 to allow for a more informal discussion involving the policies and goals contained in the proposed Budget. A final 2017-18 Budget will be brought for approval and adoption on

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June 19, 2017.

The proposed capital improvement plan went before the Planning Commission on Tuesday, April 25th and Public Works will be presenting the proposed projects to Council on June 5, 2017.

At the Council's request, City staff is prepared to schedule any further public sessions to discuss the Budget.

Alternatives:

- A. Approve recommendation
- B. Deny recommendation
- C. Provide staff with direction

For the Special Meeting of City Council on May 25, 2017

Agenda Item #

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Michael LaPlant, Interim Fire Chief

Subject: Update on Fiscal Analysis of Fire Department Annexation into Ventura County Fire Protection District

Date: May 25, 2017

Recommendation: It is recommended that the City Council: (1) receive and file this report; and (2) take such additional, related action that may be desirable.

Report by: Michael LaPlant, Interim Fire Chief

Fiscal Impacts: Determined by City Council decision.

Personnel Impacts: Determined by City Council decision.

General Discussion: The detailed study which the City Council requested regarding the possible annexation of the Santa Paula Fire Department into the Ventura County Fire Protection District has been undertaken over the past few weeks. Due to the significance of this decision, it involved an intensive amount of research by staff as well as a third-party review pursuant to the City Council's request. The report scheduled on this agenda is a consolidated review of the findings thus far and an opportunity to receive City Council and/or public input regarding any further City Council requested data, as well as to keep the City Council and public updated on the study's progress.

Alternatives:

- A. Receive and file this staff report.
- B. Provide staff with further direction related to the transfer of fire services.
- C. Do not receive and file this report and provide staff with request for further information.