

City of Santa Paula

City Council

MAYOR JENNY CROSSWHITE
VICE MAYOR ANDY SOBEL
COUNCILMEMBER RICHARD ARAIZA
COUNCILMEMBER CARLOS JUAREZ
COUNCILMEMBER LESLIE CORNEJO



CITY COUNCIL SPECIAL MEETING OF THE
SANTA PAULA CITY COUNCIL

THURSDAY, JUNE 23, 2022

4:00 PM - City Council Special Meeting

VIRTUAL MEETING
(VARIOUS TELECONFERENCE LOCATIONS)

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
JOHN C. COTTI, CITY ATTORNEY

BRINGING ITEMS BEFORE THE CITY COUNCIL

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

In response to COVID-19 and in accordance with AB 361, this meeting will be held remotely via Zoom teleconference. Pursuant to AB 361, a local legislative body is authorized to hold public meetings via teleconferencing to promote social distancing. All votes taken during this teleconference meeting will be by roll call vote, and the vote will be publicly reported.

We urge residents who wish to participate in City Council meetings by utilizing any of the following options:

HOW TO VIEW THE MEETING: (Note - "Special" meetings are not available on the local Channel 10 or by live feed on the city website.) Members of the public are encouraged to view and listen to this virtual Special City Council meeting by attend the meeting through a computer or telephone.

BY COMPUTER:

Zoom Meeting Webinar ID: 873 8509 3121

Passcode: 49515

or the following Link:

https://us02web.zoom.us/j/87385093121?pwd=XneyWEqTBK3CjBnYLyXYmU9_FprCNb.1

BY TELEPHONE: +1 669 900 6833

HOW TO PARTICIPATE DURING THE MEETING: Members of the public are encouraged to participate under PUBLIC COMMENTS for any item appearing on this Agenda only. To facilitate effective and efficient remote meetings, people wishing to address the Council should submit, by 2 pm, on the day of the Council meeting, an email to cityclerk@spcity.org, indicating what item you would like to speak. The Council will also permit public comment through the "raise hand" feature on Zoom. Members of the public may address the Council on items on this agenda only. **Public Comments are limited to 3 minutes.**

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by 2 pm, on the day of the Council meeting, will be provided to the legislative body before the meeting. Public Comments received after, will be provided to the legislative body the next day. 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.*

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.

SPECIAL MEETING - VARIOUS TELECONFERENCE LOCATIONS

The following meeting is held via teleconference only pursuant to Government Code Section 54953(e), as amended by AB 361. All votes taken during this teleconference meeting will be by roll call vote, and the vote will be publicly reported.

1. CALL TO ORDER

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

2. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public may comment on any item appearing on this agenda only. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. Public Comments are limited to three minutes.

4. ACTION ITEMS

4.A TEMPORARY ADJUSTMENT TO PUBLIC SAFETY STAFFING LEVELS **RECOMMENDATION:**

Adopt Resolution 7413, authorizing a temporary amendment to the position control list for public safety, moving from 32 sworn personnel to 33 sworn personnel.

5. 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: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: TEMPORARY ADJUSTMENT TO PUBLIC SAFETY STAFFING LEVELS

Date: June 23, 2022

Agenda Item: 4.A

RECOMMENDATION:

Adopt Resolution 7413, authorizing a temporary amendment to the position control list for public safety, moving from 32 sworn personnel to 33 sworn personnel.

BACKGROUND:

The City Council's adopted FY 21-23 Budget and corresponding Position Control List accommodates 32 sworn officer positions in our Police Department. Coming into the fiscal year, as of July 1, 2021, 30 of those positions were filled, whereas two members were on some form of leave.

32 Approved FTE's	30 filled Positions	28 Active Personnel
-------------------	---------------------	---------------------

As a result, and given the number of other absences, in November 2021 I authorized three recruits going to the Police Academy beginning January 3, with an expected graduation date of June 17, 2022, should all three successfully complete the program.

Over the past six-month period we have had numerous shifts in staffing and we currently have eight sworn-personnel who are off work for a variety of organizational leave reasons, some of whom do not have definitive return-to-work dates. Also over the past four months we have brought on board two laterals, one who remains in field training.

As of a few weeks ago our staffing levels were as follows:

32 Approved FTE's	30 Filled Positions	22 Active Personnel
-------------------	---------------------	---------------------

ANALYSIS:

The three new officers entering our POST-mandated field training program will not be counted as "solo" officers for another 16 weeks, and our recent lateral has 11 weeks of training left. So, for roughly the next three-month period, our Department breakdown appears as follows:

32 Approved FTE's	33 Filled Positions	21 Active Personnel
-------------------	---------------------	---------------------

With the swearing in of three new Academy graduates on June 20, our filled positions will exceed the Council's approved list of 32 officers by one position. While the City's Personnel Rules & Regulations allow the City Manager to make temporary appointments, especially when there are prolonged absences, doing so restricts benefits to the person filling the position, making such an assignment unattractive.

Looking ahead, we view this as a temporary circumstance since we have a known retirement occurring on September 30, 2022, however Council's authorization through the adoption of the attached Resolution will be required to amend the Position Control List from 32 to 33 positions.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

Three months of funding for the additional position amounts to \$26,885 for the 22-23 FY. Should a fiscal adjustment be necessary, the City's Finance Director would return with a budget amendment at the first quarter of the fiscal year.

OPTIONS:

PERSONNEL IMPACTS:

This action moves the Department closer to the goal of having an appropriate number of trained officers serving this community, without significant fiscal impacts, as it is expected that this is a temporary circumstance.

ATTACHMENTS:

[Police_Staffing_Resolution No. 7413.docx](#)

[Attachment A to Resolution No. 7413.pdf](#)

RESOLUTION NO. 7413

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA TEMPORARILY AMENDING THE ADOPTED POSITION CONTROL LISTING AND ASSOCIATED SALARY SCHEDULE

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

SECTION 1: The City Council finds and declares as follows:

- A. On June 23, 2021, the City adopted Resolution No. 7347 to approve the 2021-23 Budget, Position Control List and Salary Schedule. The Position Control List was amended on June 15, 2022;
- B. The Council's adopted budget and position control list accommodates 32 sworn officer positions;
- C. On June 20, 2022, three new police officers were sworn in and placed on active duty within the Department. With the onboarding of these three sworn police officers, the City's active police roster is at 33 sworn officers;
- D. It is anticipated through attrition and pending retirements, the City will return to the accommodated 32 sworn officers on or before September 30, 2022; and
- D. To ensure that the sworn police positions are adequately funded, the Budget requires a future adjustment in the general fund of \$26,885 for FY 22-23.

SECTION 2: *Position Control List Amendment.* The City Council amends the 2021-23 Position Control List to temporarily increase by one the number of sworn police personnel (Attachment A).

SECTION 3: *Budget Adjustment.* The City Council approves the temporary funding of one additional sworn police officer. To the extent these changes require amendments to the fiscal year 2021-23 budget such changes are approved. The City Manager, or designee, is authorized to implement this resolution.

SECTION 4: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 22nd day of June, 2022

Andy Sobel, Vice Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Dan Singer, City Manager

Position Control List - Full Time Equivalents - Funded

Position	FY21-22 Adopted	FY21-22 Proposed	FY22-23 Adopted	Position	FY21-22 Adopted	FY21-22 Proposed	FY22-23 Adopted	Temp Change Proposed
CITY MANAGER				POLICE				
City Manager	1	1	1	Police Chief	1	1	1	
Admin Secretary/City Clerk	1	1	1	Police Commander	2	2	2	
Management Analyst	1	1	1	Police Sergeant	6	6	6	
Executive Assistant	0.80	0.80	0.80	Senior Police Officer	7	7	7	
Human Resources Manager	1	1	1	Police Officer	16	16	16	+1
Human Resource Analyst	1	1	1	Public Safety Dispatch Supervisor	1	1	1	
HR Technician	0.50	0.50	0.50	Public Safety Dispatch Clerk	5	5	5	
IT Manager	1	1	1	Sr. Records Supervisor	1	1	1	
IT Analyst	1	1	1	Community Services Officer	2	2	2	
Department Total	8.30	8.30	8.30	Community Services Officer*	1.57	1.57	1.57	
Parks and Recreation				Evidence & Property Technician	1	1	1	
Parks and Recreation Director	1	1	1	Records Technician	1	1	1	
Recreation Supervisor	2	1	1	Animal Services Coordinator	1	1	1	
Administrative Assistant	1	1	1	Emergency Services Coordinator	1	1	1	
Parks and Facilities Supervisor	1	1	1	Police Cadet*	0.96	0.96	0.96	
Facility Maintenance Worker I	1.83	1.83	2	Secretary II*	0.80	0.80	0.80	
Facility Maintenance Worker II	2	2	2	Police Reserves	0.18	0.18	0.18	
Lead Park and Abatement Specialist	1	1	1	Department Total	48.51	48.51	48.51	49.51
Recreation Program Coordinator	1	3	3	PUBLIC WORKS				
Recreation Coordinator**	0.70	0.70	0.70	Public Works Director	1	1	1	
Senior Coordinator*	0.70	-	-	Assistant Public Works Director	1	1	1	
Nutrition Coordinator*	0.70	0.70	0.70	Management Analyst	1	1	1	
Facility Attendant*	2	2	2	Administrative Analyst I	2	2	2	
Park Abatement Specialist*	1.15	1.15	1.15	Administrative Analyst II	1	1	1	
Recreation Leader**	5.58	5.58	5.58	Engineering Technician I	1	1	1	
City Corp Trainee***	0.83	0.83		Associate Engineer	1	1	1	
Department Total	22.49	22.79	22.13	Water Operations Superintendent	1	1	1	
FINANCE				Lead Water Distribution Operator	1	1	1	
Finance Director	1	1	1	Lead Water Treatment/Prod Oper	1	1	1	
Payroll Specialist	1	1	1	Water Distribution Operator I	1	1	1	
Accountant	3	3	3	Water Distribution Operator II	7	7	7	
Accounting Technician	3	3	3	Water Treatment/Prod Operator II	2	2	2	
Customer Service Representative	2	2	2	Street Maintenance Leadworker	1	1	1	
Department Total	10	10	10	Maintenance Worker I	1	1	1	
COMMUNITY AND ECONOMIC DEVELOPMENT				Maintenance Worker II	3	3	3	
Community & Economic Dev Director	1	1	1	Fleet Supervisor	1	1	1	
Planning & Economic Dev Manager	1	1	1	Mechanic II	2	2	2	
Chief Building Official	1	1	1	Intern***	0.48	0.48	0.48	
Assistant Planner	1	1	1	Mechanic Helper***	0.48	0.48	0.48	
Assistant Planner/GIS Analyst	1	1	1	Department Total	30	30	30	
Associate Planner	1	1	1	Non-Departmental				
Community Development Technician	1	1	1	Intern***	0.48	0.48	0.48	
Permit Technician	1	1	1	FULL TIME EQUIVALENT POSITIONS				
Building Inspector I	2	2	2		130.74	131.04	130.38	
Community Development Specialist	1	1	1	* Part Time				
Department Total	11	11	11	** Seasonal				
				*** Limited Term				
				ELECTED/APPOINTED OFFICIALS				
				Mayor & Councilmembers	5	5	5	
				Planning Commissioners	5	5	5	