

**MT. SHASTA CITY COUNCIL REGULAR MEETING MINUTES**  
**Monday, February 11, 2013; 6:30 p.m.**  
**Approved As Amended - March 11, 2013**

**1. Call to Order and Flag Salute**

At the hour of 6:30 p.m. Mayor Moore called the meeting to order and led the audience in the Pledge of Allegiance.

---

**2. Roll Call**

**Present:** Council Members Michael Burns, Jeffrey Collings, Geoff Harkness, Tim Stearns, and Mayor Tom Moore

**Absent:** None

---

**3. Public Comment:**

At the hour of 6:33 p.m. Dan Dorsey stated he was here on behalf of the soldiers of the 132<sup>nd</sup> that recently returned from Afghanistan. Mr. Dorsey announced the Home Guard would be holding a homecoming ceremony for the 132<sup>nd</sup> soldiers on Saturday, March 16, 2013 at 11:00 AM at the Mt. Shasta High School Gym. Mr. Dorsey invited everyone to join the Home Guard in celebrating the return of the troops and in welcoming them back. Mr. Dorsey invited the City Council to attend the ceremony and noted that Sheriff Lopey had arranged for a special guest speaker at the event. Mr. Dorsey asked Mayor Moore if he would come to and speak at the event.

Mayor Moore responded he would be honored to do that.

Mr. Dorsey noted there are still some local soldiers in Afghanistan and the Home Guard would continue their services until such time as all of them have returned.

No further public comments were noted.

---

**4. Approval Of Minutes:** Minutes of January 28, 2013 Regular City Council Meeting

**Council Action:** At the hour of 6:39 p.m. Council Member Stearns made a motion seconded by Council Member Burns to approve the minutes of the January 28, 2013 Regular City Council meeting as submitted. Motion carried on a voice vote of 5-0.

---

**5. Special Presentations & Announcements - None**

---

**6. Consent Agenda:**

**a. Approval of Disbursements:** Accounts Payable: 01/25/12

Total Gross Payroll and Taxes: For Period Ending 01/20/2013

**Council Action:** Council Member Stearns made a motion seconded by Council Member Harkness to approve Consent Agenda Item **6a**. Motion carried on a voice vote of 5-0.

---

**7. Public Hearing RE: Fiscal Year 2013-2014 Community Development Block Grant (CDBG) Program (CDBG) Notice of Funding Availability (NOFA) for the Community Development (CD), Economic Development (ED), and Planning and Technical Assistance (PTA) Allocations (City Manager)**

At the hour of 6:40 p.m. City Manager Marconi presented the staff report.

Ken Ryan: Stated he had made a request last year and was doing so again this year that the City applies for a CDBG grant to do a full study of recycling opportunities for the City.

Crystal Aston – Great Northern Corporation: Ms. Aston suggested the City should again apply for the senior snow removal program the City had applied for last year as the City of Mt. Shasta had just missed out in being awarded a grant to fund the program even though it had been in a highly competitive environment. Ms. Aston made the observation it is a goal of our community to make fresh produce available to local food pantries and she suggested the City could apply for another CDBG grant that provides produce to local food pantries. Ms. Aston suggested such a grant would not only provide produce to the local pantries but would support local growers through the purchase of their fresh produce. Ms. Aston suggested the security deposit program as being another CDBG grant program that would benefit the community. This program provides for payment of the security deposit for eligible members of the community. Ms. Aston also stated support for the City applying for the CDBG grant program that would allow the City to conduct an income survey that would provide evidence the City's residents are 51% in the low to moderate income range so the City has a chance to tap into some of the other funding resources available through CDBG and other programs. Ms. Aston made the observation that this lending cycle provides a great opportunity for the City since it will be receiving 50 extra points on every activity it applies for since the City was not funded last year. Ms. Aston noted the City can apply for up to three public service activities and she believes the City should take advantage of that. Ms. Aston provided information to the Council in response to their questions regarding the recommended CDBG grant programs and the funding amounts from those programs that Great Northern had suggested to the City.

Nancy Swift – JEDI: Suggested to the City that the City again work in partnership with JEDI in applying for funding under the CDBG Microenterprise Technical Assistance Program coupled with micro lending in support of business and job creation in the community. Ms. Swift also requested Council's consideration of participating in the Individual Development Account Program (IDAs), a program in which a qualified business participant would put in a dollar into a business savings account, the City would put a second dollar into the account to match that dollar, and the Federal AFI project would put a third dollar into the account. The participant would have up to \$3,000 to invest in a business at the end of 12 months. Ms. Swift noted the importance of these programs to the community and thanked the City for their past support. Ms. Swift made the observation that this is Mt. Shasta's year to apply because the City was so close in several categories last year and the City will have extra bonus points this year and the economic development allocation is not expected to be competitive, which provides the City with unique grant opportunities this year. Ms. Swift clarified that there is a \$500,000 limit for economic development activities which can be spread over more than one program with perhaps \$300,000 for the Microenterprise Technical Assistance Program and \$200,000 for the second program.

City Manager Marconi clarified there is a funding limit within the enterprise program with a cap of \$300,000 for any one program but with a \$500,000 total amount.

Council Member Stearns made the observation that the City has not been able to make any business assistance loans to date and asked whether this was indicative of a difficulty in making such loans.

Ms. Swift suggested that Bonnie Kubowitz might be better able to answer that question and noted that JEDI was recommending micro loans because they may be more on target for what the market wants right now because there is no job creation requirement because the loan is to a member of the Targeted Income Group (TIG). Ms. Swift noted these smaller loans also fit better. Ms. Swift pointed out the difficulty with the business assistance loans is the way in which the State pays the contractors to market the loans. The contractor does not get paid for the time spent on making the loan unless the loan is actually awarded. Also, the program is becoming more bureaucratic and cumbersome such that it is difficult to meet a business's timing and financial needs.

Bonnie Kubowitz – Executive Director of Great Northern Corporation; 780 S. Davis in Weed, CA: Stated a desire to talk to the Council about the loan program. Ms. Kubowitz stated that Great Northern is very frustrated with the program. Ms. Kubowitz stated Great Northern is celebrating its 35th year of service to the Siskiyou community. Ms. Kubowitz noted that Great Northern had held a 2 day workshop for the super NOFA and there were only 4 workshops held in the state of California. Ms. Kubowitz stated that it is well known throughout the State that the loan program is a failed program. Ms. Kubowitz noted the head of CDBG has made it clear that there are economic funds on the table and anyone applying for ED funding is going to get it.

Ms. Kubowitz stated that if there are no applications for the loan program then that money could eventually be taken away from the ED Program and given to the Community Development Program. CDBG means community development, helping develop businesses. Ms. Kubowitz made the observation Great Northern spends a tremendous amount of time working with businesses to make a business loan and they have become frustrated with the requirements being asked of them by the State. Ms. Kubowitz noted the State is trying to modify their requirements as it takes a minimum of 6 months to do a loan. Ms. Kubowitz noted the process now entails getting the State involved at the beginning when, in the past, the work on the loan would take place, the loan would be presented to the loan committee, then it would be taken to the State. Ms. Kubowitz stated that Great Northern is not very excited about the loan program because hundreds of hours could be spent on bringing forward a loan application without any payment being given to Great Northern for their work because the loan is not approved. Ms. Kubowitz stated the economy could be right for small local loans. Ms. Kubowitz made the observation that it takes just as much work to make small loans as that to make large loans. Ms. Kubowitz made the observation that micro loans do not have the job creation requirements that large loans have. Ms. Kubowitz stated there have been changes made at Great Northern to bring in new passionate blood and she hopes this will help intensify their efforts to help make things happen. Ms. Kubowitz stated she would answer any questions that Council might have regarding the loan program. Ms. Kubowitz made the observation that Great Northern contracts with many businesses. Ms. Kubowitz noted that out in the valley they are more agricultural and here they are more retail oriented and in Scott Valley it is more retail startup businesses. Ms. Kubowitz clarified that the weatherization program is a free program for those who qualify, whereas the housing rehabilitation program is a loan program.

Council Member Stearns made the observation that Happy Camp had received an infrastructure grant and noted the City has infrastructure needs.

Ms. Kubowitz noted that Great Northern does administer infrastructure grants but the City of Mt. Shasta does not qualify for those kinds of grants because the income level of the citizens living in Mt. Shasta is too high. Ms. Kubowitz noted that it is very difficult for Mt. Shasta to rank for infrastructure projects because the city is considered affluent.

Council Member Stearns asked about the general code enforcement grant opportunity.

City Manager Marconi pointed out that one of the main requirements of the CDBG program is that it is for the benefit of low to moderate income populations. City Manager Marconi noted that because Mt. Shasta isn't 51% low to moderate income based on the American Community Services database, the City of Mt. Shasta is not eligible for some of these programs. City Manager Marconi pointed out that the code enforcement grant is not funding for general municipal code enforcement but is code enforcement with regard to housing and those types of things.

Ms. Kubowitz noted Great Northern was having a telephone conference with State representatives tomorrow and depending on whether the State will give Great Northern an answer or will have to wait to refer information on or needs to think about their response....Ms. Kubowitz stated Great Northern would let City Manager Marconi know if there is more information available following that teleconference. Ms. Kubowitz noted that as the City of Mt. Shasta did not get any grants last year and has received additional points for the application process this year, that is a huge thing and puts Mt. Shasta in a great position. Ms. Kubowitz made the observation that this is probably the last year that there would be this amount of grant monies available at 150%.

Council Member Stearns asked Ms. Kubowitz about the suggestion from Mr. Ryan for funding of recycling activities and whether there was CDBG funding available for such a program.

Ms. Kubowitz responded that recycling does not fall under any of the CDBG Programs. Ms. Kubowitz suggested there might be other funding sources out there that could be used for recycling purposes.

City Manager Marconi requested that Council provides staff with a consensus as to whether they were in support of the programs as recommended by staff with at least \$300,000 for microenterprise and possibly up to \$500,000 in the enterprise fund activity if loans and IDA's are included. Also, up to \$500,000 in public service activities for a minimum of the senior snow removal program and the addition of the produce for the food banks and the rental security deposits and two planning and technical activities grants for the income survey and the community wide marketing study.

Council Member Harkness stated his support of all of the recommended activities. Council Member Harkness stated the recollection the City did not qualify for CDBG infrastructure programs and asked whether the City should try for funding for the sewer collection and Big Lakes District water issues.

City Manager Marconi responded that the City can only apply for three activities. City Manager Marconi noted that normally the recommendation would be for business loans and housing rehab programs and then one other activity but because of the difficulties with those two programs the Council has received the recommendations as he had listed. City Manager Marconi made the observation that should the City apply for public facility funding the City would probably not get it and that would just use up one of the activities available to the City. City Manager Marconi pointed out the City has to select three activities from among those first six boxes as shown on page 33 of the agenda packet.

Council Member Burns expressed his disappointment that the City was not eligible for CDBG infrastructure grant funding. Council Member Burns stated his support of the recommendations provided by staff.

City Manager Marconi made the observation the City would still have a very difficult time competing for infrastructure funding because just making the 51% level, following the income survey, but the City would still be rated and ranked against jurisdictions all across the state, some of whom are up in the 70% level or that have poverty indexes in the 50's and 60's. City Manager Marconi made the observation that once the City has established a 51% Targeted Income Group level threshold then it might be worth it to choose one of those activities and go ahead and apply.

Council Member Collings stated his support of the staff recommended activities.

Council Member Stearns stated support of the income survey and the market study, the microenterprise funding request, but in terms of the public service activities he stated he has problems with the senior snow removal program due to the eligibility issues and he would need to see some refinements of that program in order to support it. Council Member Stearns suggested the \$300,000 would be better spent if the program were more specific to those who need it.

Council Member Collings asked whether the City of Mt. Shasta could add other criteria to the program other than recipients just being 62 years old or more.

Ms. Aston responded the program falls under 5A senior services and the LMCSO which is for a limited clientele. It is not an income restricted program and only is restricted for use by seniors 62 years of age or more and the eligibility is set by the State, so there is not a lot of room for determining how people qualify for the funding. Ms. Aston suggested the City could put something in place that limits the number of applicants, possibly all applications could be received at the same time or perhaps extra points can be awarded on applications to give an applicant priority over others based on whatever factors the City would like to consider.

Council Member Collings asked whether one of those might be if someone has a disability.

Ms. Aston responded in the affirmative. Ms. Aston clarified that when she had said there are 48 houses that would receive this service for the \$300,000 at \$100,000 per winter they had estimated that would be 400 units of service and that's actual driveways cleared, each time they are cleared out, and this is based on information from the Public Works Department on how many times the plow goes out.

Council Member Stearns asked whether CDBG Program funds could be used for the Meals on Wheels Program.

Ms. Aston responded that might be possible. Ms. Aston made the observation that the produce program included senior nutrition programs, and Meals on Wheels could be a recipient of that program. Ms. Aston noted that funding for the Meals on Wheels Program is also available through PSA2 funding. Ms. Aston pointed out that again the Meals on Wheels Program targets the senior population and would fall under the limited clientele criteria so again anyone over 62 or older is eligible because it falls under senior services and is not dependent on whether or not someone might be able to afford to buy groceries. Ms. Aston noted that those receiving foods from a Food Bank have to sign a form stating their household is at an eligible income level but there is no verifications done for the forms.

Mayor Moore stated support for the recommendations as proposed by staff this evening. Mayor Moore made the observation that Meals on Wheels is already working. Mayor Moore expressed the opinion that about 80% of the people are going to do the right thing, therefore he believes by serving a limited clientele of 62 and over population the people who would be applying would be those who are most in need of the services. Mayor Moore made the observation the City would be able to service 48 houses for a total of 400 times of service and would also be supporting the local economy by paying local providers to perform a local service. Mayor Moore suggested moving on to item 8.

---

---

#### **8. Discussion And Possible Action RE: The Sound System Used for Council and Planning Commission Meetings (City Manager)**

At the hour of 8:05 p.m. City Manager Marconi presented the staff report.

Council Member Harkness made the observation that as there are no audio experts within City staff, were the City to get new microphones and/or a modulator, would consulting fees be involved in order for someone to actually set the system up for the City?

City Manager Marconi made the observation were the City to purchase a whole system they would probably want to do that, but changing out the mixer and microphones would probably not require the services of a consultant. City Manager Marconi noted a good sound system would require adjusting every time and a sound engineer would be needed at every meeting in order to operate it properly. City Manager Marconi expressed the opinion the City would probably never be able to afford a sound engineer.

Council Member Harkness noted the importance of broadcasting the City's meetings and that the sound system should work well enough for the people watching to be able to hear. Council Member Harkness suggested the matter might be considered during the budget process. Council Member Harkness suggested the modulator might be the problem.

City Manager Marconi agreed that might be the case.

Council Member Burns asked as to the age of the sound system.

City Manager Marconi responded that the DVR Recorder is the newest piece of equipment and the mixers are at least 20 years old and the modulator is 15-16 years old.

Council Member Burns asked as to what the average cost the City has expended on the system over time.

City Manager Marconi responded the City has spent very little on the system over the years and the most money spent was spent on purchasing a couple of microphones at a cost of about \$60 each. City Manager Marconi guessed the City has probably spent about \$500 over the last 5 years for audio equipment. City Manager Marconi noted the video equipment has been purchased within the last 3 years (that of the DVD recorder and the camera).

Council Member Burns asked what main items the City Manager might recommend purchasing now, should Council choose to do so.

City Manager Marconi responded that purchasing a mixer for \$300 would be his recommendation as being the quickest and easiest fix at this point, and he was not positive as to whether that would make the desired changes to the system.

City Manager Marconi made the observation that to purchase a completely new system would cost about \$10,000-\$12,000 and would be a big step up from the suggestions staff was making of the purchase of a mixer for \$300 and microphones for \$2300.

Council Member Stearns made the observation the Council has received some good background information and stated the hope that Council would get some additional information in the future.

Council Member Collings made the observation the system is as good as its weakest link which may be the mixing board or perhaps the amp, he was not sure. Council Member Collings suggested that perhaps a consultant could provide the information as to where that weak link is. Council Member Collings expressed the opinion that Council should not have to be so close to their microphones in order to be heard, they should be able to sit back from them and still be able to be heard.

Mayor Moore agreed with Council Member Collings that the Council should not have to be so close to their microphones in order to be heard. Mayor Moore suggested that it would be great to keep the purchase of a system local. Mayor Moore suggested that a consultant might find that it might be a simple thing to fix.

Council Member Stearns made the observation that if all it would take is to get someone to do some sort of testing then staff could do that without having to ask for permission from the City Council to do so.

Mayor Moore agreed. Mayor Moore noted the consensus of Council to direct staff to do some follow up and get back to them.

---

---

#### **9. Discussion And Possible Action RE: Presentation by Alternative Transportation Advisory Committee on Grant Funding Opportunities (ATAC Chair)**

At the hour of 8:26 p.m. ATAC Chair Michael Williams addressed the Council and provided them with some background on the ATAC's past history in applying for grants on behalf of the City and then requested Council's support for the ATAC Committee's submitting a Community Based Transportation Planning Program Caltrans grant application on behalf of the City of Mt. Shasta to fund the planning of a pedestrian/bicycle trail segment from Downtown Mt. Shasta to Lake Siskiyou that would build on the original Bicycle/Pedestrian Master Plan. ATAC Chair Williams advised the Council that this Caltrans grant program provides grant funds for projects that support alternative transportation improvements with an emphasis on public participation.

Council Member Collings requested ATAC Chair Williams to bring back additional information to the Council, when this item comes back, with information as to the specific amounts of money that ATAC is planning to raise and the specific dollar amount being requested by ATAC from the City.

ATAC Chair Williams responded he was prepared to answer those questions tonight although he could bring that information back at the next meeting. ATAC Chair Williams stated he was in need of some direction from Council as to whether the ATAC Committee should spend their time drafting the application. ATAC Chair Williams made the observation the City had previously committed \$1,000 to the grant that past Chair Ryan had intended to submit under this same program and he suggested the City could switch that funding over to this project if the other project application would not be done.

Council Member Stearns asked what the application deadline date is.

ATAC Chair Williams responded the deadline date is April 2, 2013.

ATAC Chair Williams stated that ATAC would probably be asking the City to provide \$2,000 of the \$8,000 in matching funds that would be needed should the grant be awarded to the City. ATAC Chair Williams also suggested the City could provide \$1,500-\$2,000 worth of in-kind matching funds which would be City staff time.

Council Member Stearns asked when the grant recipients would be notified.

ATAC Chair Williams suggested it might be in May or June of 2013.

Mayor Moore asked whether there was enough time to put together the Caltrans application between now and April 2<sup>nd</sup>.

ATAC Chair Williams responded in the affirmative.

ATAC Member Ken Ryan, former Chairman of ATAC, stated he was here tonight to provide the City Council with an update as regards the Caltrans grant application the Council had already approved for which the Recreation & Parks District had agreed to act as the lead agency for. Mr. Ryan stated a desire that one of the Council Members attends the Recreation & Parks District Board Meeting tomorrow night. Mr. Ryan stated that the grant that the Recreation & Parks District is seeking is from the same Caltrans grant funding program and is for a bicycle/pedestrian regional trail planning project rather than one confined to within the City limits of the City of Mt. Shasta. Mr. Ryan stated that the Recreation & Parks District does not have lead agency status with the State of California for receiving grant monies. Mr. Ryan stated there has been a regional commitment of a total of \$7,000 for the matching fund requirements and he suggested the regional support for the application would make the application more competitive. Mr. Ryan stated the goal of the trail project the Recreation & Parks District was planning on bringing forward would provide for year round use of the trail and would also allow members of the Mt. Shasta, Dunsmuir, Weed, or McCloud communities to park their car at the trailhead and never have to move it during their recreational use of the area. Mr. Ryan stated there would also be a map of the trail system made available on the internet that would encourage more use of the trail system and bring more people here. Mr. Ryan stated the LTC had not shown a willingness to act as the lead agency for the Recreation & Parks District project. Mr. Ryan stated they would make a final decision at their next meeting and suggested it would be helpful for a Mt. Shasta City Council Member to be present at that meeting. Mr. Ryan stated the hope that the local politics could be worked out so the project could happen.

Council Member Stearns asked whether one of the cities was willing to act as the lead agency.

Mr. Ryan responded the recommendation had been made that perhaps all three cities could join together as sponsors because any of the cities alone could do so. Mr. Ryan made the observation that the cities are so small that it had been considered a better decision to let the Recreation & Parks District be the lead agency for a regional project. Mr. Ryan expressed the opinion the application would be more competitive at the State level with a region defined application.

Council Member Stearns asked whether there was anything the City could do in advance of the LTC meeting to help support the application.

Mr. Ryan suggested that if Dunsmuir and Mt. Shasta partnered with the Parks District perhaps bringing together a Mayor's meeting and getting the Mayor's to come to the LTC as a joint group in support of the application then perhaps that would make it happen. Mr. Ryan stated that McCloud is included within the area of the proposed project but has not signed on in support of the project. Mr. Ryan expressed the opinion that the more regional support that could be shown for the project the better. Mr. Ryan stated that whatever help the cities could provide in convincing the LTC to act as the lead agency for the project would help.

---

#### **10. Discussion and Possible Action RE: Considerations and Strategy for Recruitment to Fill Pending City Manager Vacancy (City Manager)**

At the hour of 8:53 p.m. City Manager Marconi presented the staff report.

Council Member Collings made the observation the City is almost late in beginning this search process.

City Manager Marconi responded with the opinion the City could fill the City Manager vacancy in a 5-6 month period.

Council Member Collings made the observation that a search firm could fill the opening fairly quickly but the other options would probably take a while. Council Member Collings made the observation that a determination of the characteristics required of the City Manager as crucial to the appointment and he questioned whether the City's salary capabilities for the position would be competitive in the open market. Council Member Collings suggested the City might have a particular set of skill sets desirable for a new City Manager but would the City be able to attract such candidates with the salary it would be able to offer for the position. Council Member Collings expressed some doubts regarding use of some of the suggested hybrid models for filling the vacancy. Council Member Collings made the observation the City Manager position is a key position in the City and although \$25,000-\$30,000 is a lot of money to pay a search firm to help fill that vacancy, his initial position is that it would be money well spent.

Council Member Stearns made the observation he is the only Council Member who has been through a previous process of filling a City Manager vacancy. Council Member Stearns concurred with City Manager Marconi that it could take about 6 months to fill the vacancy. Council Member Stearns stated he could not agree that the hiring of an outside firm to fill the City Manager vacancy would be money well spent, however he did agree on the importance of determining the skill sets for a new City Manager. Council Member Stearns made the observation the current Department Heads are very knowledgeable so the City doesn't necessarily need someone with a background duplicating those the City already has within its employee base. Council Member Stearns made the observation the Council had previously made the observation that economic development is the City's number one goal so he would suggest the City focuses on someone with those skills. Council Member Stearns made the observation the City would not be able to offer as high a salary as other cities. Council Member Stearns suggested filling this vacancy could be done in house. Council Member Stearns suggested the City could get more information concerning the current vacancy out to the world with the current technological sources available.

Council Member Burns made the observation that these were uncharted waters for him. Council Member Burns stated a lack of support for use of an outside executive search firm that would cost the City about \$30,000. Council Member Burns concurred that the City has some strong Department Heads with good leadership skills. Council Member Burns agreed the timeline for filling the position would be about 6 months and he was in support of a middle of the road option to doing that. Council Member Burns stated support for use of the internet for posting the position because it would provide the opportunity for prospects to review the job description and provide them with a point of contact. Council Member Burns noted the flier as being critical to recruitment as it would be a good way of presenting the recreational and outdoor amenities available here that might be attractive to an applicant with a family. Council Member Burns stated support for a process of lower cost to the City and if there are past City Managers available to help he would be in support of that.

Council Member Harkness stated he had met with former City Manager Jeff Butzlaff in order to pick his brain as to what options the City might have. Council Member Harkness stated he had learned that Mr. Butzlaff had held a consulting role at other cities during their recruitment process, including the City of Weed and Blue Lake. Council Member Harkness stated he had learned about the middle option available to the City, other than using an executive search firm or filling the vacancy in house. Council Member Harkness suggested the City could talk to the Council Members in Weed about their experience. Council Member Harkness stated his hesitancy, knowing the City's budget, to spend a lot of money for an executive search firm. Council Member Harkness stated he had been impressed by Mr. Butzlaff's knowledge and his current connections and networking base. Council Member Harkness stated that if he had to make a recommendation to Council it would be to send out an RFP for the services of a former City Manager and for an executive search firm to see what responses would come back as being a first step.

City Manager Marconi expressed the opinion that it would require a slightly different RFP for each of those two groups. City Manager Marconi stated the League has a list of retired City Managers who make themselves available on an interim basis. City Manager Marconi suggested the City would probably be contacted by executive search firms as soon as they are aware of the vacancy, whether the City asks them or not.

Council Member Harkness stated support for doing further research on who is available and the cost. Council Member Harkness stated his reservations on trying to fill the vacancy through an in-house approach. Council Member Harkness made the observation that spending \$2,000-\$6,000 to hire someone to recruit for the City would be his preferred method.

Mayor Moore made the observation the City was very lucky to have been able to have Ted Marconi as its City Manager. Mayor Moore made the observation that past use of an in-house approach in filling the City Manager vacancy has not been very successful. Mayor Moore concurred with Council Member Harkness for use of a hybrid type of process. Mayor Moore made the observation that during this recruitment process the City would be looking at people who are either on their way up or on their way down, either they will be close to retirement or they are going to be new City Managers, because the City cannot afford to pay as much as other cities can and that will be a real drawback for the City. Mayor Moore suggested each Council Member should come up with a list of five characteristics that they would like to see in the City Manager and bring those with them to the next meeting at which the City Manager vacancy is discussed. Mayor Moore suggested Council could also consider which method of recruitment is going to best fit the needs of the community.

Council Member Stearns stated support for coming up with a list of the strengths and background the Council would prefer to see in a new City Manager.

Mayor Moore stated he did not support getting someone new to the role of City Manager.

Council Member Stearns stated support for putting this on the Council's next agenda and taking action. Council Member Stearns expressed the importance of the skill set of the next City Manager. Council Member Stearns made the observation there are successful CEO's who have no experience in the industry that they have been hired into and they are successful because of their skill sets rather than their knowledge of the industry. Council Member Stearns agreed that Council should come up with a list of the most important skill sets.

Council Member Harkness asked Council Member Stearns as to the action he was proposing be taken at the next meeting.

Council Member Stearns responded Council could take action on how they would like to move ahead, decide what skill sets the Council is looking for, and take the 2008 flier and amend it to be more specific to the skill sets the Council is seeking. Council Member Stearns suggested there could be an Ad Hoc Committee that could make its recommendation to Council and the City should start advertising and the hybrid method could then be used in reviewing the applications when they come in.

Council Member Harkness stated he could certainly come to the next meeting with a list of City Manager qualities and characteristics.

---

---

### **11. Brown Act Committee Minutes/Meetings: No Minutes Available**

---

---

### **12. Reports RE: Attendance at Outside Meetings**

No comments were noted.

---

---

### **13. Future Agenda Items:**

- **Annual Review and Acceptance of General Plan Annual Progress Report**
- **Adopting A Revised Operating Budget for Fiscal Years 2012-2013**

At the hour of 9:32 pm Mayor Moore noted the Agenda Item regarding filling the City Manager vacancy would be on the next agenda as well as the Agenda Item for ATAC.

City Manager Marconi noted the CDBG item would be on the last March meeting's Agenda.

---

---

**14. Council and Staff Comments**

No comments were noted.

---

**15. Adjourn**

There being no further business before the Council, the meeting was adjourned at the hour of 9:33 p.m. to the next Regular City Council Meeting to be held on Monday, February 25, 2013 at 6:30 p.m.

Respectfully Submitted,

*Sandra K. Studer*

Sandra K. Studer, Deputy City Clerk

For John E. Kennedy, City Clerk