

Members of the public may address the City Council on any item shown on the agenda or matter of the Council's authority after completion of "Request to Address the Council Form" available in the lobby of the Council Chambers or in the City Clerk's office. This form must be completed 15 minutes prior to the scheduled meeting time. Pursuant to Section 54957.5 of the California Government Code, Any writings (Except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the City Council are available for public inspection in the lobby of the City Council Chambers and in the office of the City Clerk during regular business hours.

**COMPTON CITY COUNCIL
AGENDA
03/10/2020
5:30 PM**

**Closed Session 4:30 P.M.
Public Meeting 5:30 P.M.**

**CITY COUNCIL CHAMBERS
205 SOUTH WILLOWBROOK AVENUE
COMPTON, CALIFORNIA 90220**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

(Persons wishing to address the City Council on the Closed Session items may do so at this time. Comments are limited to one (1) minute per speaker and shall be limited to Closed Session agenda items)

CLOSED SESSION – 4:30 p.m.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

TITLE: City Controller

Pursuant to California Government Code Section 54957

RECESS TO CLOSED SESSION

PUBLIC MEETING – 5:30 P.M.

OPENING

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT ON CLOSED SESSION ACTION(S)

INTRODUCTION OF SPECIAL GUESTS

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

CONSENT AGENDA

Consent items are routine and expected to be non-controversial. They will be acted upon by the Council at one time without discussion unless a Council Member requests an item be removed or discussed.

APPROVAL OF MINUTES

1. FEBRUARY 11, 2020
FEBRUARY 12, 2020
FEBRUARY 18, 2020

REGULAR AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES AND CITY COUNCIL

2. REMOVAL OF OFFICERS, COUNCIL MEMBERS, BOARDS/COMMISSIONS AND COMMITTEES

ACCEPTING THE RESIGNATION OF PERSONNEL BOARD
MEMBER - **CHARLENE ANDERSON**

3. APPOINTMENT(S) OF OFFICERS, COUNCIL MEMBERS, BOARDS/
COMMISSIONS AND COMMITTEES

JENNIFER GRANT- PERSONNEL BOARD
(Councilmember Sharif)

CITY MANAGER'S REPORT

4. POWER POINT PRESENTATION - PUBLIC WORKS SCHEDULING OVERVIEW
5. A REQUEST FOR CITY COUNCIL TO WAIVE FACILITY FEES FOR USE OF THE DOLLARHIDE COMMUNITY CENTER FOR REPASS SERVICES FOR EGFORD EVERETT DAVIS TO BE HELD ON FRIDAY, MARCH 13, 2020 (\$225.00) - (ACTION ITEM)

NEW BUSINESS

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING THE MIDYEAR BUDGET AMENDMENT TO THE 2019-2020 FISCAL YEAR BUDGET AND TRANSFERRING FUNDS BETWEEN VARIOUS ACCOUNTS
7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON ADOPTING AN EVALUATION POLICY FOR THE POSITIONS OF CITY MANAGER AND CITY CONTROLLER

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: 3/17/2020 @ 5:30 PM

Visit our website at <http://www.comptoncity.org>

FEBRUARY 11, 2020

The Compton City Council Closed Session meeting was called to order at 4:48 p.m. in the Council Chambers of City Hall by Mayor Aja Brown. The Pledge of Allegiance and Moment of Silence ceremonies were also led by Mayor Brown.

ROLL CALL

Council Members Present – McCoy, Sharif, Brown

Council Members Absent – Chambers, Galvan

Other Officials Present: D. Brown, A. Godwin, M. Antwine/ C. Cornwell

CLOSED SESSION AGENDA ITEMS

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Contreras v. City of Compton, USDC Case No. 2:19-cv-00280-CAS-AFM

City of Compton v. Macias Gini & O'Connell LLP, OCSC Case No. 30-2018-01012165-CU-PN-CJC

Compton Unified School District v. City of Compton (Luis Tejeda; 313 W. Alondra Blvd.) - 19 STCV 36475

Compton Unified School District v. City of Compton (Melanie Berry; 301 W. Alondra Blvd.) - 19 STCV 36420

Pursuant to California Government Code Section 54956.9 (a)

City Attorney Damon Brown requested a closed session to discuss conference with legal counsel – existing litigation: Contreras v. City of Compton, USDC Case No. 2:19-cv-00280-CAS-AFM; City of Compton v. Macias Gini & O'Connell LLP, OCSC Case No. 30-2018-01012165-CU-PN-CJC; Compton Unified School District v. City of Compton (Luis Tejeda; 313 W. Alondra Blvd.) - 19 STCV 36475; Compton Unified School District v. City of Compton (Melanie Berry; 301 W. Alondra Blvd.) - 19 STCV 36420, pursuant to California Government Code Section 54956.9 (a).

AUDIENCE COMMENTS ON CLOSED SESSION ITEMS ONLY

There were no audience comments.

RECESS TO CLOSED SESSION

On motion by Sharif, seconded by McCoy, the City Council recessed to closed session at 4:50 p.m. by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Chambers, Galvan

RECONVENE TO OPEN SESSION

On motion by Sharif, seconded by McCoy, the City Council re-convened at 5:56 p.m. by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Chambers, Galvan

REPORT OUT ON CLOSED SESSION

City Attorney Brown indicated that there was no reportable action taken during the closed session.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

Carl McMiller, representing the Fire Chief Monroe Smith's Memorial Committee, thanked the City Council for recognizing Chief Smith and for allowing the use of the facility at Dollarhide Community Center for the memorial. Mr. McMiller thanked everyone for attending this important tribute, adding that it is important to honor a courageous Black Historian for the City of Compton. Mr. McMiller concluded by requesting an opportunity to meet with the City Councilmembers and City Manager.

James Hays, Compton resident, commented that Monroe Smith made history when he was appointed to the position of Compton Fire Chief. Mr. Hays then suggested that since the City Councilmembers were unable to attend the memorial, the City should host a 'redo' to honor Chief Smith and give him the accolades that he so richly deserves. The Compton Fire Department has come a long way under the tutelage of Monroe Smith and we must properly honor him as the consummate professional and gentleman that he was, noting that we are all grateful for Chief Smith and his dedication and service to the Compton community.

James Murphy, Retired Deputy Fire Chief, thanked the Council for allowing the use of the Dollarhide Center for Chief Monroe Smith's memorial. Mr. Murphy noted that Chief Smith worked in fire service for 54 years and 21 years were right here in Compton, adding that Smith was responsible for mentoring many of the Firefighters who went on to advance in fire service when African Americans were entirely overlooked and discriminated against. Mr. Murphy also thanked the current, Chief Simpson for this wonderful event. Mr. Murphy requested a meeting with the City Council and City Manager.

Jonathan Bowers, Retired Firefighter, thanked the City Council for approving the use of the Dollarhide Community Center for the memorial for Chief Monroe Smith. Mr. Bowers raised concerns regarding the high volume of bulky waste items at curbside and also urged the City to remove the illegal advertisements on utility poles throughout the City.

Benjamin Holifield, President/Founder Compton Business Chamber of Commerce, presented documents to the Council regarding the first Black Fire Chief, Monroe Smith, and added that he is the reason why the City has such a great Fire Department today. Mr. Holifield indicated that we, as a Body, must recognize and honor our Black leaders and further added that he would be happy to assist with the City's Black History program. Mr. Holifield urged the City to clean-up and beautify Compton Boulevard, as it represents all four Councilmatic Districts.

Sheik Bey, Compton resident, informed the City Council that he represents 3 important Bodies: The Moroccan Empire, the Divine Ministry and the Black Karate Federation. Sheik Bey noted that he taught Karate at Leuders Park under the leadership of the late Grand Master, Clarence McGee. Sheik Bey went on to inform the Council that the American Poverty Relief organization is currently fighting a case against the Los Angeles Sheriff's Department and has filed a court claim with the L. A. County Board of Supervisors and Mike Ridley-Thomas, adding that he is prepared to take his case to the Office of Military Settlement.

David Irons, Compton resident, emphasized that we have a Compton Black History celebration. Mr. Irons urged the City Council not to rename the Compton Municipal Stadium, which was named in 1951.

Norchelle Brown, representing Congresswoman Nannette Diaz Barragan's Office, announced that Congresswoman Barragan will be hosting her 3rd Annual Black History Month commemorative and policy discussion on Saturday, February 22, 2020 from 10:30 until 11:45 a.m. at King Drew High School in the Lecture Hall, 1601 E. 120th Street, Los Angeles. Ms. Brown added that the event will honor community members and include student performances and a legislative update.

Bishop L. J. Guillory, Compton resident, spoke about an incident he witnessed which recently took place at an AM/PM mart whereby a car of African American young people were removed from a vehicles and held for over an hour. Mr. Guillory indicated that the youths were subjected to racial profiling, disrespect and harassment by Sheriff's Deputies.

Mr. Guillory informed the Council that he contacted the Watch Commander regarding this incident, and as a result, the Deputy involved told the young people that he would issue them a citation because he (referring to Mr. Guillory) had contacted his Watch Commander regarding the incident. Mr. Guillory indicated that Compton residents should not be subjected to nor tolerate disrespect and discrimination from law enforcement, and emphasized that the City must initiate a Citizen's Commission to monitor the Sheriff's Department.

Joyce Kelly, Compton resident, referenced agenda item Number 2, and questioned the legality of amending classifications specifications for positions of Project Manager, since the City does not have a Human Resources Director. Ms. Kelly notified the Councilmembers that their assistants are not answering the telephones and concluded by asserting that the ordinance relative to sidewalk vendors will cause additional lawsuits against the City.

Lynn Boone, Compton resident, raised concerns that Mr. Chico Brown's New Year's Eve event held at the Dollarhide Community Center never came before the City Council for approval, and further indicated that the funds from the event were not turned over to the City of Compton. Ms. Boone alleged improprieties committed by the current administration.

F. Hernandez, Compton resident, commented that agenda items Numbers 9 and 10 are not well thought out/masterfully deceiving. Mr. Hernandez questioned what would prevent a young entrepreneur from using a push cart to sell drugs, weed brownies, beer, vape pens or anything else. Mr. Hernandez commented that illegal sales are taking place near the Metro Blue Lines, however, if an individual wishes to establish a legitimate business, they will need a ton of permits, and a lot of time and money. Mr. Hernandez requested a copy of the presentations under the Brown Act, and further questioned why the Code Enforcement Director carries a service weapon.

CONSENT AGENDA

APPROVAL OF MINUTES

1. JANUARY 21, 2020 (*Approved*)

CITY MANAGER

2. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING CLASSIFICATION SPECIFICATIONS FOR THE POSITIONS OF PROJECT MANAGER (*Approved Resolution Number 25,706*)

RECREATION DEPARTMENT

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER FOR WATERLINE TECHNOLOGIES, INC. TO PURCHASE CHEMICALS FOR THE GONZALES PARK AQUATIC CENTER (\$5,000.00) (*Approved Resolution Number 25,707*)

On motion by Sharif, seconded by McCoy, the consent agenda was approved by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

REGULAR AGENDA

CITY MANAGER'S REPORT

4. A REQUEST FOR CITY COUNCIL TO WAIVE FACILITY FEES FOR USE OF THE DOLLARHIDE COMMUNITY CENTER FOR MEMORIAL SERVICES FOR MARY CLARK TO BE HELD ON FRIDAY, FEBRUARY 14, 2020 (\$625.00) - ACTION ITEM

On motion by McCoy, seconded by Sharif, the above request was approved by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

5. A REQUEST FOR CITY COUNCIL TO WAIVE FACILITY FEES FOR USE OF THE BURRELL MAC DONALD PARK COMMUNITY CENTER FOR MEMORIAL SERVICES FOR STAHI HASAN TO BE HELD ON WEDNESDAY, FEBRUARY 12, 2020 (\$150.00) ACTION ITEM

On motion by McCoy, seconded by Sharif, the above request was approved by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

6. ORAL REPORT - STREET UPDATE

City Manager Craig Cornwell highlighted the various repairs taking place in the City of Compton. Mr. Cornwell additionally stated that he has identified additional funding and proposed that an additional contract be approved to accelerate the street repairs.

Mayor Brown suggested that Staff host a workshop to inform the residents of the City's pavement management study and comprehensive plan to repair the streets of Compton. Mayor Brown commended the Public Works Department for their diligence in continuing the in-house pothole repairs, and further commended the City Manager for working hard to locate additional funding.

7. POWER POINT PRESENTATION - CODE ENFORCEMENT DEPARTMENT

Code Enforcement Manager Tony Ward offered a power point presentation, providing a brief overview of the functions of the Code Enforcement Division. Mr. Ward indicated that Code Enforcement's primary purpose is to enforce the property maintenance section of the Compton Municipal Code throughout the residential areas of the City. Code Enforcement Officers respond to complaints by property owners, tenants, emergency responders, neighbors, city officials and perform routine daily inspections. Code Enforcement Officers are committed to ensure that owners maintain their property, which helps protect citizens' health, safety and public welfare.

Mr. Ward further stated that two Code Enforcement Officers are assigned to each Councilmatic District. Officers work 10 hour shifts, four days a week, Monday thru Saturday. Mr. Ward further detailed the administrative fines and penalties for Compton Municipal Code violations for infractions and misdemeanors. Some of the most common Code violations are:

- Overgrown weeds; grass and vegetation; trash cans stored visible on property (must be out of sight).
- Accumulation of trash, rubbish, debris, appliances or other junk on property.
- Storage of motorhomes and/or boats on property.
- Illegal dumping.

Mr. Ward highlighted the various methods of reporting a problem which include contacting the City by telephone---(310) 605-5689; reporting in person to Code Enforcement at 404 N. Alameda; or accessing the Department online by visiting -- www.comptoncity.org or the City app on mobile devices.

NEW BUSINESS

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE LOS ANGELES DODGERS FOUNDATION ACCEPTING A GIFT OF THE INSTALLATION OF BASEBALL FIELD IMPROVEMENTS AT JACKIE ROBINSON STADIUM (WITHIN GONZALES PARK) AND ENTER INTO A RIGHT OF ENTRY PERMIT AGREEMENT (\$500,000) (*Requires 4 votes – no action taken*)
9. AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 9-26 OF CHAPTER IX OF THE COMPTON MUNICIPAL CODE TO ESTABLISH A SIDEWALK VENDING PROGRAM

On motion by McCoy, seconded Sharif, the reading of the ordinance in full was waived by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

It was moved by McCoy, seconded by Sharif, that the ordinance be adopted.

Damon Brown explained that this ordinance will amend Section 9-26 of Chapter IX of the Compton Municipal Code to include provisions that are in compliance with State Law Senate Bill 946 relating to sideway vending.

Ordinance Number 2,317 entitled ‘AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING SECTION 9-26 OF CHAPTER IX OF THE COMPTON MUNICIPAL CODE TO ESTABLISH A SIDEWALK VENDING PROGRAM’ was adopted by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

10. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE CITY OF COMPTON MASTER FEE SCHEDULE TO ADD INITIAL APPLICATION, RENEWAL AND STORAGE SIDEWALK VENDING AND COMMERCIAL VEHICLE VENDING PERMIT FEES

On motion by McCoy, seconded by Sharif, **Resolution Number 25, 208** entitled ‘A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE CITY OF COMPTON MASTER FEE SCHEDULE TO ADD INITIAL APPLICATION, RENEWAL AND STORAGE SIDEWALK VENDING AND COMMERCIAL VEHICLE VENDING PERMIT FEE’ was adopted by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

11. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,130, AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS BETWEEN ACCOUNTS, RATIFYING THE FUNDING AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO LIBERTY UTILITIES FOR THE STREET REHABILITATION PORTION OF THE WATERLINE PROJECT ON 137TH STREET AND PAULSEN AVENUE IN THE CITY OF COMPTON (\$108,443.53) *(Requires 4 votes – no action taken)*
12. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO AMEND THE PUBLIC WORKS DEPARTMENTS' 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS WITHIN THE PROPOSITION A FUND AND ISSUE A PURCHASE ORDER TO CREATIVE BUS SALES IN THE AMOUNT OF \$380,759.01 FOR THE PROCUREMENT OF THREE (3) CLEAN AIR BUSES FOR THE DIAL-A-RIDE AND FIXED TRANSIT SERVICES (\$380,759.01) *(Requires 4 votes – no action taken)*
13. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE FIRE DEPARTMENTS' 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS AND AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER WITH SOUTH COAST EMERGENCY VEHICLE SERVICE FOR THE MAINTENANCE AND REPAIR OF EMERGENCY FIRE APPARATUS (\$100,420.87) *(Requires 4 votes – no action taken)*

COUNCIL COMMENTS

Councilmember McCoy offered the following communications/announcements:

- Reported a high volume of graffiti on Nestor and Arbutus and also near the area of Cypress and Central Avenue.
- Invited everyone to attend the Black History Month celebration honoring Black Aviators at the Compton/Woodley Airport on February 29, 2020 from 10:00 a.m. to 4:00 p.m.
- Announced that she will be hosting a Crime Summit on Saturday, February 15, 2020 from 10:00 a.m. until 2:00 p.m. at the Dollarhide Community Center---special guests include Sheriff Alex Villanueva, Congresswoman Nanette Diaz Barragan.

Councilmember Sharif offered the following communications/announcements:

- Announced that the Youth Leadership Council will host a Community Day event on March 21, 2020 from 11:00 a.m. to 3:00 p.m. at South Park, 1300 E. Caldwell Street.
- Invited the community to attend her District 4 Town Hall Meeting scheduled for February 19, 2020 from 6:00 p.m. until 8:00 p.m. at Kelly Park, 2319 E. Caldwell Street—there will be discussions focusing on inclusion, communication/ community outreach and support, developing an action plan and Deputy Rafer Owens will discuss crime statics and prevention.
- Announced that she is hosting a Citizenship Fair in collaboration with Assemblyman Mike Gipson on February 22, 2020 from 9:00 a.m. until 12 noon at the Dollarhide Community Center, 301 N. Tamarind—immigration attorneys will be on site to assist with obtaining citizenship. Contact: (310) 605-5662 for further details.
- Adjourn in memory of Melanie Funches.

Mayor Brown offered the following communications/announcements:

- Offered a heartfelt thank you to everyone involved in the recently held Clean Compton Community Task Force strategy meeting. Mayor Brown remarked that the goal of the meeting was to create a grass roots program so that the residents and businesses understand their responsibilities, as well as developing a comprehensive strategy to combat illegal dumping, graffiti and other social issues.
- Announced that the ground breaking ceremony for the renovation of Jackie Robison Field and Gonzalez Park will take place on February 12, 2020 beginning at 10:00 a.m., and invited the community to attend the ceremony for this significant investment in the City's park system.
- Invited the community to attend the next ***Open Mic*** event scheduled for February 22, 2020 beginning at 7:00 p.m. at the Dollarhide Community Center, 301 N. Tamarind Avenue, Compton.

ADJOURNMENT

It was moved by McCoy, seconded by Sharif, the meeting was recessed at 8:35 p.m. until February 12, 2020 at 9:30 a.m. by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

CITY CLERK OF THE CITY OF COMPTON

MAYOR OF THE CITY OF COMPTON

FEBRUARY 12, 2020

The recessed Compton City Council meeting was called to order at 9:38 a. m. in the Council Chambers of City Hall by Mayor Aja Brown. The Pledge of Allegiance and Moment of Silence ceremonies were also led by Mayor Brown.

ROLL CALL

Council Members Present – Chambers, McCoy, Sharif, Brown

Council Members Absent – Galvan

Other Officials Present: D. Brown, A. Godwin, C. Cornwell

On motion McCoy, seconded by Chambers, the meeting was re-convened at 9:39 a.m. by the following vote on roll call:

AYES: Council Members - Chambers, McCoy, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Galvan

NEW BUSINESS

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE LOS ANGELES DODGERS FOUNDATION ACCEPTING A GIFT OF THE INSTALLATION OF BASEBALL FIELD IMPROVEMENTS AT JACKIE ROBINSON STADIUM (WITHIN GONZALES PARK) AND ENTER INTO A RIGHT OF ENTRY PERMIT AGREEMENT (\$500,000)

It was moved by McCoy, seconded by Chambers, that the resolution be adopted.

Mayor Brown inquired as to the funding source for the project.

City Manager Craig Cornwell replied that Measure P funds will be utilized for the City's financial portion of this project.

Resolution Number 25,209 entitled 'A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE LOS ANGELES DODGERS FOUNDATION ACCEPTING A GIFT OF THE INSTALLATION OF BASEBALL FIELD IMPROVEMENTS AT JACKIE ROBINSON STADIUM (WITHIN GONZALES PARK) AND ENTER INTO A RIGHT OF ENTRY PERMIT AGREEMENT' was adopted by the following vote on roll call:

AYES: Council Members - Chambers, McCoy, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Galvan

11. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,130, AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS BETWEEN ACCOUNTS, RATIFYING THE FUNDING AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO LIBERTY UTILITIES FOR THE STREET REHABILITATION PORTION OF THE WATERLINE PROJECT ON 137TH STREET AND PAULSEN AVENUE IN THE CITY OF COMPTON (\$108,443.53)

It was moved by McCoy, seconded by Sharif, that the resolution be adopted.

Assistant City Manager Michael Antwine explained that due to budgetary constraints, the City desires to change the funding source allocations that were previously appropriated.

Resolution Number 25,210 entitled ‘**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,130, AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS BETWEEN ACCOUNTS, RATIFYING THE FUNDING AGREEMENT WITH AND ISSUE A PURCHASE ORDER TO LIBERTY UTILITIES FOR THE STREET REHABILITATION PORTION OF THE WATERLINE PROJECT ON 137TH STREET AND PAULSEN AVENUE IN THE CITY OF COMPTON**’ was adopted by the following vote on roll call:

AYES: Council Members - Chambers, McCoy, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Galvan

12. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO AMEND THE PUBLIC WORKS DEPARTMENTS' 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS WITHIN THE PROPOSITION A FUND AND ISSUE A PURCHASE ORDER TO CREATIVE BUS SALES IN THE AMOUNT OF \$380,759.01 FOR THE PROCUREMENT OF THREE (3) CLEAN AIR BUSES FOR THE DIAL-A-RIDE AND FIXED TRANSIT SERVICES (\$380,759.01)

On motion by Sharif, seconded by McCoy, **Resolution Number 25,211** entitled ‘**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO AMEND THE PUBLIC WORKS DEPARTMENTS' 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS WITHIN THE PROPOSITION A FUND AND ISSUE A PURCHASE ORDER TO CREATIVE BUS SALES IN THE AMOUNT OF \$380,759.01 FOR THE PROCUREMENT OF THREE (3) CLEAN AIR BUSES FOR THE DIAL-A-RIDE AND FIXED TRANSIT SERVICES (\$380,759.01**’ was adopted by the following vote on roll call:

AYES: Council Members - Chambers, McCoy, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Galvan

13. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE FIRE DEPARTMENTS' 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS AND AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER WITH SOUTH COAST EMERGENCY VEHICLE SERVICE FOR THE MAINTENANCE AND REPAIR OF EMERGENCY FIRE APPARATUS (\$100,420.87)

On motion by Sharif, seconded by McCoy, **Resolution Number 25,212** entitled ‘**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE FIRE DEPARTMENTS' 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS AND AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER WITH SOUTH COAST EMERGENCY VEHICLE SERVICE FOR THE MAINTENANCE AND REPAIR OF EMERGENCY FIRE APPARATUS**’ was adopted by the following vote on roll call:

AYES: Council Members - Chambers, McCoy, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Galvan

ADJOURNMENT

On motion by McCoy, seconded by Chambers, the meeting was adjourned in memory of **Ronald McCoy, Paulette Conley, Stahi Hasan** and **Melanie Funches** at 9:58 a.m. by the following vote on roll call:

AYES: Council Members - Chambers, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Galvan

CITY CLERK OF THE CITY OF COMPTON

MAYOR OF THE CITY OF COMPTON

FEBRUARY 18, 2020

The Compton City Council Closed Session meeting was called to order at 5:05 p.m. in the Council Chambers of City Hall by Mayor Aja Brown. The Pledge of Allegiance and Moment of Silence ceremonies were also led by Mayor Brown.

ROLL CALL

Council Members Present: Chambers, Sharif, Brown

Councilmembers Absent: Galvan (*Entered during closed session*), McCoy

Other Officials Present: D. Brown, A. Godwin, D. Sanders, C. Cornwell

CLOSED SESSION AGENDA ITEMS

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Calvary Community Church of Compton v. City of Compton et al, LASC

Case No. BC636229

City of Compton v. Angeles Abbey Memorial Park et al, LASC Case No.

19CMCV00192

Pursuant to California Government Code Section 54956.9 (a)

City Attorney Damon Brown requested a closed session to hold a conference with legal counsel-existing litigation: Calvary Community Church of Compton v. City of Compton et al, LASC Case No. BC636229 and City of Compton v. Angeles Abbey Memorial Park et al, LASC Case No. 19CMCV00192, pursuant to California Government Code Section 54956.9 (a).

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

There were no audience comments.

On motion by Sharif, seconded by Chambers, the City Council recessed to closed session at 5:07 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - Galvan, McCoy

RECONVENE TO OPEN SESSION

ROLL CALL

Council Members Present – Chambers, Galvan, Sharif, Brown

Council Members Absent – McCoy

REPORT OUT ON CLOSED SESSION ACTION

City Attorney Brown reported that there was no reportable action taken during the closed session.

INTRODUCTION OF SPECIAL GUESTS

1. POWER POINT PRESENTATION – COUNTY REGISTRAR RECORDER/COUNTY CLERK’S OFFICE – VOTING SOLUTION FOR ALL PEOPLE (VSAP) -

Ms. Terina Keresoma, representing the Los Angeles County Registrar Recorder/County Clerk’s Office, offered a power point presentation explaining the innovative voter-centered approach to voting for Los Angeles County begins in 2020. The Voting Solutions for All People (VSAP) was developed by the Registrar-Recorder/County Clerk (RR/CC) in 2009 to address an aging voting system and an increasingly large and complex electorate. The project seeks a collaborative approach to a voting system design that will put voters at the center and maximize stakeholder’s participation. Through field research and coalition building, the RR/CC has pioneered a voter-centered approach to voting system design and development.

The Ballot Marking Device (BMD) makes it easy for voters to customize the voting experience to fit their needs. Voters can access 13 languages, adjust the touch screen to a comfortable angle, change the display settings such as text size and contrast or go through the ballot using the audio headset and control pad. Security remains a top priority for L.A. County, that's why this device is **not** connected to a network or the internet. The easy-to-follow instructions can guide any voter through the voting process without the need for assistance.

At the vote center, voters can scan the Poll Pass to transfer their selections to the BMD. Then, a review screen will display allowing voters a chance to make changes or cast their ballot.

The Electronic Pollbooks (ePollbook) will replace the printed list of voters and will be used by vote center staff to verify the registration eligibility of a voter in real time. Additionally, ePollbooks will indicate if a voter has already voted anywhere in the County and will not allow voting at multiple locations. The voter information on the ePollbooks is not connected to the BMD or the tally system. They remain independent from one another to protect a voter's personal information. Printed ballots do not contain any voter information.

Facts on the ePollbook:

- Voters can check-in and go to any vote center within the County to vote.
- Voter registration information can be updated in real time.
- Allows Vote by Mail voters to cast a regular in-person ballot without needing to surrender their mailed ballot.
- There are over 1,000 vote centers around the Los Angeles County area, which allows citizens to vote at any site.
- Voters will be allowed 11 days to cast their ballots beginning February 22, 2020 throughout Election Day---March 3, 2020.
- Contact lavote.net for further information.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

Fred Castro, Compton resident, spoke in opposition to agenda item Number 11 (renaming of the Delores Zurita Aquatics Center at Gonzales Parks), indicating that Delores Zurita has a rich history of service to the Compton community and urged the Council not to approve the name change. Mr. Castro offered his condolences to the family of Jasper Holt V.

LeMeika Pope, Compton resident, addressed agenda Item Number 11 (renaming of the Delores Zurita Aquatics Center at Gonzales Parks), and expressed her condolences to the family of Jasper Isaiah Holt V. Ms. Pope commented that Delores Zurita was a staunch advocate for the swimming pool for the children of the First District. Ms. Pope also asked the Council to take into consideration all the hard work and the thousands of meals provided by the Meals on Wheels Program operated by Ms. Delores Zurita.

Walter Williams, Compton resident, raised concerns regarding a neighbor of his who has received numerous parking violation citations. Mr. Williams further stated that he has witnessed his neighbor receiving citation envelopes on his vehicles, however, the envelopes are empty. Mr. Williams spoke about the unfairness of the system, indicating that he has received a \$63 citation on three separate occasions, which he was required to pay.

Adolpho Varas, Latino Chamber of Commerce, expressed his condolences to Councilmember Tana McCoy and her family on their loss. Mr. Varas commented that he wholeheartedly supports the small business community, adding that a study regarding small businesses found that \$.67 of every \$1 spent at small businesses stays in the community. Mr. Varas invited the community to Celebrate Black History Month with the Latino Chamber of Commerce on February 22, 2020 from 11:00 a.m. until 4:00 p. m., and added that there will be games, music, food and an opportunity to support the small business community.

Maria Villarreal, CEO of the Latino Chamber of Commerce, spoke with the aid of a translator and detailed an incident whereby two Compton residents (Francisco Salas and Antonio Juarez) who were involved in accidents. Ms. Villarreal reported that the gentlemen are being sued by their insurance company and they have asked the Latino Chambers of Commerce to intervene and represent them. Ms. Villarreal indicated that the Compton Sheriff's Department has not

conducted a proper investigation of the incident. Ms. Villarreal also raised concerns regarding her water bill which was sent to her on January 27, 2020, however, the bill is not due until April 6, 2020, which is very confusing. Ms. Villarreal also indicated that she did not receive an invitation to meet with City administration.

Attorney Brown indicated that the meeting invitation was addressed to Ms. Villarreal using the address provided by the California Secretary of State.

David Irons, Compton resident, expressed his appreciation for the cleaning up of the City. Mr. Irons highlighted the rich history of the City of Compton, adding that Compton has produced over 100 professional baseball players from the Jackie Robinson Stadium Baseball. Mr. Irons noted that Mr. Lonnie Smith has three World Series rings and we must recognize him and others like Mr. Lenny Randle.

Aaron Dowell, Compton resident, cited quotes from a Presidential Candidate Mayor Michael Bloomberg regarding certain racist policies such as ‘stop and frisk’ instituted against Black and Brown people. Mr. Dowell indicated that the Mayor endorsed Mr. Bloomberg and further questioned the rationale for such an endorsement.

Mayor Brown encouraged everyone to use their voice and individual right to vote for the candidate of their choice.

Adrian Cleveland, Compton resident, spoke regarding the renaming of the Aquatics Center at Gonzales Park in honor of Jasper Isaiah Holt V. Ms. Cleveland indicated that young Jasper had a heart of gold and was an ambassador for children with Autism and he raised awareness. Jasper was full of love and hope, adding that young Jasper was part of the Autism network and he brought people together through the Autism Swim program. Ms. Cleveland stated that Delores Zurita was very instrumental in installing the swimming pool at Gonzales Park, therefore, she was not in favor of renaming the aquatics center. Ms. Cleveland indicated that she was in support of some other form of recognition to honor young Jasper such as a plaque to commemorate all the wonderful things young Jasper accomplished in his short life.

Marjorie Shipp, Compton resident, addressed agenda item Number 11 (renaming of Gonzales Park Aquatics Center) and suggested that Ms. Delores Zurita’s name remain on the aquatics center. Ms. Shipp noted that Ms. Zurita was a trailblazer in the community, as she served with the Meals on Wheels program and diligently served as a Councilmember for the First District. Ms. Shipp urged the Council to work on other issues such as eradicating graffiti, removing illegally dumped debris and cleaning up the City.

Richard Earl, Compton resident, commented that the residents demand clean streets and suggested that the Council begin with Compton Boulevard and branch out to the remainder of the City. Mr. Earl indicated that elderly voters are afraid of computers, so we must take this into consideration and have people available to assist them with the new voting system. Mr. Earl concluded by speaking out against removing the name of Delores Zurita from the Aquatics center, adding that she has done so much for the City of Compton.

Marie Hollis, Compton resident, addressed agenda item Number 11 (renaming of Gonzales Park Aquatics Center) and spoke against the name change. Ms. Hollis offered her condolences to the family of young Jasper Holt V, and suggested that a plaque be installed at the center to honor him for his contributions to the City of Compton. Ms. Hollis praised Delores Zurita for all that she has done, noting that the Meals on Wheels Program has been a huge blessing for a countless number of residents for many, many years. Ms. Hollis concluded that the Council’s intention to honor Jasper Holt are noble, however she urged them to please consider the sentiments of the community.

Tracy Filer, Compton resident, commented that she was born, raised and educated in Compton and spoke on behalf of herself and her Mother, Ms. Blondell Filer, and urged the Council not to change the name of the Delores Zurita Aquatics Center. Ms. Filer highlighted Mrs. Zurita’s many years of service to the Compton community with the Meals on Wheels Program whereby she served many delicious meals to the Seniors and also worked with and advocated for the youth of the community. Ms. Filer noted that Delores Zurita played a major

role in the planning and building of the swimming pool at Gonzales Park and her name must remain on the aquatics center.

Anthony Williams, Compton resident, addressed agenda item Number 11 (renaming of Gonzales Park Aquatics Center) and stated that he was in favor of renaming the aquatics center in honor of Jasper Holt V. Mr. Williams highlighted the many accomplishments of young Jasper in his very short lifespan, adding that he was an extraordinary young man who championed so many programs and services for Autism awareness. Jasper Holt V was very intelligent and was an extraordinary person who had a heart of gold and loved everyone. Mr. Williams concluded by indicating that Jasper created many resources for families with Autistic children, and should be recognized and honored for the great impact he had on the community and for always putting others first.

Lynn Boone, Compton resident, expressed her sorrow to the family of Jasper Holt V and suggested that a plaque or some other form of recognition of honor be installed near the pool at Gonzales Park. Ms. Boone indicated that Delores Zurita advocated for Autism awareness and served the Compton community for years as a Councilwoman, adding that she also served the community for many, many years with the Meals on Wheels program. She concluded that this name change issue goes deeper than just the name change. Ms. Boone raised concerns regarding agenda item Number 12 (2020 Census Strategic plan).

Joyce Kelly, Compton resident, agreed with the previous speakers and asserted that a plaque to honor Jasper Holt would be more suitable. Ms. Kelly noted that Delores Zurita served meals to the Seniors for over 40 years and diligently served on the City Council. She thanked the citizens for attending the hugely successful Crime Summit, adding that representatives from various federal agencies were in attendance and provided crucial input. Ms. Kelly indicated that the Council is paying out a great deal of money in contracts, but asserted that the City should be utilizing those funds to repair the streets of Compton.

Craig Henry, Compton resident, spoke in opposition to the proposed name change of the aquatics center, adding that when we honor someone by naming a site after them, it is unfair to take that honor away. Mr. Henry commented that he remembers how fiercely Delores Zurita advocated for the swimming pool at Gonzales Park, and offered that Mr. Jasper Holt was an extraordinary young man and deserves to be honored, and further suggested that the Hub City Autism Society be renamed as the Jasper Holtz V Autism Society.

5:35 P.M. - PUBLIC HEARING - AMEND THE CITY OF COMPTON'S HOUSING ELEMENT (Item #13)

On motion by Galvan, seconded by Mayor Brown (who stepped from the Chair), the hearing was opened at 7:18 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - McCoy

Robert Delgadillo presented the Staff report and indicated that the City Council is holding this public hearing to consider adopting the 2014-2021 Housing Element. The Planning Department has completed the fifth Cycle Housing Element to the City of Compton General Plan as required by California Government Code Section 65300.

The City of Compton Housing Element is required by state law and is one of the required General Plan Elements. The Housing Element must be revised every eight years and be certified by the State Housing and Community Development Department (HCD).

The Housing Element will serve as the primary vision and master planning guide for the City to guide the physical development of housing within the City. The Compton Housing Element therefore serves as the blueprint for the development of housing in the City.

Mr. Delgadillo further noted that the Housing Element takes the concerns of the legislature (lack of affordable housing, Transitional, Supportive Housing and Emergency Shelters) and the requirements of Section 65585 of the Government Code and combines them with demographic information and local needs.

The Housing Element discusses the existing characteristics and conditions that affect the demand, availability, affordability, and development of housing. It develops goals and programs to facilitate the development of more low income housing.

Mr. Delgadillo further indicated that the proposed draft Housing Element was submitted to HCD on July 19, 2019. Staff had responded to questions from HCD staff regarding the Housing Element and in response, made several revisions. HCD's formal review letter was received on September 11, 2019 and indicated that the Housing element meets the statutory requirement of law, meaning it is approved pending some follow up items. The City has conducted public outreach to involve residents and citizen groups in the preparation of the Housing Element. Mr. Delgadillo submitted a summary of major concerns from stakeholders such as: creation of more affordable housing; the purchase of abandoned homes and renovate them to low income individuals; better compliance with building and modifying the Zoning Code to allow for emergency shelters and transitional and supportive housing developments.

Mr. Delgadillo concluded by stating that Staff will prepare a Housing Element Progress report and submit it to HCD Housing Element Progress Update in 2020.

AUDIENCE COMMENTS REGARDING THE PUBLIC HEARING

David Irons, question the amount of money an individual would need to make per year to be able to afford 'affordable' housing.

Mr. Delgadillo replied that a person would be required to make 80% of the average median income for residents of Los Angeles County which would be approximately \$50,000 per year.

Arturo Macias, Compton resident, questioned whether the proposed project addresses Accessory Dwelling Units (ADUs).

Mr. Delgadillo replied in the affirmative, explaining that ADUs are a secondary housing unit on a single-family residential lot. Mr. Delgadillo further stated that the City follows California State law governing ADUs.

Marjorie Shipp, Compton resident, inquired as to the amount of down-payment that would be needed to afford one of the units.

Mr. Delgadillo expressed that he was not certain of the down payment costs, as many factors must be considered. The City is committed to providing affordable housing and working in conjunction with various developers to achieve this goal.

Joyce Kelly, Compton resident, offered that there is no real definition for 'affordable housing,' and added that many residents are becoming displaced and homeless as a result of gentrification.

Lynn Boone, Compton resident, questioned the City's late timeline in submitting crucial documents. Ms. Boone then raised concerns that the administration has given the funds away, adding that certain projects such as the operation of the first-time home buyers program was given away to contractors.

Miller Martin, questioned presented a scenario whereby if a home is destroyed through a fire, and the City purchased the property to build another home, what type of home would be placed at the site. Mr. Martin also raised concerns about traffic congestion.

Mr. Delgadillo replied that the property could be developed for townhouses, apartments or condominiums in an effort to increase density and provide more housing.

There being no further public comments, It was moved by Sharif, seconded by Galvan the hearing was closed at 7:41 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - McCoy

5:45 P.M. - PUBLIC HEARING - TO ADOPT AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP AND CHAPTER 30 OF THE COMPTON MUNICIPAL CODE FOR A NEW EMERGENCY SHELTER OVERLAY ZONE AND REGULATIONS

On motion by Sharif, seconded by Galvan, the public hearing was open at 7:45 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - McCoy

Robert Delgadillo stated that this item is related to the Housing Element and indicated that Senate Bill 2, effective January, 2008, amended California's housing element law (State Housing Element Law) and California's Housing Accountability Act (HAA) to require local governments to take specific zoning actions to encourage the development of emergency shelters, transitional and supportive housing. Mr. Delgadillo indicated that this hearing is being held to consider an Emergency Shelter Overlay Zone and permit Transitional and Supportive Housing in Residential Zones. Staff is presenting several amendments to Chapter 30 of the Compton Municipal Code (CMC) relating to Emergency Shelters and Transitional and Supportive Housing. Mr. Delgadillo reported that the boundaries of the proposed Emergency Shelter Overlay Zone is Alondra Boulevard (North), Santa Fe Avenue to the Los Angeles County Flood Control Channel (East), Artesia Boulevard (South) and Alameda Street East (West). The area is approximately 60 acres in size, which is more than sufficient to accommodate the local homeless population of 400+ individuals.

Mr. Delgadillo explained that Emergency shelters are temporary housing available to individuals and families experiencing homelessness. Transitional housing serves as a short-term stay when an individual or household is either waiting to secure permanent housing, or has secured permanent housing that is not immediately available.

Supportive housing offers deeply affordable rents where the tenant pays no more than 30 to 40 percent of his/her household income on housing costs and the tenant has easy access to a comprehensive array of individualized and flexible services, either on-site or in proximity to the housing site. Tenants have a lease offering an indefinite length of stay as long as the tenant complies with lease requirements. Supportive housing provides access to health and social services, such as mental health and addiction therapy, medical care, and case management to assist tenants in achieving stability and lead productive lives in the community.

Mr. Delgadillo concluded that the State Department of Housing and Community Development requires the proposed code amendments be adopted in order for the City to comply with Senate Bill 2 and to receive full certification of the Housing Element. Mr. Delgadillo commented that the City conducted community outreach meetings to receive input from the community and further presented various maps detailing alternative overlay zones for the Council's consideration.

AUDIENCE COMMENTS REGARDING THE PUBLIC HEARING

David Irons, Compton resident, commented that it is safer for shelters to have personal rooms with two people per room and not in an open space with 100 beds. Mr. Irons suggested that pre-fab buildings be used as shelters.

Rev. Al Sanders, Compton resident, commented that many agree that shelters are greatly needed, however, residents often say 'but not in my backyard.' Rev. Sanders questioned whether the 'imminent domain' factor could come into play to secure locations for shelters.

Mr. Delgadillo replied that this item does not address imminent domain, but simply providing options for a homeless shelter provider/developer to come into the City.

Arturo Macias, commented that the proposed overlay zone appears to be a proper location for a shelter.

Lynn Boone, questioned the lighting requirement for a shelter facility site.

Mr. Delgadillo submitted that the Compton Municipal Code requires that any facility, parking lot or pedestrian path, etc. must have proper security lighting.

Marjorie Shipp, Compton resident, questioned who would qualify for the transitional housing. Ms. Shipp then indicated that there is a substantial number of homeless students at Compton Community College and further questioned if those students would qualify for this housing.

Mr. Delgadillo replied that such a decision is at the discretion of the developer, however, such developer must be a recognized provider and in compliance of state law.

Mayor Brown thanked Mr. Delgadillo and Staff for addressing the concerns of the Council and the residents, adding that she supports the proposed Overlay Zone designation, as this proposed site will not have a significant impact to residents.

There being no further public comments, It was moved by Chambers seconded by Galvan, the public hearing was closed at 8:14 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, Sharif, Brown

NOES: Council Members - None

ABSENT: Council Members - McCoy

CONSENT AGENDA

APPROVAL OF MINUTES

2. JANUARY 28, 2020 (*Approved*)

CITY MANAGER/CITY ATTORNEY/CITY CONTROLLER/CITY TREASURER REPORTS

3. WARRANT REGISTER - JANUARY 2020 (*Received and filed*)
4. GAMING REPORT - JANUARY 2020 (*Received and filed*)
5. INVESTMENT REPORT - DECEMBER 31, 2019 (*Received and filed*)

CITY MANAGER

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING CLASSIFICATION SPECIFICATIONS FOR THE POSITIONS OF STREET SUPERINTENDENT, STREET MAINTENANCE SUPERVISOR, INFORMATION SYSTEMS ENGINEER AND FINANCIAL ANALYST
(*Approved Resolution Number 25,213*)

PUBLIC WORKS DEPARTMENT

7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO ACCEPT THE CONSTRUCTION OF THE TRAFFIC SIGNAL MODIFICATION PROJECT AS COMPLETE, APPROVAL OF CHANGE ORDERS, ISSUE A PURCHASE ORDER, DIRECT STAFF TO FILE THE NOTICE OF COMPLETION WITH THE LOS ANGELES COUNTY RECORDER'S OFFICE AND AUTHORIZE THE RELEASE OF THE CONTRACTOR'S RETENTION (\$3,478.05) (*Approved Resolution Number 25,214*)

RISK MANAGEMENT

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER FOR PAYMENT OF ADDITIONAL WORKERS' COMPENSATION EXCESS PREMIUM TO ALLIANT INSURANCE SERVICES FOR PROVISION OF CONTINUED WORKERS' COMPENSATION EXCESS INSURANCE (\$31,721.00) (*Approved Resolution Number 25,215*)

On motion by Sharif, seconded by Chambers, the consent agenda was approved by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - McCoy

REGULAR AGENDA

CITY MANAGER'S REPORT

9. A REQUEST FOR CITY COUNCIL RATIFICATION TO WAIVE FACILITY FEES FOR USE OF DOLLARHIDE COMMUNITY CENTER FOR MEMORIAL SERVICES FOR RONALD MCCOY TO BE HELD ON TUESDAY, FEBRUARY 18, 2020 (\$500.00) - ACTION ITEM

On motion by Galvan, seconded by Chambers, the facility fees were waived by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - McCoy

NEW BUSINESS

10. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE CITY OF COMPTON POLICY GOVERNING THE NAMING OF CITY-OWNED FACILITIES AND LAND

It was moved by Chambers, seconded by Galvan, that the resolution be adopted.

City Attorney Damon Brown explained that currently, the City's policy requires that facilities and land may not be named in honor of deceased persons until at least two years after their death. This current policy deprives the Council of any discretion to name city facilities or land in honor of a person they believe may have made significant contributions to the Compton community and/or served in the City in an exceptional and distinguished manner.

Councilmember Sharif commented that the Council should honor the two-year waiting period before offering a re-naming of a building or site, indicating that this waiting period would provide the Council with an opportunity to reflect and also possibly develop alternative ideas to honor the residents and the community.

The motion to adopt the resolution entitled 'A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE CITY OF COMPTON POLICY GOVERNING THE

NAMING OF CITY-OWNED FACILITIES AND LAND' failed by the following vote on roll call:

AYES: Council Members - Chambers
NOES: Council Members - Sharif
ABSENT: Council Members - McCoy
ABSTAIN: Council Members - Galvan, Brown

11. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RENAMING THE GONZALES PARK AQUATIC CENTER IN HONOR OF JASPER ISAAH HOLT V (*No action taken*)
12. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE CITY MANAGER'S OFFICE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE \$143,405 IN GRANT FUNDS FROM THE COUNTY OF LOS ANGELES FOR THE IMPLEMENTATION OF THE CITY OF COMPTON'S 2020 CENSUS STRATEGIC PLAN AND APPROVAL OF THE REVISED 2020 CENSUS STRATEGIC PLAN

It was moved by Galvan, seconded by Chambers, that the resolution be adopted.

Councilman Galvan raised concerns regarding how the funds would be distributed.

The motion to adopt the resolution entitled 'A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE CITY MANAGER'S OFFICE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE \$143,405 IN GRANT FUNDS FROM THE COUNTY OF LOS ANGELES FOR THE IMPLEMENTATION OF THE CITY OF COMPTON'S 2020 CENSUS STRATEGIC PLAN AND APPROVAL OF THE REVISED 2020 CENSUS STRATEGIC PLAN' failed by the following vote on roll call:

AYES: Council Members - Chambers, Sharif, Brown
NOES: Council Members - Galvan
ABSENT: Council Members - McCoy

13. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE CITY OF COMPTON GENERAL PLAN TO ADOPT THE 2014-2021 HOUSING ELEMENT

On motion by Sharif, seconded by Galvan, **Resolution Number 25,216** entitled '**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE CITY OF COMPTON GENERAL PLAN TO ADOPT THE 2014-2021 HOUSING ELEMENT**' was adopted by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - McCoy

COUNCIL COMMENTS

Councilperson Chambers offered the following communications/announcements:

- Expressed her sincere condolences to the McCoy family on their loss and asked that the City keep the family in their thoughts and prayers.
- Congratulated the 'Sharks' Cricket Club on their hugely successful season.
- Announced that Holy Chapel Missionary Baptist Church, 1016 E. Rosecrans Avenue, will be hosting a Voting Solutions for All Peoples (VSAP) flex voting systems informational event in conjunction with L.A. County Registrar of Voters, on Saturday, February 22, 2020 from 9:00 a.m. until 5:00 p.m.

- Commented on the wonderful ground breaking ceremony for the L.A. Dodgers Baseball Dream Field, noting that several dignitaries were in attendance such as television personality Anthony Anderson, Dodger Pitcher Clayton Kershaw and many others---this project is a great addition to the Compton community.

Councilmember Galvan offered the following communications/announcements:

- Commented on the wonderful ground breaking ceremony for the new Dodgers Baseball Dream Field at Gonzales Park, adding that this wonderful program will be a beautiful addition to the City and thanked the L.A. Dodgers.
- Thanked everyone involved with the 7th annual Senior Citizen's Valentine's Day luncheon adding that over 120 Seniors enjoyed a free lunch, flowers, candy and other surprises.
- Requested that a flashing light signal be installed on Santa Fe Avenue and Oaks street, for the safety of the community.

Councilmember Sharif offered the following communications/announcements:

- Announced that she will host a Citizenship Fair in collaboration with Assemblyman Mike Gipson on February 22, 2020 from 9:00 a.m. until 12 noon at the Dollarhide Community Center, 301 N. Tamarind—immigration attorneys will be on site to assist with obtaining citizenship. Contact: (310) 605-5662 for further details.
- Announced that the Youth Leadership Council will host a Community Day event on March 21, 2020 from 11:00 a.m. to 3:00 p.m. at South Park, 1300 E. Caldwell Street.
- Invited the community to attend her District 4 Town Hall Meeting scheduled for February 19, 2020 from 6:00 p.m. until 8:00 p.m. at Kelly Park, 2319 E. Caldwell Street—there will be discussions focusing on inclusion, communication/community outreach and support, developing an action plan and Deputy Rafer Owens will discuss crime statics and prevention.

Mayor Brown offered the following communications/announcements:

- Thanked everyone involved with the wonderful ground breaking ceremony for the renovation of Jackie Robinson Field and Gonzalez Park, indicating that the Field of Dreams project represents a significant investment in the City's park system and is a great benefit to the entire City of Compton.
- Encouraged everyone to complete and return their 2020 Census forms to enable the City of Compton to receive the maximum amount of funding. The 2020 Census helps to determine how federal funds are distributed each year to support vital programs in states and communities. These funds shape local health care, housing, education, transportation, employment and public safety.
- Encouraged the Compton community to attend the next *Open Mic* event scheduled for February 22, 2020 beginning at 7:00 p.m. at the Dollarhide Community Center, 301 N. Tamarind Avenue, Compton.
- Announced that the first Community Conversation of the year will be held on February 29, 2020 from 1:00 p.m. until 3:00 p.m. at the NHS Neighborhood Center for Sustainable Communities, 1051 W. Rosecrans Avenue, Compton, 90220.

ADJOURNMENT

On motion by McCoy, seconded by Chambers, the meeting was adjourned in memory of **Hilda Garcia** and **Ronald McCoy** at 9:17 p.m. by the following vote on roll call:

AYES: Council Members - Galvan, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, McCoy

CITY CLERK OF THE CITY OF COMPTON

MAYOR OF THE CITY OF COMPTON

March 10, 2020

TO: MAYOR AND CITY COUNCIL

FROM: CITY CLERK

SUBJECT: ACCEPTANCE OF COMMISSIONER'S RESIGNATION

On February 26, 2020 the City Clerk's Office received a letter of resignation from the Personnel Board Member Charlene Anderson.

Staff is requesting that this Body accept the resignation of Charlene Anderson, Personnel Board.

**ALITA L. GODWIN, MMC
CITY CLERK**

March 10, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM: MARVIN C. HUNT, DIRECTOR
PARKS AND RECREATION DEPARTMENT**

**RE: ACTION ITEM -- REQUEST FOR CITY COUNCIL TO WAIVE FACILITY
FEES FOR USE OF THE DOLLARHIDE COMMUNITY CENTER FOR
REPASS SERVICES FOR EGFORD EVERETT DAVIS TO BE HELD ON
FRIDAY, MARCH 13, 2020 (\$225.00)**

The Parks and Recreation Department ("Department") received a request to utilize the Dollarhide Community Center on Friday, March 13, 2020, from 11:00 A.M. to 2:00 P.M. for memorial services for Egford Everett Davis. This event will consist of celebrating the life of Mr. Davis as he is remembered by friends, and family.

Mr. Davis was a long time Compton resident residing at 907 N Dwight Ave., Compton, CA 90220, since 1958. He is survived by his mother Essie Harris, sisters Susian Chaney (Davis), Norma Gilliam, Balistien Thomas, Yolanda Stowe, and a brother.

The family is requesting the use of the Dollarhide Community Center to conduct the event and is seeking a waiver of facility use fees; however, City policy does not give authorization for staff to waive fees for use of City-owned facilities for non-City related activities or business; thus, City Council approval is required.

Breakdown of the fees associated with use of the Dollarhide Community Center for the requested event are described below.

DEPARTMENT	COSTS
Facility Fees	
\$75 hour x 3 hours = \$225.00	\$225.00
General Services	
1 Custodian x \$35 an hour x 6 hours = \$420.00	\$175.00
Total	\$400.00

**Action Item – Request for Facility Use Fee Waiver
Dollarhide Community Center
Egford Everett Davis Repass
March 10, 2020, page 2**

As in the case of previous requests, City Council has the option of waiving the facility costs only of \$225.00 for the event. Staff costs for this event, assuming City Council waives the facility fee, would be \$175.00 and will be directed to be paid by the organizers.

**MARVIN C. HUNT, DIRECTOR
PARKS AND RECREATION DEPARTMENT**

APPROVED FOR FORWARDING:

**CRAIG J. CORNWELL
CITY MANAGER**

March 10, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
APPROVING THE MIDYEAR BUDGET AMENDMENT TO THE 2019-2020
FISCAL YEAR BUDGET AND TRANSFERRING FUNDS BETWEEN
VARIOUS ACCOUNTS**

SUMMARY

Adoption of this resolution will authorize amendments to the Fiscal Year 2019-2020 Adopted Budget which was adopted by the City Council on June 25, 2019. Consistent with its commitment to prudence, the Council will review the Fiscal Year 2019-2020 midyear expenditures.

Based on this review, Council will consider a resolution to amend expenditure appropriations to address budgetary issues that arose between the adoption of the budget and the end of the second quarter of Fiscal Year 2019-2020. The City Manager is recommending potential savings to be transferred to various department accounts to supplement funds for areas that are currently in need of additional funding. All of these transactions are “cost neutral” (i.e. they do not increase or decrease net Budget appropriations).

BACKGROUND

The annual budget is a planning document used to fund policies and programs as directed by Council, and is based on assumptions and projections. As a result of the second quarter monitoring, staff revised expenditures to address the addition of new positions and identified potential savings that can be transferred to accounts that need additional funding.

STATEMENT OF THE ISSUE

Budget Adjustment for Fiscal Year 2019-2020

The proposed budget amendments are all cost neutral and do not affect the total revenue and expenditure balances projected for the Fiscal Year 2019-2020 Budget. The proposed changes specifically focus more on funding accounts that are in need of additional funding using identified savings.

**Staff Report – Resolution Approving MidYear
FY 2019-20 Budget Amendments/Transferring
Funds between Various Accounts
March 10, 2020, page 2**

The following budget transactions are necessary in order to balance all expenditures, correct any inadvertent errors, and increase the City's level of service:

1) Additional Positions and Increase Level of Services

The City Manager has identified positions that can be funded using salary savings that was realized in the second quarter of Fiscal Year 2019-2020 in order to provide an increased level of services. Some vacant positions had to be removed and some accounts in Operations and Maintenance had to be decreased in order to deliver a cost-neutral effect.

The salary savings from the deletion of the Printing Service Manager position will be transferred to Other Contract Services for the payment of outstanding invoices. Proposed new positions are to address customer service in the departments of Planning & Public Works that have experienced a significant increase in calls and walk-in customers. In addition, funding is needed for the position of Housing Manager that was only partially funded. The following are the proposed changes:

Delete Positions:

- One (1) 1.0 FTE Community Development Director – Planning
- One (1) 1.0 FTE Sr. Civil Engineer – Public Works
- One (1) 1.0 FTE Printing Services Manager – City Manager
- One (1) 1.0 FTE Accounting Specialist – City Manager

Add Positions:

- One (1) 1.0 FTE Planning Manager – Planning
- One (1) 1.0 FTE Assistant Planner – Planning
- One (1) 1.0 FTE Jr. Civil Engineer – Public Works Engineering
- One (1) 1.0 FTE Housing Manager – Local Housing Authority

Decrease Budget Accounts:

• 1001-650-000-4101	Salary Savings	\$ 13,870.00
• 1004-810-000-4101	Salary Savings	\$ 7,332.00
• 1004-610-000-4217	Identified Savings	\$ 6,266.00
• 1201-510-000-4101	Salary Savings	\$ 40,793.00
• 6200-510-000-4101	Salary Savings	\$ 39,372.00
	Total	\$107,633.00

**Staff Report – Resolution Approving MidYear
FY 2019-20 Budget Amendments/Transferring
Funds between Various Accounts
March 10, 2020, page 3**

Increase Budget Accounts:

• 1001-780-000-4101	Permanent Salaries	\$ 13,870.00
• 1004-790-000-4101	Permanent Salaries	\$ 13,598.00
• 1201-790-000-4101	Permanent Salaries	\$ 40,793.00
• 6200-510-000-4269	Other Contract Svcs.	\$ 39,372.00
	Total	\$107,633.00

2) Funding for Facility Maintenance & Street Repairs

The City Manager has requested all identified savings to be transferred to Capital projects account to be used for emergency facility maintenance and street repairs. The total amount of \$966,934 has been identified. The following budget amendment is necessary:

Decrease Budget Accounts:

• 1001-510-000-4269	Identified Savings	\$ 50,000.00
• 1001-650-000-4101	Salary Savings	\$ 47,200.00
• 1001-650-BLC-4101	Salary Savings	\$ 6,000.00
• 1004-610-000-4217	Identified Savings	\$ 38,734.00
• 1004-720-000-4266	Identified Savings	\$200,000.00
• 1004-720-000-4269	Identified Savings	\$300,000.00
• 1004-420-000-4295	Identified Savings	\$325,000.00
	Total	\$966,934.00

Increase Budget Accounts:

• 1001-610-000-4300	Capital Projects	\$103,200.00
• 1004-610-000-4300	Capital Projects	\$863,734.00
	Total	\$966,934.00

3) Funding for City Controller Financial Software

The City Controller has requested \$30,000 to be used for annual payment of Financial Software – OneSolution. This account was partially funded and this transfer is needed to have sufficient funds to cover the cost of OneSolution annual payment. The following budget amendment is necessary:

Decrease Budget Accounts:

• 1001-650-BLC-4101	Salary Savings	\$ 30,000.00
	Total	\$ 30,000.00

**Staff Report – Resolution Approving MidYear
FY 2019-20 Budget Amendments/Transferring
Funds between Various Accounts
March 10, 2020, page 4**

Increase Budget Accounts:

• 1001-650-000-4222	Computer Software	\$ 30,000.00
	Total	\$ 30,000.00

4) Fire Department Overtime Funding

The Fiscal Year 2019-2020 Fire Department Budget has allocated \$2,170,000 for overtime of which \$1,998,280 has been used. The Fire Department has identified salary savings of \$150,000 from current vacant positions that should be transferred to overtime. The following budget amendment is necessary:

Decrease Budget Accounts:

• 1001-690-000-4101	Salary Savings	\$150,000.00
	Total	\$150,000.00

Increase Budget Accounts:

• 1001-690-000-4171	Overtime	\$150,000.00
	Total	\$150,000.00

5) Public Works Engineering Salaries Funding

The Fiscal Year 2019-2020 Budget had a strategic funding plan enacted by prior City management for the distribution of salaries in the Department of Public Works Engineering. This plan was to utilize special funding sources; however, they have not been utilized since the commencement of the fiscal year. Those funds are no longer available for salaries and should be transferred to Capital Outlay to be used for street repairs. Alternative funding sources had to be sought to fund the current staffing. The following budget amendment is necessary:

Decrease Budget Accounts:

• 1004-420-000-4295	Identified Savings	\$ 75,000.00
• 1900-710-000-4101	Salary Savings	\$100,000.00
• 1520-710-000-4101	Salary Savings	\$ 75,000.00
• 1528-710-000-4101	Salary Savings	\$ 60,000.00
	Total	\$310,000.00

**Staff Report – Resolution Approving MidYear
FY 2019-20 Budget Amendments/Transferring
Funds between Various Accounts
March 10, 2020, page 5**

Increase Budget Accounts:

• 1004-710-000-4101	Permanent Salaries	\$ 75,000.00
• 1900-710-000-4300	Capital Outlay	\$100,000.00
• 1520-710-000-4300	Capital Outlay	\$ 75,000.00
• 1528-710-000-4300	Capital Outlay	\$ 60,000.00
	Total	\$310,000.00

6) City Clerk Salaries Funding

The City Clerk's 2019-2020 fiscal year personnel budget requires additional funding due to a one-time payment of \$36,182 to satisfy a meet and confer agreement between the City and AFSCME Local 2325. The following budget amendment is necessary:

Decrease Budget Accounts:

• 1001-470-000-4262	Other Professional Svcs.	\$ 18,091.00
• 1001-470-000-4269	Other Contract Serv.	\$ 18,091.00
	Total	\$ 36,182.00

Increase Budget Accounts:

• 1001-470-000-4101	Permanent Salaries	\$ 36,182.00
	Total	\$ 36,182.00

7) Fund 1201(Redevlopment Agency) Identified Savings

Salary savings has been identified in the amount of \$23,035 in the Redevelopment Agency fund for Fiscal Year 2019-2020 Budget. These funds will be transferred to address illegal dumping at Redevelopment Agency vacant lots. The following budget amendment is necessary:

Decrease Budget Accounts:

• 1201-510-000-4101	Salary Savings	\$ 9,535.00
• 1201-780-000-4101	Salary Savings	\$ 13,500.00
	Total	\$ 23,035.00

Increase Budget Accounts:

• 1201-510-000-4269	Special Department Exp.	\$ 23,035.00
	Total	\$ 23,035.00

**Staff Report – Resolution Approving MidYear
FY 2019-20 Budget Amendments/Transferring
Funds between Various Accounts
March 10, 2020, page 6**

A complete summary of the proposed Budget Amendments per fund and object code are identified in “**Attachment A**” which details these fund transfers by fund and account number.

The proposed Budget Amendments transfer Salary Savings and other identified savings to various accounts with no net changes to the 2019-2020 Fiscal Year Budget.

FISCAL IMPACT

As outlined in this report, given the anticipated identified savings in the second quarter, the City of Compton has a balanced budget and the recommendations are cost neutral and do not have a negative impact on the City’s balanced budget.

ALTERNATIVE

The Budget Amendments outlined above are critical adjustments necessary to ensure that the City continues with a balanced Fiscal Year 2019-2020 budget, while providing constituents with the best quality level of services. However, the Council has the option of considering the recommendations individually, collectively, or in the numbered groups.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing the City Manager to make the Budget Amendments to the FY 2019-2020 Budget, as detailed in “**Attachment A.**”

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COMPTON APPROVING THE MIDYEAR BUDGET AMENDMENT
TO THE 2019-2020 FISCAL YEAR BUDGET AND
TRANSFERRING FUNDS BETWEEN VARIOUS ACCOUNTS**

WHEREAS, pursuant to Resolution No. 25,058, the City of Council of the City of Compton adopted the Fiscal Year 2019-2020 budget on June 25, 2019; and

WHEREAS, it is necessary to make amendments to the adopted 2019-2020 Fiscal Year Budget to transfer 2019-2020 Second Quarter salary savings from Combined Funds as identified in "*Attachment A*" in the amount of \$107,633 in order to fund new positions that will provide an increased level of services with no net change in Budget costs to the City; and

WHEREAS, the City Manager has requested all identified savings to be transferred to Capital projects accounts to be used for emergency facility maintenance and street repairs. The total amount of \$966,934 has been identified; and

WHEREAS, the City Controller has requested \$30,000 to be used for the annual payment for Financial Software to OneSolution. This account was partially funded and this transfer is needed to have sufficient funds to cover the cost of the OneSolution annual payment; and

WHEREAS, the Fiscal Year 2019-2020 Fire Department Budget has allocated \$2,170,000 for overtime of which \$1,998,280 has been used. The Fire Department has identified salary savings of \$150,000 from current vacant positions that should be transferred to overtime; and

WHEREAS, the Fiscal Year 2019-2020 Budget had a strategic funding plan enacted by prior City management for the distribution of salaries in the Department of Public Works Engineering. This plan was to utilize special funding sources; however, they have not been utilized since the commencement of the fiscal year. Those funds are no longer available for salaries and should be transferred to Capital Outlay to be used for street repairs. Alternative funding sources had to be sought to fund the current staffing; and

WHEREAS, the City Clerk's 2019-2020 fiscal year personnel budget requires additional funding due to a one-time payment of \$36,182 to satisfy a meet and confer agreement between the City and AFSCME Local 2325; and

WHEREAS, there has been \$23,035 in identified savings in Fund 1201(Redevlopment Agency) for Fiscal Year 2019-2020 Budget. These funds will be transferred to address illegal dumping at Redevelopment Agency vacant lots; and

WHEREAS, the proposed Budget Amendments transfer Salary Savings and other identified savings to various accounts with no net changes to the 2019-2020 Fiscal Year Budget; and

WHEREAS, all changes are to take full effect on the adoption date of this resolution.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON
DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. That the City Manager is hereby authorized to make the following Budget Amendment to the Fiscal Year 2019-2020 adopted budget for Additional Positions and Increased Level of Services:

Delete Positions:

- One (1) 1.0 FTE Community Development Director – Planning
- One (1) 1.0 FTE Sr. Civil Engineer – Public Works
- One (1) 1.0 FTE Printing Services Manager – City Manager
- One (1) 1.0 FTE Accounting Specialist – City Manager

Add Positions:

- One (1) 1.0 FTE Planning Manager – Planning
- One (1) 1.0 FTE Assistant Planner – Planning
- One (1) 1.0 FTE Jr. Civil Engineer – Public Works Engineering
- One (1) 1.0 FTE Housing Manager – Local Housing Authority

Decrease Budget Accounts:

• 1001-650-000-4101 Salary Savings	\$ 13,870.00
• 1004-810-000-4101 Salary Savings	\$ 7,332.00
• 1004-610-000-4217 Identified Savings	\$ 6,266.00
• 1201-510-000-4101 Salary Savings	\$ 40,793.00
• 6200-510-000-4101 Salary Savings	\$ 39,372.00
Total	\$107,633.00

Increase Budget Accounts:

• 1001-780-000-4101 Permanent Salaries	\$ 13,870.00
• 1004-790-000-4101 Permanent Salaries	\$ 13,598.00
• 1201-790-000-4101 Permanent Salaries	\$ 40,793.00
• 6200-510-000-4269 Other Contract Svcs.	\$ 39,372.00
Total	\$107,633.00

SECTION 2. That the City Manager is hereby authorized to make the following Budget Amendment to the Fiscal Year 2019-2020 adopted budget for Funding of Facility Maintenance & Street Repairs:

Decrease Budget Accounts:

• 1001-510-000-4269 Identified Savings	\$ 50,000.00
• 1001-650-000-4101 Salary Savings	\$ 47,200.00
• 1001-650-BLC-4101 Salary Savings	\$ 6,000.00
• 1004-610-000-4217 Identified Savings	\$ 38,734.00
• 1004-720-000-4266 Identified Savings	\$200,000.00
• 1004-720-000-4269 Identified Savings	\$300,000.00
• 1004-420-000-4295 Identified Savings	\$325,000.00
Total	\$966,934.00

Increase Budget Accounts:

• 1001-610-000-4300 Capital Projects	\$103,200.00
• 1004-610-000-4300 Capital Projects	\$863,734.00
Total	\$966,934.00

SECTION 3. That the City Manager is hereby authorized to make the following Budget Amendment to the Fiscal Year 2019-2020 adopted budget for Funding for City Controller Financial Software:

Decrease Budget Accounts:

• 1001-650-BLC-4101	Salary Savings	\$ 30,000.00
	Total	\$ 30,000.00

Increase Budget Accounts:

• 1001-650-000-4222	Computer Software	\$ 30,000.00
	Total	\$ 30,000.00

SECTION 4. That the City Manager is hereby authorized to make the following Budget Amendment to the Fiscal Year 2019-2020 adopted budget for Fire Department Overtime Funding:

Decrease Budget Accounts:

• 1001-690-000-4101	Salary Savings	\$150,000.00
	Total	\$150,000.00

Increase Budget Accounts:

• 1001-690-000-4171	Overtime	\$150,000.00
	Total	\$150,000.00

SECTION 5. That the City Manager is hereby authorized to make the following Budget Amendment to the Fiscal Year 2019-2020 adopted budget for Public Works Engineering Salaries Funding:

Decrease Budget Accounts:

• 1004-420-000-4295	Identified Savings	\$ 75,000.00
• 1900-710-000-4101	Salary Savings	\$100,000.00
• 1520-710-000-4101	Salary Savings	\$ 75,000.00
• 1528-710-000-4101	Salary Savings	\$ 60,000.00
	Total	\$310,000.00

Increase Budget Accounts:

• 1004-710-000-4101	Permanent Salaries	\$ 75,000.00
• 1900-710-000-4300	Capital Outlay	\$100,000.00
• 1520-710-000-4300	Capital Outlay	\$ 75,000.00
• 1528-710-000-4300	Capital Outlay	\$ 60,000.00
	Total	\$310,000.00

SECTION 6. That the City Manager is hereby authorized to make the following Budget Amendment to the Fiscal Year 2019-2020 adopted budget for City Clerk Salaries Funding:

Decrease Budget Accounts:

• 1001-470-000-4262	Other Professional Svcs.	\$ 18,091.00
• 1001-470-000-4269	Other Contract Serv.	\$ 18,091.00
	Total	\$ 36,182.00

Increase Budget Accounts:

• 1001-470-000-4101	Permanent Salaries	\$ 36,182.00
	Total	\$ 36,182.00

SECTION 7. That the City Manager is hereby authorized to make the following Budget Amendment to the Fiscal Year 2019-2020 adopted budget for Fund 1201(Redevlopment Agency) Identified Savings:

Decrease Budget Accounts:

• 1201-510-000-4101 Salary Savings	\$ 9,535.00
• 1201-780-000-4101 Salary Savings	\$ 13,500.00
Total	\$ 23,035.00

Increase Budget Accounts:

• 1201-510-000-4249 Special Department Exp.	\$ 23,035.00
Total	\$ 23,035.00

SECTION 8. That the City Manager is hereby authorized to make the following General Fund and Combined Funds Budget Amendment transfers between various accounts as stipulated in “**Attachment A**”, attached hereto and incorporated herein to this Budget Amendment Resolution.

SECTION 9. That all changes are to take effect on the adoption date of this Resolution.

SECTION 10. That a certified copy of this Resolution shall be filed in the Offices of the City Clerk, City Attorney, City Manager and City Controller.

SECTION 11. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2020.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor, and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2020.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

Fiscal Year 2019-2020 MidYear Budget Amendment
Attachment A

1) Additional Positions and Increase Level of Services

			<u>Decrease</u>	<u>Increase</u>
Salary Savings	Permanent Salaries	1001-650-000-4101	\$ 13,870	
Salary Savings	Permanent Salaries	1004-810-000-4101	\$ 7,332	
Identified Savings	Printing & Duplicating	1004-610-000-4217	\$ 6,266	
Salary Savings	Permanent Salaries	1201-510-000-4101	\$ 40,793	
Salary Savings	Permanent Salaries	6200-510-000-4101	\$ 39,372	
Increase	Permanent Salaries	1001-780-000-4101		\$ 13,870
Increase	Permanent Salaries	1004-790-000-4101		\$ 13,598
Increase	Permanent Salaries	1201-790-000-4101		\$ 40,793
Increase	Other Contract Svcs.	6200-510-000-4269		\$ 39,372
Total			\$ 107,633	\$ 107,633

2) Funding for Facility Maintenance & Street Repairs

			<u>Decrease</u>	<u>Increase</u>
Identified Savings	Other Contract Svcs.	1001-510-000-4269	\$ 50,000	
Salary Savings	Permanent Salaries	1001-650-000-4101	\$ 47,200	
Salary Savings	Permanent Salaries	1001-650-BLC-4101	\$ 6,000	
Identified Savings	Printing & Duplicating	1004-610-000-4217	\$ 38,734	
Identified Savings	Contract Svcs.	1004-720-000-4266	\$ 200,000	
Identified Savings	Other Contract Svcs.	1004-720-000-4269	\$ 300,000	
Identified Savings	Liability Payment	1004-420-000-4295	\$ 325,000	
Increase	Capital Projects	1001-610-000-4300		\$ 103,200
Increase	Capital Projects	1004-610-000-4300		\$ 863,734
Total			\$ 966,934	\$ 966,934

3) Funding for City Controller Financial Software

			<u>Decrease</u>	<u>Increase</u>
Salary Savings	Permanent Salaries	1001-650-BLC-4101	\$ 30,000	
Increase	Computer Software	1001-650-000-4222		\$ 30,000
Total			\$ 30,000	\$ 30,000

Fiscal Year 2019-2020 MidYear Budget Amendment
Attachment A

4) Fire Department Overtime Funding

			<u>Decrease</u>	<u>Increase</u>
Salary Savings	Permanent Salaries	1001-690-000-4101	\$ 150,000	
Increase	Overtime	1001-690-000-4171		\$ 150,000
Total			\$ 150,000	\$ 150,000

5) Public Works Salaries Funding

			<u>Decrease</u>	<u>Increase</u>
Identified Savings	Liability Payment	1004-420-000-4295	\$ 75,000	
Salary Savings	Permanent Salaries	1900-710-000-4101	\$ 100,000	
Salary Savings	Permanent Salaries	1520-710-000-4101	\$ 75,000	
Salary Savings	Permanent Salaries	1528-710-000-4101	\$ 60,000	
Increase	Permanent Salaries	1004-710-000-4101		\$ 75,000
Increase	Capital Outlay	1900-710-000-4300		\$ 100,000
Increase	Capital Outlay	1520-710-000-4300		\$ 75,000
Increase	Capital Outlay	1528-710-000-4300		\$ 60,000
Total			\$ 310,000	\$ 310,000

6) City Clerk Salaries Funding

			<u>Decrease</u>	<u>Increase</u>
Identified Savings	Other Professional Svcs.	1001-470-000-4262	\$ 18,091	
Identified Savings	Other Contract Svcs.	1001-470-000-4269	\$ 18,091	
Increase	Permanent Salaries	1001-470-000-4101		\$ 36,182
Total			\$ 36,182	\$ 36,182

7) Fund 1201 (Redevelopment Agency) Identified Savings

			<u>Decrease</u>	<u>Increase</u>
Salary Savings	Permanent Salaries	1201-510-000-4101	\$ 9,535	
Salary Savings	Permanent Salaries	1201-780-000-4101	\$ 13,500	
Increase	Special Department Exp.	1201-510-000-4249		\$ 23,035
Total			\$ 23,035	\$ 23,035

March 10, 2020

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY ATTORNEY

**SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
ADOPTING AN EVALUATION POLICY FOR THE POSITIONS OF CITY
MANAGER AND CITY CONTROLLER**

SUMMARY

The City Council will consider adopting a Resolution that will establish a Performance Evaluation Policy for the Council appointed positions of City Manager and City Controller.

BACKGROUND

The Compton City Council conducts performance evaluations for the individuals appointed to the positions of the City Manager and City Controller in closed session meetings, as authorized by Government Code Section 54957. The City currently does not have a standard process for evaluating the City Manager and City Controller position. The City's current practice has been to periodically discuss the performance of the individual appointed to the positions of City Manager and City Controller in closed session meetings and make recommendations regarding their employment accordingly. The City Council has requested that the City Attorney prepare a resolution that would establish a standard process on the performance evaluation for the City Council appointed positions of City Manager and City Controller. The proposed policy for each position outlines the purpose, guidelines, procedure and timeline for each evaluation.

City Manager Position

The City Charter states that the City Manager is chosen on the basis of his/her executive and administrative qualifications, is vital to the daily functioning of the City's government, requiring specialized skills and experience and is responsible to the City Council for the proper administration of all affairs of the City of Compton excepting such matters for which elective officers are made responsible by the Charter.

The authority and responsibilities of the City Manager as chief administrative officer of the City are outlined in Sections 706 of the City Charter and Compton Municipal Code Section 2.2. (See Attachments "A" and "B" of the City Manager Evaluation Policy, attached to the proposed resolution for a list of the power and duties of the City Manager as delineated in the City Charter and the Compton Municipal Code).

City Controller Position

The power and duties of the Compton City Controller are outlined in Section 708 of the City Charter. The City Controller Position is in the Classified Service for the City but is a Department Head under the administrative direction of the City Council. On July 20, 2010, the City Council adopted Resolution No. 23,161, which established the specification for the City Controller position. (See Attachments “A” and “B” of the City Controller Evaluation Policy, attached to the proposed resolution for a list of the power and duties of the City Controller as delineated in the City Charter and by job specification).

STATEMENT OF THE ISSUE

The performance evaluation process is a method used to review accomplishments, establish strategic goals and objectives, clarify roles and responsibilities and provide feedback for the City Manager and City Controller (hereinafter referred to as “Appointed Official”). Evaluations are an opportunity to improve communication between the Council and the Appointed Official, establish goals and objectives and set expectations for the upcoming year. With an established schedule and process, roles and responsibilities can be refined, goals reassured, priorities updated and gaps in training and personal/team development needs identified.

According to the League of California Cities, a performance evaluation process will:

1. Ensure that Council will work from the same priorities and assumptions;
2. Course corrections if necessary;
3. Strengthen the Council relationship with the Appointed Official.¹

According to the League of California Cities, evaluating the performance of an employee should be a two-part process. The Council should first discuss the standards and expectations of the position with the Appointed Official and then measure their performance against those standards.¹

The International City/County Management Association identifies specific core areas critical for effective local government management and recommends that an elected body, such as City Council, select those areas that they believe to be the most important areas for achieving its goals. After this selection has taken place, City Council can evaluate the performance of the City Manager and City Controller in those primary areas.²

¹ League of California Cities, How to Set Goals for City Manager Performance Evaluations, [Online] Available: <https://www.cacities.org/Resources-Documents/Education-and-Events-Section/MCXF/2017/How-to-Set-Goals-for-City-Manager-Performance-Eval>

² ICMA, Manager Evaluations Handbook, [Online] Available: https://www.ca-ilg.org/sites/main/files/file-attachments/manager_evaluations_handbook.pdf?1498671576

As recommended by the International City/County Management Association, the attached proposed performance evaluation policies incorporate core areas, specific to each City Council appointed position of City Manager and City Controller, which are to be used to evaluate performance in each position.²

The attached proposed resolution will establish an Evaluation Policy for each Appointed Official, summarized as follows:

- Each individual member of City Council will complete an evaluation form.
- The Appointed Official will be rated on a “5-1” scale on position specific categories such as, individual characteristics, professional skills and status, relations with City Council, fiscal management, staffing and supervision.
- The evaluation form will include a “narrative” section that will provide individual members of City Council the opportunity to enter responses to specific questions and include any comments they deem relevant and appropriate.
- Each Appointed Official will be invited to complete a “self-evaluation” using the performance evaluation form as a guide. The Appointed Official can opt to write comments or use the rating system listed on the form.
- The data collected from the Appointed Official and City Council will be compiled into a Closed Session Report prepared by the City Attorney. The report will only include data and will not mention names of Councilmembers.
- The performance evaluation will take place annually in closed session during the first City Council meeting of the month of the Appointed Official’s anniversary date of hire with the City.
- An informal mid-year evaluation will also take place in closed session approximately six (6) months from the Appointed Official’s date of hire with the City.
- A special performance evaluation may be scheduled in closed session at any time to provide feedback and/or address any areas needing improvement.
- Performance evaluations will only be conducted in closed session (Government Code Section 54957).
- All evaluation forms and reports will be kept confidential in the City Attorney’s Office and will only be used to prepare the Closed Session Report.

The proposed evaluation policies will not limit or preclude the Council from exercising its authority to appoint or terminate the services of the Appointed Official as set forth in the City Charter and/or employment agreement with said employees.

FISCAL IMPACT

None anticipated.

RECOMMENDATION

No recommendation is presented by staff. The attached Resolution is presented for consideration and adoption pursuant to request of City Council.

**DAMON BROWN
CITY ATTORNEY**

APPROVED FOR FORWARDING:

**CRAIG J. CORNWELL
CITY MANAGER**

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON
ADOPTING AN EVALUATION POLICY FOR THE POSITIONS OF CITY
MANAGER AND CITY CONTROLLER**

WHEREAS, evaluating the performance of the individuals appointed to the positions of City Manager and City Controller is a significant responsibility of the City Council; and

WHEREAS, the City currently does not have a standard process for evaluating the performance of individuals appointed to the positions of City Manager and City Controller; and

WHEREAS, the authority and responsibilities of the City Manager as chief administrative officer of the City are outlined in Sections 706 of the City Charter and Compton Municipal Code Section 2.2; and

WHEREAS, the power and duties of the City Controller are outlined in Section 708 of the City Charter and in the job specification adopted by Resolution No. 23,161 on July 10, 2010; and

WHEREAS, the City has determined that a standard Evaluation Policy for the City Manager and City Controller positions will provide an opportunity to improve communication between Council and the Appointed Official (i.e., City Manager and City Controller) and establish goals for the upcoming year; and

WHEREAS, with an established schedule and process, roles and responsibilities of each appointed position can be refined, goals reassured, priorities updated and gaps in training and personal/team development needs identified; and

WHEREAS, the City of Compton Evaluation Policy for City Manager, **Attachment “A”** outlines the steps and procedure in evaluating the individual appointed to the City Manager position; and

WHEREAS, the City of Compton Evaluation Policy for City Controller, **Attachment “B”** outlines the steps and procedure in evaluating the individual appointed to the City Controller position; and

WHEREAS, the purpose of the attached policies is to establish a standard and uniform policy for evaluating the performance of Council appointed positions; and

WHEREAS, the attached policies do not limit or preclude the City Council from exercising its authority to appoint or terminate the services of the City Manager or City Controller as set forth in the City Charter and/or employment agreement with said employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the City Council does hereby adopt the “City of Compton Evaluation Policy for City Manager” attached hereto and incorporated herein as **Attachment “A.”**

Section 2. That the City Council does hereby adopt the “City of Compton Evaluation Policy for City Controller” attached hereto and incorporated herein as **Attachment “B.”**

Section 3. That a certified copy of this Resolution and a copy of each policy, attached as **Attachment “A”** and **Attachment “B”**, shall be filed in the offices of the City Clerk, City Manager, City Controller and City Attorney Departments.

Section 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2020.

MAYOR OF THE CITY OF COMPTON

ATTEST:

CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the ____ day of _____, 2020.

That said Resolution was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

CITY CLERK OF THE CITY OF COMPTON

CITY OF COMPTON

EVALUATION POLICY FOR CITY MANAGER

I. STATEMENT OF CITY COUNCIL’S RESPONSIBILITIES:

Evaluating the performance of the City Manager is a significant responsibility of the City Council. Since the City Manager has the greatest influence in carrying out Council policies, one of the most important jobs the City Council member can do is provide clear direction and carefully monitor the City Manager’s progress.

II. PURPOSE OF EVALUATION:

The purpose of the employee performance evaluation and development is to increase communication between the City Council and City Manager concerning the performance of the respective position in the accomplishment of specific work-related goals and objectives.

III. FORMS AND REPORTS:

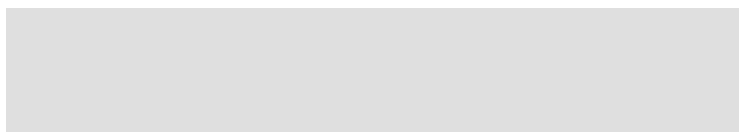
A. Evaluation Form:

Attached to this policy is the Performance Evaluation Form for the City Manager position, which is to be completed by each individual member of City Council. The evaluation form encompasses the following areas:

- Individual Characteristics
- Professional Skills and Status
- Relations with City Council
- Policy Execution
- Reporting
- Citizen Relations
- Staffing
- Supervision
- Fiscal Management
- Community

B. Narrative Evaluation:

The Performance Evaluation Form shall also include a section entitled, “Narrative Evaluation,” which provides the City Council an opportunity to enter responses to specific questions and include any comments they believe are appropriate and pertinent to the evaluation period.



C. Self-Evaluation Report:

The City Manager will be invited to complete a Self-Evaluation Form, using his or her respective Performance Evaluation Form as a guide. He or she may write comments rather than use the rating system if he or she chooses. This Self-Evaluation Form shall be turned in at the same time as the Performance Evaluation Forms that are completed by the City Council.

D. Closed Session Report:

The City Attorney will compile the data from the evaluation forms and will prepare a Closed Session Report (without including names of Councilmembers) summarizing the score sheet results and all narrative comments. This Closed Session Report will be distributed to the City Manager and City Council at least one week prior to the scheduled Annual Performance Evaluation.

IV. PERFORMANCE EVALUATION GUIDELINES & PROCEDURE:

Evaluations are an ongoing process. To be most beneficial, an evaluation of the City Manager will occur as follows:

A. Mid-Year Performance Evaluation:

1. The City Council shall conduct an initial, informal mid-year evaluation of the City Manager's performance six (6) months from his or her initial hire date in closed session.
2. The City Council shall openly discuss the performance of the City Manager using the primary areas listed in the Annual Performance Evaluation as a guide.
3. There shall be no written documentation of the evaluation, as this is an informal opportunity to communicate concerns and expectations as they relate to the primary areas listed in the Annual Performance Evaluation.

B. Annual Performance Evaluation:

1. The City Council shall conduct an annual performance evaluation in closed session during the first City Council meeting of the month of the City Manager's anniversary date of hire with the City.
2. Evaluation forms will be distributed to all Council members during the first meeting in the month prior to the City Manager's anniversary date of hire with the City (example: if a City Manager's annual anniversary date is in March, evaluation forms will be distributed during the first City Council meeting in February).

3. Individual Council Members shall submit the completed performance evaluation forms to the City Attorney no later than fourteen (14) days after distribution.
4. The Self-Evaluation Form (if completed) may not be given to any City Council members until all City Council members have completed their individual evaluation form for the City Manager.
5. The Self-Evaluation Form (if completed) shall be made available to the City Council members at least one week prior to the scheduled Annual Evaluation.
6. The Closed Session Report prepared by the City Attorney, summarizing the score sheet results and narrative comments shall be made available to the City Manager and City Council at least one week prior to the scheduled Annual Evaluation.
7. Each of the primary areas listed in the Performance Evaluation Form should be individually addressed and discussed as a body. Each primary area is to be used as a basis for Council discussion of the City Manager's performance for the respective time period.
8. The Annual Performance Evaluation will conclude with any personnel decisions and/or final comments on areas of growth and change.
9. The end of each Annual Performance Evaluation will mark the beginning of the next evaluation cycle.
10. See timeline graph on next page.

C. Special Performance Evaluation:

The City Council may schedule a closed session performance evaluation at any time to provide feedback and/or address any areas needing improvement.

Timeline:



V. ACCESS TO EVALUATION DOCUMENTS:

Pursuant to Government Code Section 54957, the matters involving the performance evaluation of an employee shall be conducted in closed session. The purpose of this personnel exception is to avoid undue publicity or embarrassment for public employees and to allow full and candid discussion of such employees by the body in question. 61 Ops.Cal.Atty.Gen. 283, 291 (1978).

All Evaluation Forms and Reports related to the performance evaluation of the City Manager are to be kept confidential in the City Attorney's Office and will be used only to prepare the Closed Session Report.

City Manager Annual Performance Evaluation¹

City of Compton

Evaluation period: _____ to _____

City Council Member Name

Each member of the City Council should complete this evaluation form, sign it in the space below, and return it to the City Attorney. The deadline for submitting this performance evaluation is _____.

Performance Evaluations will be properly noticed and included on the agenda for discussion in a closed session meeting scheduled for _____.

City Attorney's Signature

Distribution Date

Council Member's Signature

Date Submitted

¹ Adapted from Sample Performance Evaluation Form, ICMA Manager Evaluations Handbook

CITY MANAGER POSITION SUMMARY

Pursuant to Section 703 of the City Charter, the City Council appoints the City Manager, a position that is not in the Classified Service. The individual appointed to the position of City Manager can be removed by motion of the City Council adopted by at least three affirmative votes.

The City Manager's responsibilities as chief administrative officer of the City are outlined in the Compton City Charter and Compton Municipal Code as described below and in **Attachment "A and "B."**

The Compton City Charter provides that the City Council shall appoint the City Manager of the City of Compton, who shall be chosen on the basis of his/her executive and administrative qualifications and be paid a salary commensurate with his/her responsibilities as chief administrative officer of the City.

The City Manager position is vital to the daily functioning of the City's government, requiring specialized skills and experience pursuant to Section 706 of the Compton City Charter, is responsible to the City Council for the proper administration of all affairs of the City of Compton excepting such matters for which elective officers are made responsible by the Charter. See Section 706 of the City Charter attached as **Attachment "A."**

The Compton Municipal Code Section 2-2 also describes the responsibilities of the City Manager. See Section 2-2 of the Compton Municipal Code attached as **Attachment "B."**

Initials _____

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the City Manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
4 = Above average (generally exceeds the performance standard)
3 = Average (generally meets the performance standard)
2 = Below average (usually does not meet the performance standard)
1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period.

1. Please write legibly.
2. Leave all pages of this evaluation form attached.
3. Initial each page.
4. Sign and date the cover page.
5. On the date space of the cover page, enter the date the evaluation form was submitted.

All evaluations presented prior to the deadline identified on the cover page will be summarized into a Closed Session Report (without including any names of individual City Council members). The Closed Session Report prepared by the City Attorney, summarizing the score sheet results and narrative comments shall be made available to the City Manager and City Council at least one week prior to the scheduled Annual Evaluation.

PERFORMANCE CATEGORY SCORING**1. INDIVIDUAL CHARACTERISTICS**

- _____ Diligent and thorough in the discharge of duties ("self-starter")
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and willingness to adapt
- _____ Exhibits mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from Category #1 and enter the subtotal _____ ÷ 5 = _____ score for this category

Initials _____

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by City Council members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair & impartial manner

Add the values from Category #2 and enter the subtotal _____ $\div 5 =$ _____ score for this category

3. RELATIONS WITH CITY COUNCIL MEMBERS

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the City Council and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from Category #3 and enter the subtotal _____ $\div 5 =$ _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of Council
- _____ Supports the actions of the City Council, after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances

Initials _____

_____ Reviews ordinance & policy procedures periodically to suggest improvements to their effectiveness

_____ Offers workable alternatives to the City Council for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from Category #4 and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

_____ Provides regular information and reports to the City Council concerning matters of importance to the local government, using the City Charter as a guide

_____ Responds in a timely manner to requests from the elected body for special reports

_____ Takes the initiative to provide information, advice, and recommendations to the City Council on matters that are non-routine and non-administrative in nature

_____ Produces reports that are accurate, comprehensive, concise, and written to their intended audience

_____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from Category #5 and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

_____ Is responsive to requests from citizens

_____ Demonstrates a dedication to service to the community and its citizens

_____ Maintains a nonpartisan approach in dealing with the news media

_____ Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests

_____ Makes an appropriate effort to maintain citizen satisfaction with services

Add the values from Category #6 and enter the subtotal _____ ÷ 5 = _____ score for this category

Initials _____

7. STAFFING

_____ Recruits and retains competent personnel for staff positions

_____ Applies an appropriate level of supervision to improve any areas of substandard performance

_____ Stays accurately informed and appropriately concerned about employee relations

_____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from Category #7 and enter the subtotal _____ $\div$ 4 = _____ score for this category

8. SUPERVISION

_____ Encourages Department Heads to make decisions within their jurisdictions with minimal City Manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

_____ Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the City Manager's Office

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

_____ Encourages teamwork, innovation, and effective problem solving among the staff members

Add the values from Category #8 and enter the subtotal _____ $\div$ 5 = _____ score for this category

9. FISCAL MANAGEMENT

_____ Prepares a balanced budget to provide services at a level directed by Council

_____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

Initials _____

_____ Prepares a budget and budgetary recommendations in an intelligent and accessible format

_____ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

_____ Appropriately monitors and manages fiscal activities of the organization

Add the values from Category #9 and enter the subtotal _____ $\div 5 =$ _____ score for this category

10. COMMUNITY

_____ Shares responsibility for addressing the difficult issues facing the City

_____ Avoids unnecessary controversy

_____ Cooperates with neighboring communities and the county

_____ Helps the Council address future needs and develop adequate plans to address long-term trends

_____ Cooperates with other regional, state, and federal government agencies

Add the values from Category #10 and enter the subtotal _____ $\div 4 =$ _____ score for this category

Continue to Narrative Evaluation on Next Page

Initials _____

NARRATIVE EVALUATION

What would you identify as the City Manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

Initials _____

What constructive suggestions or assistance can you offer the City Manager to enhance performance?

What other comments do you have for the City Manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Initials _____

Attachment “A”

Evaluation Policy for City Manager

CHARTER
CITY OF COMPTON
CALIFORNIA



REPRINTED WITH AMENDMENTS
APPROVED AS OF JUNE 5, 2012

Price \$1.00

Attachment “B”
Evaluation Policy for City Manager

(e) Prepare or review any and all proposed ordinance or resolution for the City, and amendments thereto;

(f) Prosecute on the behalf of the people such criminal cases for violations of this Charter, of City ordinance or of misdemeanor offenses arising upon violation of the laws of the State as in his opinion or that of the Chief of Police warrant his attention;

(g) Devote his full time during business hours to the duties of his office as may be specified in the ordinance fixing the compensation for such office; and

(h) On vacating the office surrender to his successor all books, papers, files and documents pertaining to the City's affairs.

Section 703. Officers to be Appointed by the City Council. The City Council shall appoint the City Manager, which position shall not be in the Classified Service, and who may be removed by motion of the City Council adopted by at least three affirmative votes.

It shall also appoint and may remove, under the Civil Service provisions of this Charter, the City Controller, which position shall be in the Classified Service.

Section 704. Other Appointive Officers. In addition to the officers enumerated in the preceding section, there shall be the other appointive officers enumerated in this Charter, who shall be appointed by the City Manager and who shall be the heads of their respective departments.

The City Council may provide by ordinance for the creation or abolishment of other appointive officers or departments.

Section 705. City Manager. Appointment. The City Manager shall be chosen on the basis of his executive and administrative qualifications. He shall be paid a salary commensurate with his responsibilities as chief administrative officer of the City. No City Councilman shall receive such appointment during the term for which he shall have been elected, nor within one year after the expiration of his term.

Section 706. City Manager. Powers and Duties. The City Manager shall be the chief executive officer and the head of the administrative branch of the City government. He shall be responsible to the City Council for the proper administration of all affairs of the City excepting such matters for which elective officers are made responsible by this Charter, and he shall have power and be required to:

(a) Appoint and remove, subject to the Civil Service provisions of this Charter, all department heads of the City, except elective officers and those the power of appointment of whom is vested in the City Council, and pass upon and approve all proposed appointments and removals of subordinate employees by department heads;

(b) Prepare the budget annually and submit it to the City Council and be responsible for its administration after adoption;

(c) Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year;

(d) Keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him desirable; and

(e) Perform such other duties as may be prescribed by this Charter or required of him by the City Council, not inconsistent with this Charter.

Section 707. City Manager. Council Table. The City Manager shall be accorded a seat at the City Council table and shall be entitled to participate in the deliberations of the City Council, but shall not have a vote.

Section 708. City Controller. Powers and Duties. The City Controller shall have power and be required to:

(a) Compile the budget expense and capital estimates for the City Manager;

(b) Supervise and be responsible for the disbursement of all monies and have control over all expenditures to insure that budget appropriations are not exceeded;

(c) Maintain a general accounting system for the City government and each of its offices, departments and agencies;

(d) Require, and supervise the keeping of, current inventories of all property, real and personal, by the respective officers in charge thereof and periodically to audit the same;

(e) Submit to the City Council through the City Manager a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; and, as of the end of each fiscal year, submit a complete financial statement and report; and

(f) Audit and approve before payment all bills, invoices, payrolls, demands or charges against the City Government and, with the advice of the City Attorney, determine the regularity, legality and correctness of such claims, demands or charges.

2-2 CITY MANAGER.

2-2.1 Appointment.

The City Manager shall be appointed by the Council wholly on the basis of his administrative and executive ability and qualifications and shall hold office for and during the pleasure of the Council. (Added by Ord. #1335, § 2-1000)

2-2.2 Residence.

Residence in the City at the time of appointment of a City Manager shall not be required as a condition of the appointment, but within one hundred eighty (180) days after reporting for work, the City Manager shall become a resident of the City unless the Council approves his residence outside the City. (Added by Ord. #1335, § 2-1001)

2-2.3 Eligibility of Council Members.

No member of the Council shall be eligible for appointment as City Manager until one (1) year has elapsed after such Council member shall have ceased to be a member of the Council. (Added by Ord. #1335, § 2-1002)

2-2.4 Bond.

The City Manager and Acting City Manager shall furnish a corporate surety bond to be approved by the Council in such sum as may be determined by the Council. Such bond shall be conditioned upon the faithful performance of the duties imposed upon the City Manager and Acting City Manager as set forth in this section. Any premium for such bond shall be a proper charge against the City. (Added by Ord. #1335, § 2-1003)

2-2.5 Acting City Manager.

The Assistant City Manager shall serve as manager pro tempore during any temporary absence or disability of the City Manager. In the event there is no Assistant City Manager, the City Manager, by filing a written notice with the City Clerk, shall designate a qualified City employee to exercise the powers and perform the duties of City Manager during his temporary absence or disability. In the event the City Manager's absence or disability extends over a two-month period, the Council may, after the two-month period, appoint an Acting City Manager. (Added by Ord. #1335, § 2-1004)

2-2.6 Compensation.

The City Manager shall receive such compensation as the Council shall determine. In addition, the City Manager shall be reimbursed for all actual necessary expenses incurred by him in the performance of his official duties. (Added by Ord. #1335, § 2-1005; amended by Ord. #1597)

2-2.7 Powers and Duties.

The City Manager shall be the administrative head of the government of the City under the direction and control of the Council except as otherwise provided in this section. The City Manager shall be responsible for the efficient administration of all the affairs of the City which are under his control. In addition to his general duties as administrative head, and not as a limitation thereon, it shall be his duty and he shall have the powers set forth in the following paragraphs.

a. *Law Enforcement.* It shall be the duty of the City Manager to enforce the provisions of this Code and all laws and ordinances of the City and to see that all franchises, contracts, permits, and privileges granted by the Council are faithfully observed.

b. *Authority over Employees.* It shall be the duty of the City Manager and he shall have the authority to control, order, and give directions to all heads of departments and to subordinate officers and employees of the City under his jurisdiction through their department heads.

c. *Power of Appointment and Removal.* It shall be the duty of the City Manager to appoint, remove, promote, and demote any and all officers and employees of the City, subject to all applicable personnel ordinances, rules, and regulations.

Exception: City Clerk, City Attorney, City Treasurer, and City Controller.

d. *Administrative Reorganization of Offices.* It shall be the duty and responsibility of the City Manager to conduct studies and effect such administrative reorganization of offices, positions, or units under his direction as may be indicated in the interests of efficient, effective, and economical conduct of the City's business.

e. *Ordinances.* It shall be the duty of the City Manager to recommend to the Council for adoption such measures and ordinances as he deems necessary.

f. *Attendance at Council Meetings.* It shall be the duty of the City Manager to attend all meetings of the Council, unless at his request he is excused therefrom by the Mayor individually of the Council, except when his removal is under consideration.

g. *Financial Reports.* It shall be the duty of the City Manager to keep the Council at all times fully advised as to the financial condition and needs of the City.

h. *Annual Salary Plan.* It shall be the duty of the City Manager to prepare and submit the proposed annual salary plan to the Council for its approval.

i. *Expenditure Control and Purchasing.* It shall be the duty of the City Manager to see that no expenditures shall be submitted or recommended to the Council except on approval of the City Manager or his authorized representative. The City Manager or his authorized representative shall be responsible for the purchase of all supplies for all the departments or divisions of the City.

j. *Investigations and Complaints.* It shall be the duty of the City Manager to make investigations into the affairs of the City, and any department or division thereof, and any contract or the proper performance of any obligations of the City.

k. *Public Buildings.* It shall be the duty of the City Manager and he shall exercise general supervision over all public buildings, public parks, and all other public property which is under the control and jurisdiction of the Council.

l. *Additional Duties.* It shall be the duty of the City Manager to perform such other duties and exercise such other powers as may be delegated to him from time to time by ordinance, resolution, or other official action of the Council.

(Added by Ord. #1335, §§ 2-1006-2-1006.12)

2-2.8 Internal Relations.

a. *Council-Manager Relations.* The Council and its members shall deal with the administrative services of the City only through the City Manager except for the purpose of inquiry; and neither the Council nor any member thereof shall give orders or instructions to any subordinates of the City Manager. The City Manager shall take his orders and instructions from the Council only when sitting in a duly convened meeting of the Council, and no individual Councilman shall give any orders or instructions to the City Manager.

b. *Department Cooperation.* It shall be the duty of all subordinate officers and the City Clerk, the City Treasurer, the City Attorney, and the City Controller to assist the City Manager in administering the affairs of the City efficiently, economically and harmoniously.

c. *Attendance at Commission Meetings.* The City Manager may attend any and all meetings of the Planning Commission, Recreation and Park Commission, and any other commissions, boards or committees created by the Council upon his own volition or upon direction of the Council. At such meetings which the City Manager attends, he shall be heard by such commissions, boards or

committees as to all matters upon which he wishes to address the. members thereof, and he shall inform such members as to the status of any matter being considered by the Council; and he shall cooperate to the fullest extent with the members of all commissions, boards, or committees appointed by the Council.

(Added by Ord. #1335, §§ 2-1007-2-1007.3)

2-2.9 Limitation on Removal.

Notwithstanding the provisions of Section 703 of the Charter of the City of Compton, the City Manager shall not be removed from office, other than for misconduct in office during or within a period of ninety (90) days next succeeding any general municipal election held in the City at which election a member of the Council is elected or when a new Councilman is appointed. The purpose of this provision is to allow any newly elected or appointed member of the Council, or a reorganized Council, to observe the actions and ability of the City Manager in the performance of the powers and duties of his office. After the expiration of the ninety (90) days, the provisions of the above-cited Charter Section shall apply. (Added by Ord. #1335, § 2-1008; renumbered and amended by Ord. #1597, § 3)

2-2.10 Agreements on Employment.

The provisions of this section shall not be construed as limitations on the power of or authority of the Council to enter into any supplemental agreement with the City Manager delineating additional terms and conditions of employment not inconsistent with any provisions of this section. (Added by Ord. #1335, § 2-1009)

CITY OF COMPTON

EVALUATION POLICY FOR CITY CONTROLLER

I. STATEMENT OF CITY COUNCIL’S RESPONSIBILITIES:

Evaluating the performance of the City Controller is a significant responsibility of the City Council as the City Controller provides independent, objective and reliable information regarding the City’s ability to meet its financial goals and objectives. The City Council will be responsible for rating the City Controller’s performance on specific evaluation criteria.

II. PURPOSE OF EVALUATION:

The purpose of the performance evaluation is to increase communication between the City Council and City Controller concerning the performance of the respective position in the accomplishment of specific work-related goals and objectives.

III. FORMS AND REPORTS:

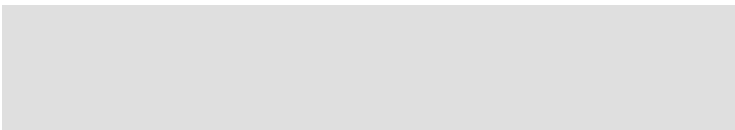
A. Evaluation Form:

Attached to this policy is the Performance Evaluation Form for the City Controller position, which is to be completed by each individual member of City Council. The evaluation form encompasses the following areas:

- Individual Characteristics
- Professional Skills and Status
- Relations with City Council
- Controller Functions
- Reporting
- Fiscal Management
- Staffing & Supervision

B. Narrative Evaluation:

The Performance Evaluation Form shall also include a section entitled, “Narrative Evaluation,” which provides the City Council an opportunity to enter responses to specific questions and include any comments they believe are appropriate and pertinent to the evaluation period.



C. Self-Evaluation Report:

The City Controller will be invited to complete a Self-Evaluation Report, using his or her respective Performance Evaluation Form as a guide. He or she may write comments rather than use the rating system if he or she chooses. This Self-Evaluation Form shall be turned in at the same time as the Performance Evaluation Forms that are completed by the City Council.

D. Closed Session Report:

The City Attorney will compile the data from the evaluation forms and will prepare a Closed Session Report (without including names of Councilmembers) summarizing the score sheet results and all narrative comments. This Closed Session Report will be distributed to the City Controller and the City Council at least one week prior to the scheduled Annual Performance Evaluation.

IV. PERFORMANCE EVALUATION GUIDELINES & PROCEDURE:

Evaluations are an ongoing process. To be most beneficial, an evaluation of the City Controller will occur as follows:

A. Mid-Year Performance Evaluation:

1. The City Council shall conduct an initial, informal mid-year evaluation of the City Controller's performance six (6) months from his or her initial hire date in closed session.
2. The City Council shall openly discuss the performance of the City Controller using the primary areas listed in the Annual Performance Evaluation as a guide.
3. There shall be no written documentation of the evaluation, as this is an informal opportunity to communicate concerns and expectations as they relate to the primary areas listed in the Annual Performance Evaluation.

B. Annual Performance Evaluation:

1. The City Council shall conduct an annual performance evaluation in closed session during the first City Council meeting of the month of the City Controller's anniversary date of hire with the City.
2. Evaluation forms will be distributed to all Council members during the first meeting in the month prior to the City Controller's anniversary date

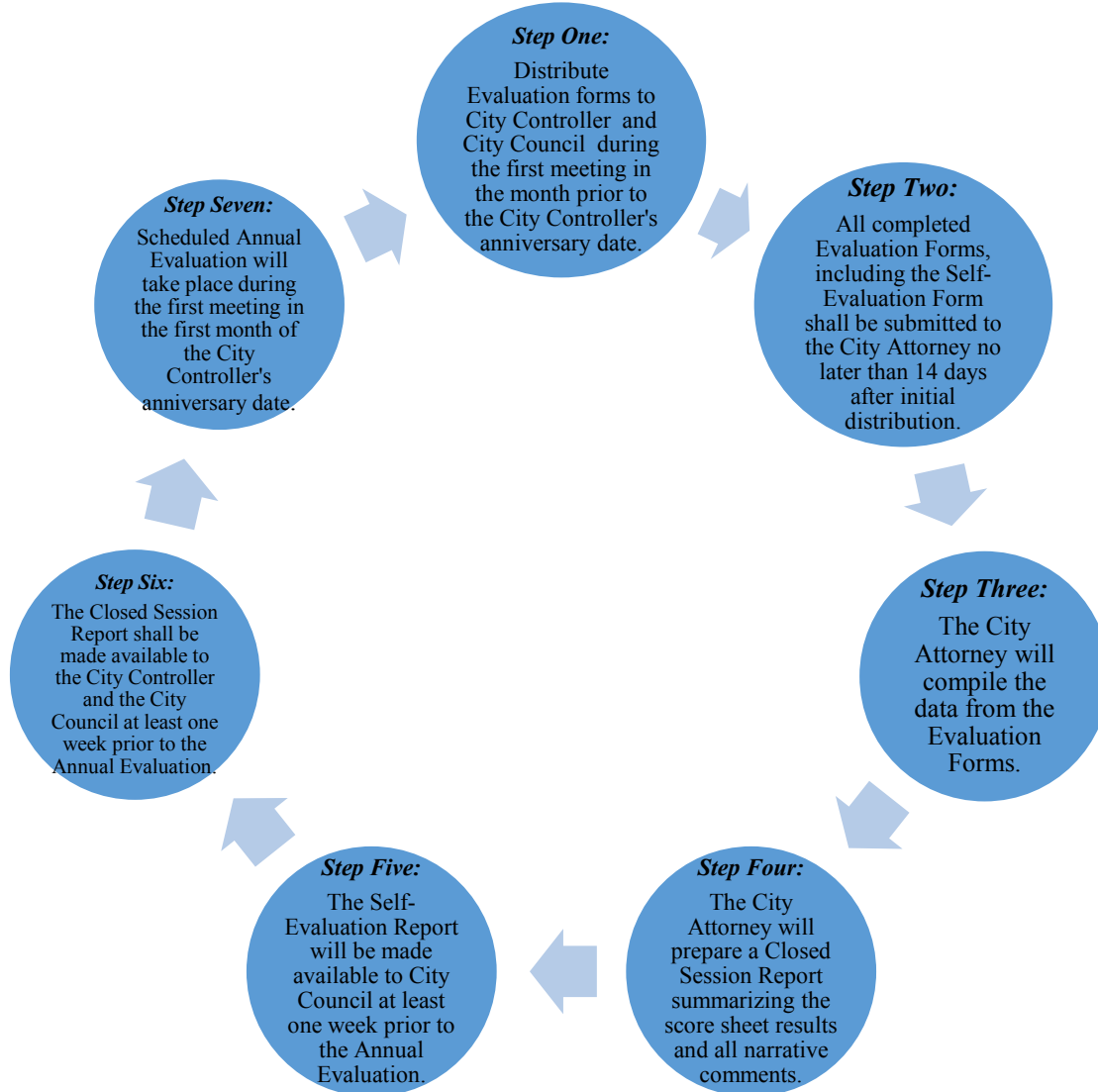
of hire with the City (example: if a City Controller's annual anniversary date is in March, evaluation forms will be distributed during the first City Council meeting in February).

3. Individual Council Members shall submit the completed performance evaluation forms to the City Attorney no later than fourteen (14) days after distribution.
4. The Self-Evaluation Form (if completed) may not be given to any City Council members until all City Council members have completed their individual evaluation form for the City Controller.
5. The Self-Evaluation Form (if completed) shall be made available to the City Council members at least one week prior to the scheduled Annual Evaluation.
6. The Closed Session Report prepared by the City Attorney, summarizing the score sheet results and narrative comments shall be made available to the City Controller and the City Council at least one week prior to the scheduled Annual Evaluation.
7. Each of the primary areas listed in the Performance Evaluation Form should be individually addressed and discussed as a body. Each primary area is to be used as a basis for Council discussion of the City Controller's performance for the respective time period.
8. The Annual Performance Evaluation will conclude with any personnel decisions and/or final comments on areas of growth and change.
9. The end of each Annual Performance Evaluation will mark the beginning of the next evaluation cycle.
10. See timeline graph on next page.

C. Special Performance Evaluation:

The City Council may schedule a closed session performance evaluation at any time to provide feedback and/or address any areas needing improvement.

Timeline:



V. ACCESS TO EVALUATION DOCUMENTS

Pursuant to Government Code Section 54957, the matters involving the performance evaluation of an employee shall be conducted in closed session. The purpose of this personnel exception is to avoid undue publicity or embarrassment for public employees and to allow full and candid discussion of such employees by the body in question. 61 Ops.Cal.Atty.Gen. 283, 291 (1978).

All Evaluation Forms and Reports related to the performance evaluation of the City Controller are to be kept confidential in the City Attorney's Office and will be used only to prepare the Closed Session Report.

City Controller Annual Performance Evaluation¹

CITY OF COMPTON

Evaluation period: _____ to _____

City Council Member Name

Each member of the City Council should complete this evaluation form, sign it in the space below, and return it to the City Attorney. The deadline for submitting this performance evaluation is _____.

Performance Evaluations will be properly noticed and included on the agenda for discussion in a closed session meeting scheduled for _____.

City Attorney's Signature

Distribution Date

Council Member's Signature

Date Submitted

¹ Adapted from Sample Performance Evaluation Form, ICMA Manager Evaluations Handbook

CITY CONTROLLER POSITION SUMMARY

The Compton City Charter outlines the powers and duties of the Compton City Controller in Section 708 of the City Charter (attached as **Attachment “A”**). The City Controller Position is in the Classified Service for the City but is a Department Head under the administrative direction of the City Council. The job specification for the City Controller position was approved by City Council on July 20, 2010 (Resolution No. 23,161). Please see the City Controller job specification attached as **Attachment “B”** for more information on the purpose, duties and responsibilities of the position.

INSTRUCTIONS

This evaluation form contains seven categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the City Controller’s performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of “3 = Average”

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe are appropriate and pertinent to the rating period.

1. Please write legibly.
2. Leave all pages of this evaluation form attached.
3. Initial each page.
4. Sign and date the cover page.
5. On the date space of the cover page, enter the date the evaluation form was submitted.

All evaluations presented prior to the deadline identified on the cover page will be summarized into a Closed Session Report (without including any names of individual City Council members). This Closed Session Report, prepared by the City Attorney, summarizing the score sheet results and narrative comments shall be made available to the City Controller and the City Council at least one week prior to the scheduled Annual Performance Evaluation.

Initials _____

PERFORMANCE CATEGORY SCORING**1. INDIVIDUAL CHARACTERISTICS**

_____ Diligent and thorough in the discharge of duties (“self-starter”)

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and willingness to adapt

_____ Exhibits composure and attitude appropriate for position

Add the values from Category #1 and enter the subtotal _____ $\div 4 =$ _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

_____ Maintains knowledge of current developments affecting the practice of local government management

_____ Demonstrates a capacity for innovation and creativity

_____ Anticipates and analyzes problems to develop effective approaches for solving them

_____ Willing to try new ideas proposed by City Council members and/or staff

_____ Sets a professional example by handling affairs of the public office in a fair & impartial manner

Add the values from Category #2 and enter the subtotal _____ $\div 5 =$ _____ score for this category

3. RELATIONS WITH CITY COUNCIL MEMBERS

_____ Carries out directives of the body as a whole as opposed to those of any one member or minority group

_____ Sets meeting agendas related to Audit and Finance that reflect the guidance of the City Council and avoids unnecessary involvement in administrative actions

_____ Disseminates complete and accurate information equally to all members in a timely manner

Initials _____

_____ Responds well to requests, advice, and constructive criticism

_____ Provides informative reports to City Council including useful recommendations for compliance.

Add the values from Category #3 and enter the subtotal _____ $\div 5 =$ _____ score for this category

4. CONTROLLER FUNCTIONS

_____ Supports the actions of City Council after a decision has been reached, both inside and outside the organization

_____ Helps the Council address future needs and develop adequate plans to address long term trends

_____ Plans and directs the financial and fiscal compliance, program, operational and computer audits of City programs

_____ Has considerable expertise in auditing for fiscal compliance with procedures, program results, operational efficiency and electronic data processing system development and security

_____ Develops proactive work plans but demonstrates flexibility to handle special projects

Add the values from Category #4 and enter the subtotal _____ $\div 5 =$ _____ score for this category

5. REPORTING

_____ Provides regular information and reports to the City Council concerning matters of importance to the local government, using the City Charter as a guide

_____ Responds in a timely manner to requests from the City Council for special reports

_____ Takes the initiative to provide information, advice and recommendations to the City Council on matters that are non-routine and non-administrative in nature

_____ Produces reports that are accurate, comprehensive, concise and written to their intended audience

_____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Initials _____

Add the values from Category #5 and enter the subtotal _____ ÷ 5 = _____ score for this category

6. FISCAL MANAGEMENT

_____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

_____ Prepares a budget and budgetary recommendations for the City Controller's Office in an intelligent and accessible format

_____ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

_____ Appropriately monitors and manages fiscal activities of the department

Add the values from Category #6 and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING & SUPERVISION

_____ Manages Staff effectively

_____ Encourages teamwork, innovation and effective problem solving among staff members

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the staff level

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress and providing appropriate feedback

_____ Promotes training and development opportunities for employees at all levels of the department

Add the values from Category #7 and enter the subtotal _____ ÷ 4 = _____ score for this category

Continue to Narrative Evaluation on Next Page

Initials _____

NARRATIVE EVALUATION

What would you identify as the City Controller's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

Initials _____

What constructive suggestions or assistance can you offer the City Controller to enhance performance?

What other comments do you have for the City Controller (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Initials _____

Attachment “A”

Evaluation Policy for City Controller

CHARTER
CITY OF COMPTON
CALIFORNIA



REPRINTED WITH AMENDMENTS
APPROVED AS OF JUNE 5, 2012

Price \$1.00

(b) Prepare the budget annually and submit it to the City Council and be responsible for its administration after adoption;

(c) Prepare and submit to the City Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year;

(d) Keep the City Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him desirable; and

(e) Perform such other duties as may be prescribed by this Charter or required of him by the City Council, not inconsistent with this Charter.

Section 707. City Manager. Council Table. The City Manager shall be accorded a seat at the City Council table and shall be entitled to participate in the deliberations of the City Council, but shall not have a vote.

Section 708. City Controller. Powers and Duties. The City Controller shall have power and be required to:

(a) Compile the budget expense and capital estimates for the City Manager;

(b) Supervise and be responsible for the disbursement of all monies and have control over all expenditures to insure that budget appropriations are not exceeded;

(c) Maintain a general accounting system for the City government and each of its offices, departments and agencies;

(d) Require, and supervise the keeping of, current inventories of all property, real and personal, by the respective officers in charge thereof and periodically to audit the same;

(e) Submit to the City Council through the City Manager a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; and, as of the end of each fiscal year, submit a complete financial statement and report; and

(f) Audit and approve before payment all bills, invoices, payrolls, demands or charges against the City Government and, with the advice of the City Attorney, determine the regularity, legality and correctness of such claims, demands or charges.

Attachment “B”

Evaluation Policy for City Controller



City of Compton

CITY CONTROLLER

Department: City Controller	Class Code:	1046
Revised Date: September 2008	FLSA Status:	Exempt
Personnel Board Approved: 06/18/09	Bargaining Unit: AFSCME 2325	
Council Approved: 07/20/10 Resolution No. 23,161		

GENERAL PURPOSE: Under administrative direction, plans, organizes, directs and administers the activities and operations of the City Controller's Office and manages the City's fiscal operations relating to accounting, auditing, payroll, revenues, expenditures, internal controls and financial reporting; coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative assistance to the City Manager; and performs other related duties.

SUPERVISION RECEIVED/EXERCISED: An incumbent of this class is a department head under the administrative direction of the City Council, with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City Controller's Office. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the City Manager and City Council, and exercises supervision over subordinate managerial, supervisory, professional, technical and support personnel.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assumes full management responsibility for all City Controller's Office personnel and activities including accounting, auditing, payroll, revenues, accounts payable, internal controls and financial reporting according to generally accepted accounting principles.
- Manages the development and implementation of the City Controller's Office goals, objectives, policies and priorities for each assigned service area; established within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Represents the Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies and activities; investigates and resolves sensitive, significant, and controversial issues.
- Provides feedback to other departments regarding their budget status related to revenue collection and expenditures.
- Manages and participates in the development and administration of the Department budget; identifies funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; directs the preparation of budgetary adjustments as necessary.

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Provides staff assistance to the City Manager and City Council; prepares and presents monthly financial status, other staff reports and necessary correspondence; prepares and presents oral and written reports to the City Council, City Manager and other groups.
- Assists with development of the City budget by forecasting revenues and reviewing departmental budget requests.
- Provides guidance and direction to senior management and other departments in a variety of financial matters.
- Coordinates department activities with those other departments, outside agencies and organizations; provides technical assistance as necessary.
- Conducts financial and operational analyses to ensure the City's resources are effectively and efficiently utilized; assists in maintaining the long-term financial integrity of the City.
- Provides leadership and works with supervisors to develop and retain highly competent staff through selection, compensation, training and management practices that support the City's mission and values.
- Prepares, reviews and approves the formal performance evaluation of department staff, and coaches staff for improvement and development; initiates disciplinary action up to and including dismissal as required to correct behavior.
- Attends various civic events as City representative; participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial management.
- Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in Finance, Accounting, Business Administration or a related field; AND ten (10) years of responsible financial management experience in a large public sector organization; OR an equivalent combination of education and experience. Master's degree in a related field is preferred.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.
- Registration as a Certified Public Account is preferred.

Required Knowledge of:

- Public administration, organization and systems theory, practices of governmental accounting, budgeting concepts and practices, and Generally Accepted Accounting Principles (G.A.A.P.).
- Theory, principles and practices of auditing City/government organizations, including the methods and procedures used to examine, verify and analyze operational records, statements, and reports.
- Accounting policies, procedures, and standards.
- Principles and practices of budget preparation and administration.
- Human resources operations, programs, and regulations.
- Pertinent Local, State and Federal laws, rules and regulations.
- Organizational and management practices applicable to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles of supervision, training and performance evaluation.

City of Compton City Controller

Required Skill in:

- Establishing and maintaining effective working relationships with staff, City departments, elected officials, outside agencies, community groups, local businesses, and the general public.
- Developing and administering budgets and monitoring expenditures.
- Ensuring the necessary balance between revenue/expenditure and the City's financial integrity.
- Conducting financial and operational analyses in relation to resource utilization.
- Supervising, leading, and delegating tasks and authority.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Effective verbal and written communication.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.