

**PINOLE CITY COUNCIL
SPECIAL MEETING
MINUTES
SEPTEMBER 8, 2015**

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE IN HONOR OF THE US MILITARY TROOPS

The Special Pinole City Council Meeting was held in the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murray called the meeting to order at 6:05 PM and led the Pledge of Allegiance.

2. ROLL CALL, CITY CLERK'S REPORT & STATEMENT OF CONFLICT

A. COUNCIL MEMBERS PRESENT

Mayor / Chair Peter Murray
Mayor Pro Tem Roy Swearingen
Council Member Tim Banuelos
Council Member Phil Green was absent / excused
Council Member Debbie Long

B. STAFF PRESENT

Belinda Espinosa, City Manager
Eric Cacher, Legal Counsel
Patricia Athenour, City Clerk

City Clerk Athenour announced the agenda was posted on September 3, 2015, at 3:00 P.M. and all legally required notice was provided.

Following an inquiry by the City Clerk, the Council members stated there were no conflicts on any item on the Agenda.

The City Clerk announced the names of the two City Treasurer candidates to be interviewed: Virginia Fujita and Monica Shaw.

3 BUSINESS ITEM

Public Comments will be taken prior to the interview portion of the meeting. No comments or questions will be taken after the interview portion of the meeting.

A. City Treasurer Interviews [Action: Conduct Interviews; Agendize Consideration of the Appointment of the Treasurer at the September 15, 2015 Regular Meeting]

Mayor Murray briefed the applicants and advised the attendees that the questions and comment period preceded the interviews and no questions or comments would be taken from the public once the interviews began. No speakers addressed the Council regarding the City Treasurer interviews.

Virginia Fujita, Pinole resident and Treasurer candidate summarized her reasons for applying for the treasurer position. She explained her familiarity with the current financial system, MOMS.

Council Member Long asked Ms. Fujita about her current temporary position as a City Human Resource Specialist, to confirm that she intended to step down from that position if she were chosen for this office.

Ms. Fujita confirmed that her position would be concluding shortly with the hiring of a permanent employee.

Council Member Banuelos asked her to elaborate on her familiarity to the systems and processes. Ms. Fujita said she felt it would save time from other Finance staff to as she was able to perform her own research regarding questions she may have.

Mayor Pro Tem Swearingen asked the number of hours required of the office of the Treasurer and whether she felt she could donate the required time. Assumption that the time was less than twenty hours per week, Ms. Fujita said that would not be an issue.

Mayor Murray asked her to explain how she would make a contribution to the office and the City. Ms. Fujita said that her experience in Human Resources has allowed her to work closely with the Finance Department and provided examples of the interaction between the departments. With the good relationship she has with the Finance Department, she felt she could help in other ways to coordinate on matters between Finance and Human Resources.

Mayor Murray said he learned from former Treasurer Lee, the need to communicate and work on financial strategies, and the Treasurer seemed to work closely with the former Finance Director and asked Ms. Fujita how she felt she could work with the new Director.

Ms. Fujita said she would be very agreeable to work with the Finance Director to implement her new ideas.

Mayor Murray thanked Ms. Fujita and concluded the interview.

Monica Shaw, Pinole resident and owner of Kendall Financial Services, since 1988 said she had been involved in the community through the Chamber of Commerce and several non-profit organizations. She has also provided financial services for local non-profits and small businesses. Ms. Shaw said she was also currently building a small supportive living home for adults with disabilities.

Mayor Pro Tem Swearingen commented he has known both candidates for years and both are very qualified. He asked Ms. Shaw about her time commitment with all that she is involved with currently.

Ms. Shaw said she wanted to obtain an understanding of the position, and whether she would receive assistance from staff. She said she was not clear how much time is required, but was told by the former Treasurer that it was a few hours per month. She said she would schedule the tasks of this position in a similar fashion with the scheduling of other clients.

City Manager Espinosa said the treasurer time commitment was very sporadic. She is responsible for check signing weekly and mostly Treasurer Lee worked with Director Loomis about understanding the quarterly financial reports and the City's portfolio and investments and

she would assist with the presentations to Council. The position works collaboratively with the Finance Director.

In response to a question raised by Mayor Pro Tem Swearingen, regarding her availability, Ms. Shaw stated the independent living house project will be handled by staff and she will not be involved once the setup is completed and she would have sufficient time to devote to the treasurer duties.

Council Member Banuelos asked what she saw as the main differences between her clients and the tasks of the Treasurer. Council Member Banuelos said that the City received most of revenue twice a year, asked if Ms. Shaw had any clients in similar circumstances.

Ms. Shaw responded that her clients were mainly concerned with keeping good control over cash flow and paying taxes. As a government agency, the City would likely be more conservative with their investment portfolio. She said she works with several non-profits who operate strictly from grants and have to adhere to a budget while trying to make the grant monies last through the year.

Council Member Long requested that Ms. Shaw expand on what she does as an investment advisor.

Ms. Shaw responded that she works with small businesses and their employees to create and maintain 401K plans and investment plans as well as provide advice on investment choices. She is involved in monitoring and reallocating the plans quarterly or annually and researching the different investments.

Council Member Long noted that the Treasurer position performs checks and balances as well as auditing.

Ms. Shaw said that is what she does while working with her clients. She watches for irregularities that show up which require improvements or changes for the client. Being familiar with the books allows her to watch for inconsistencies.

Mayor Murray asked what would be her contribution to the financial team.

Ms. Shaw stated that she enjoys being part of the community and thought this was of interest to her. The skills fit her skill set and experience and she is creative and aggressive with suggesting new ideas.

Mayor Murray asked: if she saw the financial profile of the City as generating wealth out of the General Fund or from a more conservative view and making healthy decisions.

Ms. Shaw replied with public funds, the main objective is the generate income sufficient enough to cover expenses and a conservative cushion, but it depends on the agency's philosophy, but is generally fairly conservative.

Mayor Murray thanked the two candidates for stepping up. Both applicants would be excellent, and the choice will be a positive one. The Mayor explained the City Treasurer's power and duties pursuant to California Government Code 41000 to 41007 on the record. He clarified with our legal department that a small city does not have deputy Treasurer's and asked if that code section was concerning. Legal Counsel Casher said the Government Code does not provide a mandate, it is a very broad scope of the position and anything related to hiring and

compensation is a matter of the Council to direct whether there are funds available in the budget.

The selection of the Treasure will be agendized on the September 15th Council agenda for deliberation and appointment. .

Mayor Murray recessed the meeting at 6:40 pm.

4. CONVENE TO A CLOSED SESSION

At 7:28 p.m., Mayor Murray adjourned to the noticed Closed Session. There were no speakers to address Council under the Closed Session matter.

A. PUBLIC EMPLOYMENT

Pursuant to Government Code § 54957

Title: City Manager

5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION FROM THE COUNCIL COMMUNITY ROOM

At 8:50 p.m., Mayor Murray reconvened the meeting in Open Session. He announced there were no reportable actions from Closed Session:

6. ADJOURNMENT

At 8:51 p.m. Mayor Murray adjourned the Special Meeting to the Regular City Council Meeting of September 15, 2015 in remembrance of Amber Swartz.

Submitted by:

**Patricia Athenour, MMC
City Clerk**

APPROVED BY COUNCIL: