

MINUTES OF A SPECIAL MEETING
OF THE LAKE FOREST CITY COUNCIL

The special meeting of the Lake Forest City Council was held October 22, 2013 at the Lake Forest Council Chamber 25550 Commercentre Drive Lake Forest, California 92630 at 6:07 p.m.

ROLL CALL:

Council Members:	Adam Nick Dwight Robinson
Mayor Pro Tem: Mayor	Kathryn McCullough Scott Voigts
City Manager:	Robert C. Dunek
City Attorney:	Scott C. Smith
City Clerk:	Stephanie D. Smith

PUBLIC SESSION

INVOCATION:

The Invocation was led by Mayor Pro Tem McCullough.

PLEDGE OF ALLEGIANCE:

Pledge of Allegiance to the Flag of our Country was led by Council Member Robinson.

PRESENTATIONS:

There were no items scheduled for Presentation.

PUBLIC COMMENTS:

The public offered no comment.

DISCUSSION/ACTION ITEMS:

1. OPTIONS FOR FILLING THE COUNCIL VACANCY FOR THE UNEXPIRED TERM ENDING NOVEMBER 2014 submitted by Deputy City Manager/Director of Management Services.

City Clerk Stephanie Smith introduced the report dated October 22, 2013.

The public offered no comment.

City Council Member Nick moved to adopt Option 1 of the staff report. Mayor Pro Tem McCullough seconded the motion.

Council discussion ensued.

Council Member Robinson expressed his overriding issue is the cost of an election. He stated the selection of the Council should always be in the hands of the voters, and if Council terms were not up next year, he would recommend going in a different direction. He expressed his support of the motion stating he wanted his reasoning to be included in the record.

Mayor Voigts stated his concern about the cost of an election. He asked for clarification to Option. 1. He expressed his desire to be a good steward of the city while there are many future items under Council's consideration including a future dog park, community gardens, arena soccer facility, and Village Pond Park.

Mayor Pro Tem McCullough stated the citizens should be afforded the opportunity to choose, but considers the expenditure of a special election costly. She noted Council could elect to select Option 1 and walk through the application process, and yet not agree on a selection, and later need to call an election. She viewed a priority of the selection is to find a qualified candidate. She stated her choice would incorporate the election where another is already calendared. She noted Option 1 is her second choice if a majority of the Council can select a qualified candidate.

Council Member Nick stated he is financially prudent and the cost is too high for a special election. He continued stating the Council is an extension of the voters as the Planning Commission is an extension of the Council. He stated he could not approve spending almost two hundred thousand dollars for a short-term position. He voiced support for the appointment process making it transparent and holding the Council accountable to explain their vote. Council Member Nick made a motion to appoint a new Council Member through a selection process.

City Manager Dunek stated it is staff's recommendation that the City advertise the vacancy and include an application process. He continued that identified in the staff report are preliminarily recommendations that establish criteria for the application. He recommended, depending on the number of applicants, Council could hold several meetings for the interview process. He reviewed the variants of the interview process and proposed staff would provide a calendar and direction for the interview process for Council's consideration.

Mayor Voigts suggested depending on the number of applicants, he supported the calendar concept for coordinating the selection process.

Council Member Nick stated the council represents the interests of the City of Lake Forest. He suggested if Council received applications, the process of reviewing applications could be subject to bias, or perceived bias on the part of the Council. He

stated those who were first and second runner-ups in the last couple of elections are tiered for the position. His desire, he stated, is to make it a very objective process.

Council Member Robinson suggested there was a contradiction in the discussion of the selection process noting Option 1 offers the application process. He suggested the selection is the Council's vote. Staff could provide a calendar to use as a schedule. He suggested scheduling as few special meetings as possible utilizing regular Council meetings for the process, and incorporate in the applications detailed resumes and completed Economic Interest - Form 700 forms. He noted the sample application is permissible but there needs to be additional interview time for each applicant. Lastly, he stated the Council could define the interview process when the number of candidates is known.

Mayor Pro Tem McCullough stated she is willing to participate in special or regular city council meetings. She noted her preference is a detailed application form creating transparency. She requested Council have an opportunity to review the applications in advance of the interviews and all applicants should be made aware of the Conflict of Interest code.

Mayor Voigts commented that there was a consensus among the Council to direct staff to provide a calendar of the events of the selection process.

City Manager Dunek suggested the application should be made available early November, with Council making the appointment at the first meeting of December. He suggested staff provided a draft application included with the staff report, and asked each Council Member to review and provide comments to the City Clerk. He stated the City Clerk will agendaize the item for November 5, 2013 City Council meeting.

Mayor Pro Tem McCullough asked that the applicants provide full resumes with their applications.

Council Member Robinson approved including a candidate statement suggesting there should be no word limit to allow for as much information as possible.

Council Member Nick stated it is unfair subjecting applicants to questions that are subjective and created by the Council, contrasting it to the general election process. He noted the processes of election versus appointment are two unique processes and the citizens of Lake Forest will not have the chance to select the next council member.

City Manager Dunek stated the council could individually provide additional questions believed to be important. November 5th, staff will provide the final application package, with a calendar to select Council dates for interview. He noted the application would also be posted on the City's website for internet users.

Council Member Robinson reiterated he is supportive of scheduling meetings as needed to advance the application process and provide transparency to the public as well.

CITY MANAGER'S REPORT:

City Manager Dunek presented no comments.

CITY COUNCIL COMMENTS:

Council Member Nick thanked the public for attending the Council meeting and assured them the Council selection would be both transparent and objective.

Council Member Robinson thanked both Assistant City Manager Belmer and Economic Development Manager Gonzales for the recent business seminars hosted at City Hall. He reported attending the Autumn Harvest Festival at Heritage Hill.


Mayor Pro Tem McCullough thanked the public for attending the Council meeting and suggested the Council will select a qualified candidate.

Mayor Voigts reported attending the Haunt at Heritage Hill and the Harvest Festival. He thanked Community Services for their work on the Haunt. He thanked City staff for expediting the Council selection process.

ADJOURNMENT:

The City Council of the City of Lake Forest adjourned at: 7:16 p.m.

Respectfully submitted:


STEPHANIE D. SMITH, CMC
CITY CLERK

APPROVED:


SCOTT VOIGTS
MAYOR