



REVISED - AGENDA

**SPECIAL MEETING - STUDY SESSION
OF THE
SANTA FE SPRINGS
PUBLIC FINANCING AUTHORITY
WATER UTILITY AUTHORITY
HOUSING SUCCESSOR
SUCCESSOR AGENCY
AND CITY COUNCIL**

**October 12, 2017
5:00 P.M.**

Council Chambers
11710 Telegraph Road
Santa Fe Springs, CA 90670

**William K. Rounds, Mayor
Jay Sarno, Mayor Pro Tem
Richard J. Moore, Councilmember
Juanita Trujillo, Councilmember
Joe Angel Zamora, Councilmember**

Public Comment: The public is encouraged to address City Council on any matter listed on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council, please complete the card that is provided at the rear entrance to the Council Chambers and hand the card to the City Clerk or a member of staff. City Council will hear public comment on items listed on the agenda during discussion of the matter and prior to a vote. City Council will hear public comment on matters not listed on the agenda during the Oral Communications period.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City meeting or other services offered by this City, please contact the City Clerk's Office. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Please Note: Staff reports, and supplemental attachments, are available for inspection at the office of the City Clerk, City Hall, 11710 E. Telegraph Road during regular business hours 7:30 a.m.-5:30 p.m., Monday-Thursday and every other Friday Telephone (562) 868-0511.

1. CALL TO ORDER

2. ROLL CALL

Richard J. Moore, Councilmember
Juanita Trujillo, Councilmember
Joe Angel Zamora, Councilmember
Jay Sarno, Mayor Pro Tem
William K. Rounds, Mayor

**CITY COUNCIL/ PUBLIC FINANCING AUTHORITY/ WATER UTILITY AUTHORITY/
SUCCESSOR AGENCY**

STUDY SESSION

- 3.** Resolutions 9559, PFA-2017-001, WUA-2017-001, and SA-2017-004– Adopting a Debt Management Policy for the City of Santa Fe Springs, the Santa Fe Springs Public Financing Authority, the Santa Fe Springs Water Utility Authority, and the Successor Agency to the Community Development Commission of the City of Santa Fe Springs

Recommendation: That the City Council:

- Adopt City of Santa Fe Springs Resolution 9559, Santa Fe Springs Public Financing Authority Resolution PFA-2017-001, Santa Fe Springs Water Utility Authority Resolution WUA-2017-001, and Successor Agency Resolution SA-2017-004 Establishing a Debt Management Policy for Each Agency

- 4.** Discussion Item: Consideration of a Caretaker Residency at the Clarke Estate for Security Purposes

Recommendation: That the City Council:

- Ask the various appropriate Department Heads and staff people their opinion of a resident caretaker at the Clarke Estate.
- Consider the idea of the staff selecting a very responsible and mature City employee who is single and going to college as a resident caretaker on a pilot basis for one year.
- Direct the staff to develop a set of policy directives for this person to abide by.
- Direct the staff to develop the exact cost of furnishing the caretaker quarters.
- Direct the staff to bring this matter back to the City Council on a future agenda for final consideration.

5. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted at the following locations; Santa Fe Springs City Hall, 11710 Telegraph Road; Santa Fe Springs City Library, 11700 Telegraph Road; and the Town Center Plaza (Kiosk), 11740 Telegraph Road, not less than 72 hours prior to the meeting.



Janet Martinez, CMC
City Clerk

October 9, 2017
Date



City of Santa Fe Springs

City Council Meeting

October 12, 2017

STUDY SESSION

Resolutions 9559, PFA-2017-001, WUA-2017-001, and SA-2017-004– Adopting a Debt Management Policy for the City of Santa Fe Springs, the Santa Fe Springs Public Financing Authority, the Santa Fe Springs Water Utility Authority, and the Successor Agency to the Community Development Commission of the City of Santa Fe Springs

RECOMMENDATION

That the City Council Adopt City of Santa Fe Springs Resolution 9559, Santa Fe Springs Public Financing Authority Resolution PFA-2017-001, Santa Fe Springs Water Utility Authority Resolution WUA-2017-001, and Successor Agency Resolution SA-2017-004 Establishing a Debt Management Policy for Each Agency

BACKGROUND AND DISCUSSION

Senate Bill 1029 (SB 1029), which became effective on January 1, 2017, amended California Government Code Section 8855 to add certain regulations related to the issuance and administration of debt by local agencies, including the adoption of a debt policy meeting the requirements set forth in California Government Code Section 8855. This impacts each of the City of Santa Fe Springs, the Santa Fe Springs Public Financing Authority, the Santa Fe Springs Water Utility Authority, and the Successor Agency to the Community Development Commission of the City of Santa Fe Springs (collectively known as the Covered Entities).

In connection with the issuance of new debt by any of the Covered Entities, the applicable Covered Entity will need to submit to the California Debt and Investment Advisory Commission (CDIAC) a preliminary report of debt issuance describing the proposing debt to be issued. Part of the preliminary report of debt issuance is a certification that the applicable Covered Entity has adopted a debt policy that meets the requirements of the new legislation. Adoption of the debt policies by the governing bodies of each applicable Covered Entity is required for compliance with the new legislation.

In accordance with Government Code Section 8855, a local debt policy must include all of the following:

- (A) The purposes for which the debt proceeds may be used.
- (B) The types of debt that may be issued.
- (C) The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- (D) Policy goals related to the issuer's planning goals and objectives.



City of Santa Fe Springs

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- (E) The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

The proposed debt management policy meets all of these requirements and essentially formalizes and documents the City's current practices. Also, it is important to note that while the policy provides the State-required guidance, any future debt issuance would still require specific approval at that time by the City Council (or in its role as the governing board for one of the Covered Entities).

FISCAL IMPACT

None



Don Powell
Interim City Manager

Attachments:

1. Resolution 9559
2. Resolution PFA-2017-001
3. Resolution WUA-2017-001
4. Resolution SA-2017-004
5. Exhibit A – Debt Management Policy

RESOLUTION 9559

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, ADOPTING A DEBT MANAGEMENT POLICY

WHEREAS, pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016, California public agencies that issue debt must adopt debt management policies that meet certain criteria; and

WHEREAS, the City Council wishes to clarify and establish debt management policies to guide the City Manager, Assistant City Manager/Director of Finance & Administrative Services, and other City staff regarding the issuance of City debt; and

WHEREAS, there has been presented to this meeting a proposed form of Debt Management Policy.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the Debt Management Policy attached hereto as Exhibit A and made a part hereof, as the debt management policy of the City.

SECTION 2. The Debt Management Policy is in addition to and supplements any other legal requirements.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and the same shall take immediate effect.

APPROVED and PASSED this 12TH day of October, 2017.

City of Santa Fe Springs, California

BY: _____
William K. Rounds, Mayor

ATTEST:

City Clerk

RESOLUTION PFA-2017-001

**A RESOLUTION OF THE SANTA FE SPRINGS PUBLIC FINANCING
AUTHORITY, ADOPTING A DEBT MANAGEMENT POLICY**

WHEREAS, pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016, California public agencies that issue debt must adopt debt management policies that meet certain criteria; and

WHEREAS, the Santa Fe Springs Public Financing Authority ("Authority") wishes to clarify and establish debt management policies to guide Authority staff regarding the issuance of City debt; and

WHEREAS, there has been presented to this meeting a proposed form of Debt Management Policy.

NOW, THEREFORE, THE SANTA FE SPRINGS PUBLIC FINANCING
AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Issuance of Authority debt shall be made in accordance with the Debt Management Policy attached hereto as Exhibit A, and made a part hereof.

SECTION 2. The Debt Management Policy is in addition to and supplements any other legal requirements.

SECTION 3. The Secretary shall certify to the passage and adoption of this resolution and the same shall take immediate effect.

APPROVED and PASSED this 12TH day of October, 2017.

Santa Fe Springs Public Financing
Authority

BY: _____
William K. Rounds, Chair

ATTEST:

Secretary

RESOLUTION WUA-2017-001

**A RESOLUTION OF THE SANTA FE SPRINGS WATER UTILITY
AUTHORITY, ADOPTING A DEBT MANAGEMENT POLICY**

WHEREAS, pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016, California public agencies that issue debt must adopt debt management policies that meet certain criteria; and

WHEREAS, the Santa Fe Springs Water Utility Authority ("Authority") wishes to clarify and establish debt management policies to guide Authority staff regarding the issuance of City debt; and

WHEREAS, there has been presented to this meeting a proposed form of Debt Management Policy.

NOW, THEREFORE, THE SANTA FE SPRINGS WATER UTILITY AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Issuance of Authority debt shall be made in accordance with the Debt Management Policy attached hereto as Exhibit A, and made a part hereof.

SECTION 2. The Debt Management Policy is in addition to and supplements any other legal requirements.

SECTION 3. The Secretary shall certify to the passage and adoption of this resolution and the same shall take immediate effect.

APPROVED and PASSED this 12TH day of October, 2017.

Santa Fe Springs Water Utility Authority

BY: _____
William K. Rounds, Chair

ATTEST:

Secretary

RESOLUTION SA-2017-004

**THE CITY COUNCIL OF THE CITY OF SANTA FE SPRINGS, ACTING
AS THE SUCCESSOR AGENCY TO THE COMMUNITY
DEVELOPMENT COMMISSION OF THE CITY OF SANTA FE SPRINGS,
ADOPTING A DEBT MANAGEMENT POLICY**

WHEREAS, pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016, California public agencies that issue debt must adopt debt management policies that meet certain criteria; and

WHEREAS, the Successor Agency to the Community Development Commission of the City of Santa Fe Springs wishes to clarify and establish debt management policies to guide City staff, in their capacities as staff of the Successor Agency, regarding the issuance of Successor Agency debt; and

WHEREAS, there has been presented to this meeting a proposed form of Debt Management Policy.

NOW, THEREFORE, THE CITY COUNCIL, ACTING AS SUCCESSOR AGENCY HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the Debt Management Policy attached hereto as Exhibit A and made a part hereof, as the debt management policy of the Successor Agency.

SECTION 2. The Debt Management Policy is in addition to and supplements any other legal requirements.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and the same shall take immediate effect.

APPROVED and PASSED this 12TH day of October, 2017.

BY: _____
William K. Rounds, Chair

ATTEST:

City Clerk

**CITY OF SANTA FE SPRINGS, SANTA FE SPRINGS PUBLIC FINANCING
AUTHORITY, SANTA FE SPRINGS WATER UTILITY AUTHORITY, AND THE
SUCCESSOR AGENCY TO THE COMMUNITY DEVELOPMENT
COMMISSION OF THE CITY OF SANTA FE SPRINGS**

DEBT MANAGEMENT POLICY

October 12, 2017

This Debt Management Policy (the "Debt Policy") establishes the parameters within which debt may be issued and administered by the City of Santa Fe Springs (the "City"), the Santa Fe Springs Public Financing Authority, the Santa Fe Springs Water Utility Authority, and the Successor Agency to the Community Development Commission of the City of Santa Fe Springs (collectively, the "Covered Entities"). Additionally, these policies apply to debt issued by a Covered Entity on behalf of assessment, community facilities, or other special districts, and conduit-type financing by a Covered Entity for multifamily housing or industrial development projects.

The Debt Policy may be utilized by staff of the Covered Entities and may be amended by the governing board of the applicable Covered Entity as it deems appropriate from time to time in the prudent management of the debt and capital financing needs of the Covered Entities.

PURPOSE:

This Debt Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by a Covered Entity.

The Covered Entities hereby recognize that a fiscally prudent debt policy is required in order to:

- Maintain the Covered Entities' sound financial position.
- Ensure the Covered Entities have the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the Covered Entities' credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the Covered Entities.
- Ensure that the Covered Entities' debt is consistent with their planning goals and objectives and capital improvement program or budget, as applicable.

POLICY

Purposes for Which Debt May Be Issued

1. Long-Term Debt. Long-term debt (debt lasting beyond 12 months) may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the City.
 - 1.1. Long-term debt financings are appropriate when the following conditions exist:
 - When the project to be financed is necessary to provide basic services.
 - When the project to be financed will provide benefit to constituents over multiple years.
 - When total debt does not constitute an unreasonable burden to the Covered Entities and the City's taxpayers and/or ratepayers, as applicable.
 - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
 - 1.2. Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.
 - 1.3. The Covered Entities may use long-term debt financings subject to the following conditions:
 - The project to be financed must be approved by the governing board of the Covered Entity.
 - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%. In other words, the debt term should not last significantly longer than the benefits derived issuing the debt. For example, 30 years bonds should be used to finance long-term assets such as infrastructure and buildings and not be used to finance vehicle and equipment purchases.
 - The Covered Entity estimates that sufficient revenues will be available to service the debt through its maturity.
 - The Covered Entity determines that the issuance of the debt will comply with the applicable state and federal law.
2. Short-term debt. Short-term debt (debt lasting less than 12 months) may be issued to provide financing for the Covered Entities' operational cash flows in order to maintain a steady and even cash flow balance.
3. Financings on Behalf of Other Entities. The Covered Entities may also find it beneficial to issue debt on behalf of other governmental agencies or third parties (except City Councilmembers and employees) in order to further the public purposes of Covered Entities. In such cases, the Covered Entities shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

Types of Debt

For purposes of this Debt Policy, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Debt Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt within the meaning of any statutory or constitutional debt limitation.

The following types of debt (as described below) are allowable under this Debt Policy:

- General Obligation Bonds - A municipal bond backed by the credit and taxing power of the issuing jurisdiction rather than the revenue from a given project. These bonds are issued with the belief that a municipality will be able to repay its debt obligation through taxation or revenue from projects.
- Bond Anticipation Notes - A short-term interest-bearing security issued in advance of a larger, future bond issue. Bond anticipation notes are smaller short-term bonds that are issued by corporations and governments, such as local municipalities wishing to generate funds for upcoming projects.
- Grant Anticipation Notes - A short-term interest-bearing security issued on the expectation of receiving grant funds, usually from the federal government. The notes are payable from the grant funds, when received.
- Lease Revenue Bonds - A bond that is secured by lease payments made by the party leasing the facilities that were financed by the bond issue. Typically used to finance construction of facilities (e.g., schools or office buildings) used by a state or municipality.
- Certificates of Participation - A financial instrument, or a form of financing, used by municipal or government entities which allows an individual to buy a share of the lease revenue of an agreement made by the issuer.
- Lease-Purchase Transactions – A mechanism for rent-to-own properties, combining elements of a traditional rental agreement with an exclusive right of first refusal option for purchase of the asset. It is also known as a lease with an option to purchase.
- Other Revenue Bonds - Municipal bonds that finance income-producing projects and are secured by a specified revenue source. Typically, revenue bonds can be issued by any government agency or fund that is managed in the manner of a business, such as entities having both operating revenues and expenses.
- Tax and Revenue Anticipation Notes (TRANs) – Financial securities issued by states or municipalities to finance current operations before tax revenues are received in the United States. When the issuer collects the taxes, the proceeds are then used to retire debt.
- Land-Secured Financings (such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982 and limited obligation bonds issued under applicable assessment statutes) – Special districts are established by local governments as a means of obtaining additional public funding to pay for public works and public services.

- Tax Increment Financing (to the extent permitted under State law) - A public financing method that is used as a subsidy for redevelopment, infrastructure, and other community-improvement projects. Utilizing growth in property values (and therefore tax revenue), agencies can issue debt by pledging future year revenues as collateral. Prior to the dissolution of redevelopment, this was the primary type of debt issued by the City of Santa Fe Springs' Community Development Commission.
- Conduit Financings (such as financings for affordable rental housing and qualified 501(c)(3) organizations) – A financing arrangement involving a government or other qualified agency using its name in an issuance of debt on behalf of another entity (i.e., a non-profit organization's large capital project). There are several types of conduit debt, depending on the funding source and the purpose of the funds.

The governing body may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

Relationship of Debt to Capital Improvement Program and Budget

The City and Covered Entities are committed to long-term capital planning. The City and Covered Entities intend to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the capital budget and the capital improvement plan.

The City and Covered Entities shall strive to fund the upkeep and maintenance of its infrastructure and facilities through the expenditure of available operating revenues, thereby minimizing the need to issue debt to fund improvements due to normal wear and tear.

The Covered Entities shall integrate their debt issuances with the goals of the capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of their public purposes.

The Covered Entities shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The Covered Entities shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

Policy Goals Related to Planning Goals and Objectives

The City and Covered Entities are committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The Covered Entities intend to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the annual operations budget.

It is a policy goal of the City and the Covered Entities to protect taxpayers, ratepayers (if applicable) and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City and the Covered Entities will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the Covered Entities to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

E. Internal Control Procedures

When issuing debt, in addition to complying with the terms of this Debt Policy, the Covered Entities shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

Without limiting the foregoing, the Covered Entities will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings entered into by the Covered Entities in accordance with SEC Rule 15c2-12.
- Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- Investment policies as they relate to the use and investment of bond proceeds.

It is the policy of the Covered Entities that proceeds of debt are spent only on lawful and intended uses. Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the Covered Entities upon the submission of one or more written requisitions by the City Manager/Executive Director or Finance Director, or his or her written designee, or (b) by the Covered Entity, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the Covered Entity.



STUDY SESSION

Discussion Item: Consideration of a Caretaker Residency at the Clarke Estate for Security Purposes

RECOMMENDATION:

That the City Council discuss and consider the following:

- Ask the various appropriate Department Heads and staff people their opinion of a resident caretaker at the Clarke Estate.
- Consider the idea of the staff selecting a very responsible and mature City employee who is single and going to college as a resident caretaker on a pilot basis for one year.
- Direct the staff to develop a set of policy directives for this person to abide by.
- Direct the staff to develop the exact cost of furnishing the caretaker quarters.
- Direct the staff to bring this matter back to the City Council on a future agenda for final consideration.

BACKGROUND

The Clarke Estate was purchased for \$2 million dollars and the first floor was renovated to meet public use standards for another \$750,000. The second floor was renovated a few years later. More has been spent in recent years. At the time of purchase, the staff was very concerned about its relatively isolated location. This could make it susceptible to intruders with nefarious intentions. The idea of seeking a live-in resident was brought forth. We decided that one of our responsible young part-time recreation leaders or lifeguards might provide some additional presence that could serve as a deterrent to intruders. Sometime later the Estate was alarmed in some of its quarters.

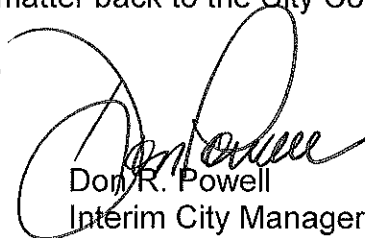
The former maid and butler quarters worked out quite well as a living room and bedroom, respectively. There is a bathroom between these two rooms. The City furnished the two rooms. The caretaker had a stove and sink in the "living room" so he/she would not have to use the commercial kitchen that was created for the caterers serving at Clarke Estate events. The caretaker was not paid anything and the rent was free. A lifeguard was selected. He stayed in the house while attending college locally. He stayed in the house after he graduated and went to work for a local firm. This may have been a mistake as I have heard that problems with his occupancy arose later on. I think he may have stayed too long. I think this should be available to a part-time employee while they are in college. Once they graduate, another person would be selected.

On a recent tour of the Clarke Estate I discussed the reestablishment of the resident caretaker with the Director of Public Works, Director of Police Services, Director of Community Services and Recreation Manager. None of them are particularly keen on the idea; primarily because they do not think it is needed. I respectfully disagree because of two recent incidents: a homeless man caught living in the Clarke Estate and the theft of some of Mrs. Clarke's jewelry. When the caretaker was on site during my tenure with the City, he ran off kids a few times intent on hitting the Estate's wall with graffiti. He also found a burner left on in the kitchen by a caterer. In serious situations, the caretaker was always directed not to intervene but to call the police or fire departments.

A resident caretaker is not like the Rangers that were formerly at Heritage Park where they stayed for 24 hour shifts and were paid to solve problems. The caretaker is not a panacea to the security problems of the Clarke Estate just like the alarm system is not a cure all for security requirements. This person would be an additional level of protection, nothing more.

When considering risk management, I am a firm believer in incidents lead to problems that can lead to severe consequences. I would recommend the City Council discuss and consider the following:

- Ask the various appropriate Department Heads and staff people their opinion of a resident caretaker at the Clarke Estate.
- Consider the idea of the staff selecting a very responsible and mature City employee who is single and going to college as a resident caretaker on a pilot basis for one year.
- Direct the staff to develop a set of policy directives for this person to abide by.
- Direct the staff to develop the exact cost of furnishing the caretaker quarters.
- Direct the staff to bring this matter back to the City Council on a future agenda for final consideration.



Don R. Powell
Interim City Manager

Attachments:

None