WOODLAND CITY COUNCIL
COMMUNITY AND SENIOR CENTER
2001 EAST STREET
WOODLAND, CALIFORNIA

CITY COUNCIL
CLOSED SESSION

MARCH 27, 2012

4:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. CLOSED SESSION

C.1 Public Employee Appointment, Pursuant to Section 54957
Title: City Manager

C.2 Conference with Labor Negotiators, Pursuant to Section 54957.6
Agency Designated Representatives: Kevin O'Rourke, Amy Buck Kimberly McKinney and Nick Ponticello
Employee Organization(s): Professional Police Employees' Association, Police Supervisors Association, Police Mid-Management Employees, Professional Firefighters' Association, Fire Mid-Management Employees, Woodland City Employees' Association, Mid-Management Association and Confidential Employees

CITY COUNCIL
STUDY SESSION AGENDA

6:00 P.M.

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. COMMUNICATIONS-PUBLIC COMMENT

This an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

E. COMMUNICATIONS–COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

F. PRESENTATIONS

1. Proclaim March 21, 2012 as Mayors for Meals Day in Woodland

G. REPORTS OF THE CITY MANAGER

2. Appointment of City Manager

3. Receive Fiscal Year 2012/13 and 2013/14 Budgets; Provide Comments, Suggestions and Direction

H. ADJOURN

I declare under penalty of perjury that the foregoing Agenda for the Study Session of the City Council of the City of Woodland scheduled for March 27, 2012 was posted on March 23, 2012, in the outside display case at City Hall, 300 First Street, Woodland, CA, and was available to the public during normal business hours.

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Ana B. Gonzalez
City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st.
Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 27, 2012

SUBJECT: Proclamation – Mayors for Meals Day in Woodland

Report in Brief

We received a request from Cate Loewen of the Elderly Nutrition Program to Proclaim March 21, 2012 as Mayors for Meals Day in Woodland.

The Elderly Nutrition Program in Yolo County held its Mayors for Meals Day as part of Meals on Wheels Association of America March for Meals Campaign. Mayors and Council Members throughout Yolo County participated in the event to show support for our community's hungry seniors by delivering meals to homebound seniors.

Recommendation for Action

Staff recommends that the City Council proclaim March 21, 2012 as Mayors for Meals Day in Woodland.

Prepared by: Ana Gonzalez
City Clerk

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Kevin O'Rourke
Interim City Manager

Attachment

PROCLAMATION
OF THE CITY COUNCIL OF THE CITY OF WOODLAND
RECOGNIZING MARCH 21, 2012 AS
MAYORS FOR MEALS DAY IN WOODLAND

WHEREAS, the Meals On Wheels Association of America (MOWAA) is the oldest and largest national organization in the United States representing those programs that provide meals to people in need. MOWAA's mission is to end senior hunger by 2020; and

WHEREAS, 2012 is the 40th anniversary of the inclusion of senior nutrition programs into the Federal Older Americans Act; and

WHEREAS, the Elderly Nutrition Program in Yolo County (ENP), locally known as Meals on Wheels, is a private, non-profit, community benefit organization that provided over 80,000 meals to 1200 seniors in Davis, West Sacramento, Winters, Woodland, Knights Landing, Madison and Esparto last year. The organization serves meals and friendship Monday through Friday to frail, homebound elders and to seniors at senior centers; and

WHEREAS, Meals On Wheels programs are on the front lines of our hunger battle and need support from elected leaders to continue providing the nutritious meals and human contact that our seniors so desperately depend on; and

WHEREAS, March for Meals is a national campaign during the month of March, initiated by the MOWAA, which seeks to raise awareness of senior hunger and to encourage action on the part of the local community; and

WHEREAS, the Elderly Nutrition Program in Yolo County announced that it will be holding Mayors for Meals Day as a part of MOWAA's March For Meals campaign. Mayors and Council Members from throughout Yolo County will be participating in the event to show support for our community's hungry seniors by delivering meals to homebound seniors and working in the kitchens and dining rooms of our congregate meal program on March 21, 2012 ; and

WHEREAS, local elected officials have been involved with the Elderly Nutrition Program in the past and the national Mayors for Meals Day is an excellent way to continue that relationship; ENP thanks these local leaders for stepping up to the plate and joining the mission to end senior hunger in Yolo County by the year 2020.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Woodland does hereby recognize March 21, 2012 as "Mayors for Meals Day" and acknowledges the Elderly Nutrition Program of Yolo County for implementing this event in Woodland to show continued commitment and dedication to ensuring that "No Senior Goes Hungry."

Dated: March 27, 2012.

Artemio Pimentel, Mayor

Marlin H. Davies, Vice-Mayor	Martie L. Dote, Council Member
William L. Marble, Council Member	Tom Stallard, Council Member

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: March 27, 2012

SUBJECT: Appointment of City Manager

Report in Brief

Verbal report on Appointment of City Manager.

Prepared by: Ana Gonzalez
City Clerk

Kevin O'Rourke
Interim City Manager

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR AND CITY COUNCIL

DATE: March 27, 2012

SUBJECT: Fiscal Year 2012/13 and 2013/14 Budgets

Report in Brief

On March 20, 2012, the City Council received a report outlining the projected budgetary deficit in the General Fund over the next two fiscal years. This report discussed the factors affecting the shortfall, as well as proposed reductions to correct the imbalance.

Staff recommends that the City Council provide comments, suggestions and direction in response to the information provided herein.

Background

On January 10, 2012, the City Council received a presentation providing ten year financial projections for all City funds. This presentation highlighted several areas that will require special attention and development of strategies to alleviate large and chronic deficits and provide operating reserves consistent with the City's Budget and Fiscal Policies.

The January 10 presentation indicated that, based on current projections, a reduction of $1.4 million in the General Fund would be required by fiscal year 2013/14. Fiscal year 13/14 represents an especially difficult year for the General Fund because the cessation of Measure V coincides with the expiration of grant funds to pay for three police officer and six firefighter positions. The estimated $1.4 million reduction did not take into consideration any General Fund impacts resulting from dissolution of redevelopment ($230,000), probable reduction in projections for future development activity ($350,000), or funding for the youth violence prevention program (referred to as YGRIP) for $50,000. In addition, CalPERS recently notified its member agencies of its intention to review and likely adjust the assumptions used for investment returns. CalPERS Board approval of the staff's recommendation would likely result in an increase to the City's employer contribution rate by approximately 5% for Miscellaneous and 8% for Safety employees. This adds about $1 million to the FY2013/14 projected deficit. In total, the projected deficit in FY2013/14 now totals approximately $3 million.

On March 20, 2012, Council received a report and brief presentation providing the projected deficit levels and timing, as well as each department's proposed cuts necessary to meet its target reduction levels within the General Fund. These reduction options were presented in a "Best Case" or "Worst Case" scenario, given the uncertainty about whether or not the General Fund would need to set aside $2 million annually to cover anticipated debt service shortfalls in the development funds. The reductions totaled $3 million and $4.8 million for the Best and Worst Case Scenarios, respectively.

On March 20, 2012 the Council also received a separate report regarding the Measure E spending plan, which included a recommendation to allow Measure E funds to be loaned, up to $2 million annually, to pay debt service and relieve the General Fund of this obligation. Council approved the $2 million loan for one year only (fiscal year 2012/13). Council also requested further review and refinement of the proposed spending plan, which could potentially include further loans at a later date.

Because the budget discussed herein is a two year budget aimed at achieving the necessary reductions by fiscal year 2013/14, and since the possibility remains that the $2 million necessary for debt service may need to be paid by the General Fund in FY2013/14, the Worst Case Scenario option is not entirely eliminated.

Discussion

Because the projected deficits do not occur entirely within the next fiscal year, and because the magnitude of the deficits will require very difficult decisions that take time to implement, the City Manager requested staff to prepare a two year budget. This allows the reductions to be achieved through a phased approach.

The fiscal year 2012/13 budget represents the fourth consecutive year of major budgetary reductions in the General Fund. All departments have been impacted by these previous reductions, all one-time options have been exhausted, and the ongoing fiscal health of the General Fund requires these reductions to be structural in nature. In addition to the traditional department budgets, two of the City's internal service funds (for fleet and technology) were also included in the equation and were expected to participate in the reduction strategies. Any subsidy or support from the General Fund provided to other funds was also included in the reduction target amounts (i.e. Storm Drain, Cemetery, SAFER).

The General Fund reduction targets, for the Best and Worse Case scenarios, were as follows:

Department	**%**	**Target General Fund Reductions**	
		Best Case ($3m)	**Worst Case ($5m)**
Administration	11.6%	$.325 million	$.581 million
Community Development	3.8%	$.105 million	$.188 million
Recreation	3.4%	$.095 million	$0.170 million
Police	41.7%	$1.171 million	$2.091 million
Fire	25.5%	$.71 million	$1.268 million
Library	2.6%	$.072 million	$.129 million
Public Works	11.5%	$.321 million	$.573 million

All budget reductions discussed herein are based on service level reductions only. Employee labor costs are based on approved MOUs and no assumptions regarding potential changes have been assumed. Any savings that could be achieved through collective bargaining would reduce the need for implementation of some of the eliminations discussed below.

Department Reductions:
The following discussion outlines the reduction options provided by each department, with very brief comments regarding impact of those reductions. Each department will be discussing the details and impacts of these reductions at the Council meeting.

Subsequent to the March 20 meeting, it was discovered that the options presented by Police and Fire to meet the Best and Worst Case Scenarios actually save more than was originally calculated. The Police and Fire reductions are both structural in nature and span multiple fiscal years, however, the savings identified for reductions made in Year 1 were not rolled forward to Year 2 of the budget. As a result, some of the reduction alternatives presented previously to Council will need to be updated and will likely include fewer position/service eliminations. Finance and the Police Chief are working to make changes to the scenarios to account for the revised savings estimates. These changes will be available at the Council meeting.

Administration Department
The Administration Department budget includes the costs associated with the City Council, City Manager, City Clerk, Human Resources, Finance and Technology Services.

<u>Best Case Scenario:</u> $0.327 million

- Elimination of Administrative Secretary position in Finance
    - Central service functions such as mail routing, centralized information & referral of phone calls, and all administrative support for audit, budget and cash management services is redirected to existing accounting positions which have already been tasked beyond normal levels
- Elimination of contract for SB90 (State Mandate) claims which may lead to loss of revenues
- Reduction of City Attorney budget
    - City Attorney will only be in Woodland on City Council days. Other issues will be coordinated via phone or e-mail.
- Reduction of part time staff and various contracts within Technology Services
    - Increased response time for computer/network repairs which impacts productivity. Network security could be at greater risk.
- Elimination of funding for the Opera House
- Elimination of City contribution to League of California Cities
- Elimination of Liebert Cassidy Whitmore training for City employees
- Eliminate Employee Service Award savings bonds given for each five years of service

Worst Case Scenario: $0.383 million

- Elimination of a GIS Tech position within Technology Services
  - Will impact department productivity and data deliverable to external regulatory agencies and the community (including public safety, community development and utilities)

Community Development Department

Best Case Scenario: $.104 million

- Eliminate all Engineering Intern positions
  - Typical duties such as public meeting coordination, traffic counts, data gathering for pavement management system and grant work would all have to be done by existing engineering technicians
- Eliminate part-time Senior Building Inspector
  - Loss of position will impact ability of staff to meet our customer service goals during certain times. Cross training of certain staff will be required as well as utilizing the Building Official for inspection as a back up.
- Reductions in supplies & services and memberships/training budgets
  - Staff will need to pick up the cost for memberships and non-mandatory training. Supply budgets will be further stretched.

Worst Case Scenario: $.2 million

- Eliminates one Development Services Engineering position

Recreation Department

Best Case Scenario: $.099 million

- Eliminate funding of officials for adult and youth sports
  - Fees would be increased by approximately $160- $200 per softball team ($16-$20 per player) to cover officiating fees. Minimal fee increases, a shifting of existing budget resources, or the use of existing temporary staff would be used to cover officiating needs for youth and adult basketball and also volleyball.
- Cancel fall softball
- Aquatic Reductions
- Discontinue evening water aerobics and weekend lap swim
- Close the pool for four months (November – February)
  - Impacts the beginning of practice season for high school swimming
  - Impacts Woodland Swim Club and eliminates tournaments during the closure period
- Eliminates City funding for 4^{th} of July activities

Worst Case Scenario: $.2 million

- Close Charles Brooks Aquatics Center completely and eliminate one Recreation Supervisor position
    - Eliminates water safety classes, exercise classes, lap swimming, Woodland Swim Team, high school swimming, and rentals for swim and water polo meets would no longer be available within the City of Woodland

Police Department
****The reduction scenarios shown below have not been adjusted to account for revised savings estimates. Updated scenarios will be provided at the Council meeting.**

Best Case Scenario: $1.23 million
Year 1

- Loss of four sworn positions (Gang Investigator, Traffic Officer, Patrol Officer, & Traffic Sergeant) and one non-sworn Records Specialist position
    - Reduced hours the front counter is open
    - Reduced Traffic enforcement & accident investigation
    - Reduced Gang enforcement/investigations

Year 2

- Loss of five sworn positions (YONET, two Traffic Officers, one Patrol Officers, & one Detective) and one non sworn Community Services Officer position
    - Loss of graffiti program
    - Further reduction of traffic enforcement and accident investigation
    - Reduced ability to investigate major crimes
    - Elimination of participation in YONET
    - Reduced parking enforcement

Worst Case Scenario: $2.1 million
In addition to all losses in the Best Case Scenario

- Loss of seven sworn positions (two Patrol Officers, two SET Officers, a School Resource Officer, Gang Investigator, & Captain) and one non-sworn position (Records Manager)
    - Elimination of directed enforcement for Post Release Community Supervision population
    - Further reduction in gang enforcement and investigation
    - Reduced presence and enforcement in middle and high schools
    - Loss of direct oversight of front office personnel, duties and obligations
    - Reduced management and oversight of police department operations

Fire Department
****The reduction scenarios shown below have not been adjusted to account for revised savings estimates. Updated scenarios will be provided at the Council meeting.**

NOTE: The Fire Department received a SAFER grant that funds six firefighter positions for a two year period. Under the terms of this grant, if the City lays off a firefighter position during the grant period, the City would be in default of the grant and would lose funding for all six positions. The six positions funded by this grant were hired in August 2011.

Best Case Scenario: $.679 million
Year 1
- Loss of Deputy Fire Chief position
- Replace Management Analyst position with an Administrative Clerk position
    - Reduced management oversight of day to day operations of Fire Department
    - Reduced liaison with allied fire agencies
    - Loss of Fire representation in EOC
    - Reduced ability to provide Emergency Management training to City staff

Year 2
- Loss of three Firefighter positions
    - Reduced staffing on each fire shift which could result in slight increase in overtime

Worst Case Scenario: $1.3 million
NOTE: This is not additive to Best Case Scenario.

Year 1
- Loss of Deputy Fire Chief position
- Loss of 8 Firefighter positions (5 SAFER positions plus 3 General fund positions)
- Replace Management Analyst position with Administrative Clerk
    - Reduced management oversight of day to day operations of Fire Department
    - Reduced liaison with allied fire agencies
    - Loss of Fire representation in EOC
    - Reduced ability to provide Emergency Management training to City staff
    - Reduction from four to three fire companies
        - Reduced ability to provide adequate fire protection to City
        - Increased risk to firefighter safety on fireground

Year 2
- There are no additional cuts in Year 2. Due to the expiration of the SAFER grant, the savings for five of the firefighters reduced in Year 1 are realized in Year 2.

Library

Best Case Scenario: $.072 million
- Reduce part-time Library staff
    - Reduce hours of Library from 44 to 40 (close on Saturdays)
    - Close the reference desk – reference done from media or children's desk and only 4 hrs/day
    - Rolling closures due to staff shortages
- Eliminate delivery/sharing with Sacramento Public Library

<u>Worst Case Scenario</u>: $.129 million

- Eliminate Librarian 1 position and part time staff hours
    - Reduce hours of Library from 44 to 40 (close on Saturdays)
    - Close the reference desk – reference done from media or children's desk with reduced hours
    - Rolling closures due to staff shortages
- Eliminate delivery/sharing with Sacramento Public Library

Public Works Department

<u>Best Case Scenario</u>: $.322 Million + Additional reduction of $156K

- Closure of 4 parks
    - Gives Buchignani field maintenance over to Little League, closes Tredway, Beamer Circle and Dave Douglass parks and eliminates one Park Maintenance Worker III position
- Minimize facility maintenance services at City Hall and MSC
    - Eliminates Arc Flash Analysis, the majority of grounds maintenance at the MSC and various supplies as well as reduces the maintenance frequency to the HVAC system
- Eliminate pump testing and Big Bertha crane repairs (Storm Drain)
- Eliminate all City parking lot maintenance including leaf blowing and striping
- Close Charles Brooks Pool including elimination of a Pool Technician position (alternative reduction is to close pool from November – February, but we do not reach our reduction goal this way)
- Reduce contract tree pruning
    - Cyclical pruning extended to 11-15 year cycle causing potential insurance issues and severe health risks to trees

<u>Worst Case Scenario</u>: $.576 million
In addition to all losses in the Best Case Scenario-

- Close the Cemetery
    - Visits by appointment only and no new plots sold. Required internments only.
    - Loss of turf, overgrowth of vegetation and safety hazards
- Eliminate one Mechanic
    - Reduced service level on General fund fleet, mainly sedans and pickups
    - Loss of daily service at the Police Department
    - Departments will have to deliver their vehicles to shop for maintenance
- Eliminate Storekeeper position
    - Complete decentralization of the storeroom
    - Departments will be responsible for receivables, deliveries, inventory etc.

In total, the reduction scenarios presented herein achieve budgetary savings of $3 million dollars for the Best Case scenario, with a loss of 17 full time employees. The Worst Case scenario achieves $4.8 million in savings, with a loss of 37 full time employees.

Non-General Funds

In addition to the General Fund, other City funds have their own funding issues that will need to be discussed and addressed. These funds include the combined transportation funds (consisting of Transportation Development Act (TDA) funding and Highway User Tax Allocation (HUTA) funding), the enterprise funds for Water, Sewer and Storm Drain, as well as the City's capital program funds.

Staff believes issues related to the General Fund budget discussed herein are significant enough to require Council attention and direction for an entire meeting. Staff will request additional dates from Council to return and discuss the other non-General Fund items mentioned above within the next couple of weeks.

Fiscal Impact

No fiscal impact directly related to this report.

Public Contact

Posting of the City Council agenda.

Recommendation for Action

Staff recommends that the City Council provide comments, suggestions and direction in response to the information provided herein.

Prepared by: Kimberly McKinney
Finance Officer

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Kevin O'Rourke
Interim City Manager