

**CITY OF TEMPLE CITY
CITY COUNCIL AND COMMUNITY REDEVELOPMENT AGENCY
SPECIAL MEETING MINUTES**

JUNE 22, 2010

1. CALL TO ORDER ALL AGENCIES

Mayor Vizcarra called the City Council and Community Redevelopment Agency Special Meeting to order at 6:45 p.m. in the City Hall Community Room, located at 9701 Las Tunas Drive, Temple City.

2. ROLL CALL

PRESENT: Councilmember-Blum, Sternquist, Yu, Chavez, Vizcarra
ABSENT: Councilmember-None

ALSO PRESENT: City Manager Pulido, Parks and Recreation Director Burroughs, City Clerk Flandrick, Assistant to the City Manager Flod, Community Development Manager Lambert, Financial Services Manager Molina, Public Safety Officer Ariizumi

3. PUBLIC COMMENTS – None

4. REVIEW AND PRIORITIZE CITY COUNCIL GOALS

City Manager Pulido presented proposed recommendations for the fiscal year 2010-2011 budget. The proposed reorganization was directed by Council during their goals session, taking into consideration a number of desired programs while working with a \$2M decrease to the General Fund due to declining revenues. It entails making staff changes and using tools to bring the City forward. With the aid of a power point presentation, City Manager Pulido reviewed the budget proposals.

During the goals session, the Council came up with several goals to become a high performance organization. The City Council's 12 month goals were:

- 1) Solidify City's economic development & redevelopment efforts;
- 2) Build the City's organizational capacity to a high performance organization;
- 3) Develop Infrastructure Funding Master Plan;
- 4) Update General Plan which includes six elements (i.e., Land Use, Public Safety, Resource Management/Open Space, circulation, Noise, and Housing); and
- 5) Prepare a Public Safety Work Plan.

The City Council, at their goals session, also identified goals for the City Manager. The 6 month goals were:

- 1) Prepare a Fiscal Year 2010-11 City budget that yields a high performance organization by June 29, 2010;
- 2) Hire a quality Economic Development Manager;
- 3) Monitor the preparation of a new City Council & Commissions Norms & Procedures;

- 4) Present a new multi-lingual communications strategy using all City venues/programs/events/new city web page text;
- 5) Complete a new City Council and City Manager brochure listing goals, vision and strategies; and
- 6) Complete departmental work plans that produce a high performance organization that supports a high performance City Council.

The City Council Goals for the City Manager for the next 12 months were:

- 1) Develop a 50 year Action Plan (e.g., General Plan Update and Infrastructure Funding Master Plan) to support the vision of a high performance City Council;
- 2) Create financial revenue opportunities (e.g., property & sales taxes) that include sustainable local jobs and professional businesses;
- 3) Host quarterly meetings with the Mayor and/or City Council Ad Hoc Committee to review progress of the Draft Strategic Plan;
- 4) Establish public safety service expectations with measurable goals and controls for City's contract with Los Angeles County Sheriffs; and
- 5) Prepare a Request for Proposals (RFP) for General Plan update, Sewer & Street Funding Plan, Parks Master Plan, Information Technology (IT) Master Plan; and Citywide way finding signage program with a new City theme and branding.

In order to achieve measurable goals, City Manager Pulido proposed the following "road Map" objectives:

- 1) Overview of City department & operations reorganization;
- 2) Undertake Various Professional Services Contracts to bring the City to 2010 Standards;
- 3) General Fund Impacts resulting from City department & operations reorganization;
- 4) Other options to increase the General Fund Reserve;
- 5) City Council Budget Ad Hoc Committee (i.e., Mayor Vizcarra & Councilmember Yu) recommendations; and
- 6) Review draft General Fund Reserve Policy recommendations which seek to create sub-accounts for different operational needs while maintaining same General Fund Reserve Fund bottom line.

ORDER OF AGENDA CHANGED

6. PRESENTATION OF PROPOSED CITY DEPARTMENT AND OPERATIONS REORGANIZATION

City Manager Pulido presented an overview of the proposed City Department reorganization as follows:

- 1) Disband the Public Services Department effective June 30, 2010;
- 2) Relocate Parks & Recreation Director & support staff from City Hall to new Live Oak Park Annex effective August 1, 2010;
- 3) Merge Tree Crew with Parks & Recreation Department effective June 30, 2010;
- 4) Merge Animal Control, Code Enforcement, Parking, Emergency Preparedness, and Maintenance with the Community Development Department effective June 30, 2010;
- 5) Move all staff from Civic Center to City Hall by August 1, 2010;
- 6) Eliminate Public Services Manager position (\$137,000 including benefits);
- 7) Delete Assistant to City Manager position (\$156,000 including benefits);
- 8) Delete one Secretary position in Public Services (\$82,000 including benefits);
- 9) Eliminate CDBG Admin Consultant Contract (\$50,000) and perform home improvement program in-house;
- 10) Add a new Code Enforcement Supervisor position (\$113,000 including benefits)--;
- 11) Add a new Economic Development Manager/Assistant to the City Manager position (\$165,000 including benefits); and
- 12) Add a new Community Development Director position (\$165,000 including benefits).

The City Council will give formal approval for the reorganization recommendations at the June 29 meeting.

City Manager Pulido proposed undertaking the following various Professional Services Contracts to bring the City to 2010 standards:

- 1) Enterprise Land Management System (eLMS) EdgeSoft Inc.: \$83,000 = \$73,000 General Fund & \$10,000 CRA Fund;
- 2) Emergency Operations/Disaster Preparedness Plan: \$25,000;
- 3) Community Redevelopment Agency (CRA) Rosemead Boulevard Project Area time extension & possible area expansion & Economic Development Plan: \$65,000;
- 4) Citywide employee customer service training: \$20,000;
- 5) New City webpage text content: \$5,000;
- 6) City messaging & communications: \$50,000 = \$30,000 General Fund & \$20,000 CRA Fund;
- 7) Retirement costs actuarial: \$20,000;
- 8) Sewer & Street funding analysis: \$25,000 (Special Funds);

- 9) Information Technology (IT) Master Plan: \$35,000;
- 10) San Gabriel Valley Economic Partnership membership: \$5,000; and
- 11) League of California Cities Los Angeles Chapter membership: \$1,100.

It was noted that \$208,000 of the Professional Services Contracts in Fiscal Year 2010-2011 were one time General Fund expenditures which will not be included in the Fiscal Year 2011-2012 budget.

The draft 2010-2011 budget was reviewed showing a surplus amount of \$6,220, adjusted from the May 20th amount of \$219,735, due to:

- 1) Reorganization of staff positions (\$95,120);
- 2) Professional Services to bring City up to 2010 standards (\$214,100);
- 3) Savings from additional operation/maintenance \$95,705; and
- 4) Any other General Fund savings based on City Council directives during this Special Meeting.

City Manager Pulido presented the following options to increase the FY 2010-2011 General Fund budget surplus from \$6,220 to a greater amount:

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| 1) Use the Retirement Health Benefits Fund balance of: | \$738,200 |
| Fiscal Year (FY) expenditure: = | (\$147,210) |
| 2) Reduce Temple City Chamber of Commerce Contract | (\$ 12,000) |
| 3) Employee Contribution of 1% for PERS | (\$ 25,000) |
| 4) Reduce optional medical benefits
(from \$1,644 to \$822/yr) | (\$ 27,950) |
| 5) Salary step increase freeze impacts on ? employees | (\$ 40,000) |
| 6) Six employee furlough days – impacts all employees | (\$ 55,000) |
| 7) Employee 5% salary reduction impacts all employees | (\$107,000). |

5. REVIEW CITY COUNCIL BUDGET AD-HOC COMMITTEE RECOMMENDATIONS

Also presented were the Council Budget Ad Hoc Committee's recommendations for Council's consideration and final determination on June 29:

- 1) Implement a zero based budget to establish a new City budget baseline in light of the \$2M decrease in revenues over the past three fiscal years;
- 2) Order an actuarial to tier off City retirement benefits;
- 3) Establish goals for Sheriff's contract in FY 2011;

- 4) Explore the establishment of a General Fund Reserve Policy with sub-accounts;
- 5) Modernize inefficient City operations remodel until further notice;
- 6) Postpone City Council chambers remodel until further notice; and
- 7) Create partnerships with other agencies to share expenses in order to achieve economies of scale.

A table of the Committee's General Fund Reserve Policy proposed accounts was presented to Council indicating the proposed reserve percentages by account.

City Manager Pulido requested Council review and prioritize the City Council goals. The City Council discussed the goals with consensus for the following priority:

- 1) Solidify City's economic development & redevelopment efforts;
- 2) Build the City's organizational capacity to a high performance organization;
- 3) Prepare a Public Safety Work Plan;
- 4) Update General Plan including six elements (i.e., Land Use, Public Safety, Resource Management/Open Space, Circulation, Noise, and Housing); and
- 5) Develop an Infrastructure Funding Master Plan.

The City Council agreed with the Council Budget Ad Hoc Committee's recommendations.

Council discussed City Manager Pulido's options to increase to the General Fund reserves, with consensus for approval of the following:

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| 1) Employee contribution of 1% for PERS | (\$ 25,000); |
| 2) Reduce optional medical benefits | (\$ 27,950); |
| 3) Salary Step increase freeze | (\$ 40,000). |

The following members of the public commented on the budget proposals: Ken Knollenberg, Mary Kokayko, Jerry Jambazian, and Peggy Miller.

7. **ADJOURNMENT**

The City Council and Community Redevelopment Agency Special Meeting was adjourned at 8:26 p.m.

Chairman

ATTEST:

Agency Secretary