

"Approved by the City Council/Redevelopment Agency Board on November 16, 2005."

CITY COUNCIL/REDEVELOPMENT AGENCY
MINUTES OF THE ADJOURNED REGULAR MEETING

WESTMINSTER, CALIFORNIA
October 19, 2005

The City Council/Agency Board of the City of Westminster, California convened on October 19, 2005 at 6:40 p.m. in an Adjourned Regular Meeting in the Council Chambers, 8200 Westminster Blvd, Westminster, California.

6:30 P.M.

ROLL CALL:

PRESENT: RICE, PARIS (via teleconferencing), FRY, MARSH

ABSENT: QUACH

SALUTE TO FLAG:Deputy City Attorney

ORAL COMMUNICATIONS – None

1. Presentation of the General Fund spending reductions for the City's adopted Fiscal Year 2005-06 budget

The Finance Director reported that as part of the fiscal year 2005-06 budget process, staff prepared a proposed budget, including a capital projects program, for Council consideration. The budget and capital project program was reviewed by the City Council at a public budget workshop held on May 17, 2005 and formally adopted on June 8, 2005. Further, at the June 8, 2005 Council meeting, the Council direct staff to come back in October with recommendation and suggestions for reductions for fiscal year 2005-06 General Fund budget.

The proposed spending reductions for the City's adopted fiscal year 2005-06 General Fund budget were attached to the staff report for Council consideration. These scenarios summarize the budget costs proposed by the City department heads. While both scenarios are acceptable alternatives to staff, it is helpful to note that both scenarios will reduce the City services and public safety.

Scenarios A will result in spending reductions for the City's adopted fiscal year 2005-06 general fund budget in the amount of \$474,117. Scenario B will result in spending reductions for the City's adopted fiscal year 2005-06 general fund budget in the amount of \$983,995. The difference between Scenario A and B is that Scenario B recognizes a significant salary savings by the implementation of the formal step process.

The Finance Director continued that at the October 12, 2005 Council meeting, staff was directed to prepare a proposed step program for the Management/Administrative and Confidential employees. He noted that the Personnel Director will be giving a presentation for Council consideration.

The Finance Director reviewed each item outlined in Scenario B as follows:

CITY OF WESTMINSTER
 Proposed Spending Reductions for the General Fund Budget
 For Fiscal Year 2005-06 Adopted Budget
Scenario B

Revised Proposed Budget Deficit 2005-06

Department Cuts	Full Time	Part Time	Budget Reduction (Increase)	Total Department Reduction	Department Impact	Council Direction
City Council						
Full Time Salaries			(3,993)		Increase full time salaries and inter fund transfers based on the Council approved medical increase per Resolution No. 3936	
Supplies			1,000		Reduction in Council supplies is based on actual expenditures experienced in prior years.	No direction.
Special Departmental Expense			1,200		Reduction in Council Special Departmental Expenses is based on actual expenditures experienced in prior years.	Council Member Marsh asked what "Special Departmental Expenses" are. Finance Director to provide answers in Items of Interest identifying all of Council's concerns.
Total City Council Department Cuts				2,200		
City Manager Department						
Full Time Salaries			287		Reduction of budgeted full time salaries and inter fund transfers based on the implementation of the formal step process for all full time employees and the Council approved medical increase per Resolution No. 3936	
Contractual-Other			2,000		Reduction of Contractual expenditures would reduce travel and training expenses to City Management support staff.	The City Manager said it is doable to reduce these expenses.
Total City Manager Department Cuts				2,287		

City Clerk's Department					
Full Time Salaries			15,318		Reduction of budgeted full time salaries and inter fund transfers based on the implementation of the formal step process for all full time employees and the Council approved medical increase per Resolution No. 3936
Contractual-Other			1,500		This reduction would result in an ineffective use of staff time to perform services that could be performed more effectively and efficiently by a records management consultant (i.e. for optical imaging issues, electronic document storage and retrieval).
Total Clerks Department Cuts				16,818	
City Attorneys Department					
			-		No cuts have been proposed by the department at this time.
Total City Attorneys Department Cuts				-	Mayor Rice said the City could save costs by not having an attorney present at study session meetings, or only present at study sessions where there is a legal issue or when his presence is needed. Council Member Marsh concurred. Need to determine whether he is paid a flat rate or hourly rate - need to review contract when the time comes.
City Personnel Department					
			-		No cuts have been proposed by the department at this time.
Total Personnel Department Cuts				-	
Finance					

Full Time Salaries			15,103	Reduction of budgeted full time salaries and inter fund transfers based on the implementation of the formal step process for all full time employees and the Council approved medical increase per Resolution No. 3936	
Interdepartmental re-org		1	8,268	Elimination of the full time Staff Accountant position, the part time Finance Intern and the creation of the Senior Staff Accountant position, City's General Fund will recognize a overall budget savings the amount of \$8,268.	Eliminating 2 positions to create 1. Council Member Marsh asked what the actual costs were for the Staff Accountant and p/t Finance Intern last year. How do those costs compare to the proposed cost of the new senior staff accountant.
Travel and Training			1,300	Reduction of Travel and Training would require the elimination of the League of California Cities and CSMFO (California Society of Municipal Financial Officers) conferences from the Finance Budget.	The Finance Director said this reduction is doable and explained that he, the Financial Services Manager and Accounting Manager would be attending the meetings.
Total Finance Dept Cuts				24,671	
Police Department					
Full Time Salaries			1,269,146	Reduction of budgeted full time salaries and inter fund transfers based on the implementation of the formal step process for all full time employees and the Council approved medical increase per Resolution No. 3936	
Overtime			(573,217)	Balance of salaries budgeted at top step covered overtime overages in prior years	
Part time wages			(320,000)	Balance of salaries budgeted at top step covered part time wage overages in prior years	

Personnel: Elimination of one (1) Lieutenant's Position (patrol)	1		120,000		Elimination of a patrol Lieutenant's position when it becomes vacant in October. Gross savings of \$229,641 offset by use of \$110,00 for addition of civilian manager position. A sergeant will need to be reassigned from special assignment to patrol.	Opposition was expressed to the elimination of the Lieutenant position. Council Member Marsh is uncomfortable with having civilian managers in the police department.
Personnel: Elimination of three (3) Police interns		3	33,000		This will reduce the ability to assign time-consuming but important tasks to interns (i.e. data entry of F.I. card information or ferrying equipment vendors for repair), these tasks will be assigned to full-time personnel.	Opposition was expressed to eliminate the three Police interns.
Training and Travel			20,000		This will reduce the department's ability to access some very useful and important training but will still allow the department to meet all minimum standards of proficiency.	Mayor Rice and Council Members Marsh and Fry concurred to eliminate the proposed travel and training reduction. The Police Chief indicated it is doable.
Personnel: Elimination of PSO (Front Counter)	1		85,000		This vacant position will reduce the ability of a front counter person to take police reports and answer questions beyond the cope what a records clerk is qualified to answer. A patrol officer would be called in to take such reports	Mayor Rice agreed to the elimination. Council Member Fry believes the position should be retained. Council Member Marsh would like this matter explored. Mayor Pro Tem Paris expressed opposition to the elimination of the position. Finance Director to bring back for Council decision.
Reclassification of two Police Services Officer positions to Special Services Clerks			9,560		This would create consistency between job titles and assigned tasks. This would also require negotiations with the WPOA. At a minimum, this reclassification would be "Y"-rated with existing staff.	No opposition was expressed to reclassify the two Police Services Officer positions to Special Services Clerk. May bring back if needed.

Realignment of pay steps to accurately reflect MOU terms			8,000		Currently Special Assignment personnel are entitled to a premium pay of 7% and current pay steps are in 5% increments necessitating a 10% increase in pay. Initial savings would approximate \$8,000 annually.	To be looked at during the negotiation process. Not to be considered at this time.
Personnel: Elimination of one (1) sworn officer position (SHIELD/school resource/mental health position).	1		130,000		This will result in a reduced service to the community and the elimination of the City's SHIELD and mental health partnership programs.	It was the consensus of Mayor Rice and Council Members Marsh and Fry to eliminate the SHIELD sworn officer position.
Total Police Department Cuts				781,489		
Public Works Department						
Full Time Salaries			88,695		Reduction of budgeted full time salaries and inter fund transfers based on the implementation of the formal step process for all full time employees and the Council approved medical increase per Resolution No. 3936	
Contractual-Other			36,000		This would delay tree trimming City-wide. The PW Dept. trims every public tree once every three years. With this budget cut, the department would not be able to trim all trees within this cycle and delays could be as long as a year.	Council Member Marsh asked how much of a reduction this is this below the total contract for West Coast Arborists. Information to be provided in Items of Interest.
Total Public Works Department (Increases)				124,695		
Community Services						
Full Time Salaries			14,546		Reduction of budgeted full time salaries and inter fund transfers based on the implementation of the formal step process for all full time employees and the Council approved medical increase per Resolution No. 3936	

<p>Reduction of Part Time Special Events Coordinator hours from 30 hours to 25 hours weekly</p>			<p>10,221</p>		<p>Reduction of Special Events Coordinator's hours would result in a reduction of staff time focused on Special Events such as the 4th of July Celebration, Christmas events and other special events City wide.</p>	<p>Concern was expressed that the reduction of hours not impact Special Events. Council Member Marsh questioned whether the proposed reduction was a realistic assessment. The Finance Director said this would be included in Items of Interest.</p>
<p>Reduction of Part Time Staff hours</p>			<p>1,968</p>		<p>Reduction of part time hours would result in a reduction of staff time focused on mobile van. This would eliminate the Mobile van program during winter and spring school holiday breaks.</p>	<p>Mayor Rice would like the mobile van program eliminated – many complaints about streets being blocked off. Council Member Marsh asked for the total cost of the program, how many people being serviced by program, including at different times of the year – Items of Interest. Keep this included in when brought back to Council.</p>
<p>Elimination of Vehicle for Gang Prevention Specialist</p>			<p>4,400</p>		<p>Elimination of Vehicle use change for Gang Prevention program would require staff to use their own vehicles for gang prevention services.</p>	<p>Mayor Rice would like to eliminate of more City vehicles. She believes the schools should pay for this program. Council Member Marsh concurred with Mayor Rice and requested an analysis between what the level of cost savings would be, and the total cost of the Gang Prevention Program. Mayor Rice requested that the City Manager provide a list of all individuals in the City that drive vehicles and all associated costs. Mayor Rice and Council Members Fry and Marsh agreed that this be brought back with proposed reductions.</p>

Travel and Training			700		Reduction of Travel and Training budget will result in a decrease of training and development for the existing employees.	Mayor Rice agreed with this elimination.
Total Community Services Dept Cuts				31,835		
TOTAL GENERAL BUDGET REDUCTIONS				983,995		
Increase in General Fund Anticipated Revenues						
Engineering Services - Charges for Staff Services			36,000			Council Member Marsh would like more information – pros and con's included in Items of Interest.
Total Increase in General Fund Anticipated Revenues				36,000		
TOTAL GENERAL BUDGET REDUCTIONS AND ANTICIPATED REVENUE INCREASES:				983,995		
Full time position reductions:	3					
Part time position reductions:		4				

2. Proposed step program for Management/Administrative/Confidential employees

Mayor pro tem Paris spoke in favor of implementing the proposed step program as it is the only fair way of taking care of the employees and will give accurate budget figures.

Council Member Marsh spoke in support of a step system that gives the most flexibility.

The Personnel Director explained the proposed program would put the Management/Administrative/Confidential group on the same par as the Westminster Municipal Employees Association (WMEA) and Westminster Police Officers' Association (WPOA) group that have a fixed amount between steps. There would be steps A-F and each step would be 5 per cent apart. To initially be put on the plan, an employee would get an initial adjustment. Thereafter, employees could receive a step increase based on merit, as are other employees. A survey of other Orange County cities on the percentage between steps was included with the staff report.

Council Member Marsh indicated that he had requested a survey of the cities of Stanton and Los Calamitous. The Personnel Director responded that because the cities are so small, they were not included in the survey. However, she could provide that information in Items of Interest. She noted that the cities included in the survey are the cities that are used for WPOA and WMEA when comparing positions.

It was the consensus of Council to place this matter on the next Council agenda for consideration.

3. MATTERS FROM CITY COUNCIL/AGENCY MEMBERS

Mayor pro tem Paris stated that he received a copy of a letter from the Mayor of Garden Grove asking that the City take a position in support of Propositions 74, 75, 76, and 77. The City Clerk responded that, due to time constraints, she would try to include this matter on the October 26th agenda.

Mayor Rice asked if the Council would be open to changing the regular meeting date of November 9th to November 16th, as she will be out of town. Council Member Marsh said that he is unsure at this time if he will have a conflict with the November 16th date, but requested an excused absence if he is unable to attend. Mayor Pro Tem Paris indicated that November 16th is doable for him, if the meeting starts at 6:30 p.m.

The City Manager reminded the Mayor that she would like to adjourn the October 26th meeting to have a meeting between October 26th and November 16th, to be able to discuss the Rose Center contract. It was the consensus of the Council to hold a Special Meeting on Wednesday, November 2nd regarding the contract between the Rose Center Foundation and the City. Mayor Pro Tem Paris asked that the meeting begin at 6:30 p.m. Mayor Rice stated that the meeting is needed as theater personnel cannot be hired until a contract is approved.

Council Member Marsh expressed concern that there could be a potential conflict of interest for the Mayor and Council Member Fry serving on the Rose Center Foundation Board. Mayor Rice stated that she represents the City on the Rose Center Foundation Board. In response to Council Member Marsh's inquiry on whether the City provides money to the Rose Center Foundation, the Finance Director responded that a policy will be proposed for a loan to the Rose Center Foundation, or grant, if the Rose Center Foundation encounters a shortfall of their revenue goals. The Deputy City Attorney said that his office would obtain an advice letter from the Fair Political Practices Commission (FPPC). In response to Council Member Marsh's concern with a potential lack of quorum, the City Manager stated that she would check with Council Member Quach to see if he is available for a November 2nd meeting. Mayor Rice reiterated the need to finalize the contract.

Council Member Marsh reported that he will be out of town on October 27th, and may not be able to attend the Orange County Fire Authority (OCFA) meeting scheduled that evening. Council Member Fry offered to attend the meeting, in the event Mayor Pro Tem Paris is unable to attend.

Mayor Rice invited Council and staff to attend the Kiwanis potluck to be held on Thursday, November 3rd at 5:30 p.m. in the East/West Rooms of the Community Services Building.

COUNCIL ADJOURNMENT: Mayor Rice adjourned the meeting at 8:28 p.m. in memory of Mo Chouinard.


Marian Contreras, City Clerk/Agency Secretary