

**Lompoc City Council Special Meeting
Budget Goal Setting Workshop
Thursday, February 10, 2011
City Hall/100 Civic Center Plaza**

9:00 A.M. – Council Chambers

Council/Agency Members Present: Ashley Costa, Cecilia Martner, Dirk Starbuck, Mayor Pro Tempore/Vice Chair Bob Lingl, and Mayor/Chair John Linn.

Staff Present: City Administrator/Executive Director Laurel Barcelona, City Attorney/General Counsel Joe Pannone, City Clerk/Secretary Stacey Alvarez, Police Chief Timothy Dabney, Police Captain Donald Deming, Police Captain Larry Ralston, Community Development Director Arleen Pelster, Parks, Recreation, and Urban Forestry Director Dan McCaffrey, Recreation Manager Mario Guerrero, Recreation Manager JoAnne Plummer, Library Director Molly Gerald, Acting Fire Chief Jeff States, Management Services Director Brad Wilkie, Public Works Director Larry Bean, Assistant Public Works Director Kevin McCune, Fleet and Facilities Superintendent Anthony Garcia, Aviation and Transportation Administrator Richard Fernbaugh, Wireless Service Administrator Rich Gracyk, and Utilities Director Ron Stassi.

Others Present: Ann Ruhge, DeWayne Holmdahl, Ron Fink, Wickie Rodenhi, and Robert Cuthbert.

ORAL COMMUNICATIONS:

1. Ann Ruhge asked if the letter sent to Caltrans in opposition to the proposed roundabout project at La Purisima and Hwy 246 is available to the public.

Mayor Linn stated a copy of the letter to Caltrans can be provided to anyone who would like a copy.

Mayor Linn asked Police Chief Dabney to speak about the Police Department's recent success in the apprehension of the individual accused of committing armed robbery at a convenience store on North H Street. Chief Dabney spoke briefly about the case and commented on the continuous work by all Police Department personnel.

Mayor's Request:

Mayor John Linn to request a Special Meeting with Lompoc Housing and Community Development Corporation (LHCDC) on Friday, February 11, 2011, in the Lompoc Council Chambers. Mayor Linn explained this request is now unnecessary because the County is unable to meet at this time, but a meeting will be scheduled by the County at a future date.

Public Comment: None

NEW BUSINESS:

BUDGET GOAL SETTING WORKSHOP – FY 11-13

Introduction

City Administrator Laurel Barcelona stated this workshop is the initial workshop for the Fiscal Year 2011/2013 Budget process, explaining that each Department Director will brief Council on that Department's Budget, including highlighted department budget status achievements for FY 09/11, requested program changes and a list of unmet needs for FY 11/13, allowing each department to receive the Council's input and general direction for the FY 11/13 Budget Process. Ms. Barcelona defined the City's Biennial Budget as an economic, political, and decision making document and explained the Budget process; she thanked all City Department Directors and employees for their concessions and efforts that helped balance the 2009/2011 Budget and acknowledged the continued efforts of all City personnel in working on the 2011/2013 Budget. She announced the proposed schedule of future City Council meetings regarding the Budget.

Administration

Ms. Barcelona presented a brief overview of the Administration Department's current organizational chart, reviewed the department's mission statement, highlighted accomplishments and changes for the FY 09/11 and discussed unmet needs and proposed program changes for the FY 11/13.

Council briefly discussed the recruitment process to fill the currently vacant Economic Development Director/Assistant City Administrator position and requested an update on the recruitment be given to Council as appropriate.

Mayor Linn requested Staff observe the previously requested 11-Day Agenda posting schedule for all Budget Workshops.

Council Member Martner requested Staff provide Council a cost comparison of City Attorney Services provided as City Staff and provided by a contracted firm. City Administrator Laurel Barcelona stated this information will be provided to Council in a memo.

Public Comment: None

Mayor Linn distributed an employee wage and benefit analysis document he produced without Staff review.

Community Development

Community Development Director Arleen Pelster presented a current organizational chart explaining the department includes Economic Development, Planning, Environmental Review, Redevelopment, and the Community Development Block Grant (CDBG) Program. Ms. Pelster stated HUD and RDA requirements dictate that budgets for Redevelopment and CDBG are prepared annually and will be presented to Council for review at a later date. Ms. Pelster highlighted accomplishments and changes for the Department during the FY 09/11, including adoption of amended Environmental Review Guidelines, an amended list of allowable land uses in the Industrial Zoning District, completion of Phase 1 General Plan Update, EIR and Housing Element, and code enforcement cases opened and closed; she presented a list of proposed program changes and unmet needs.

Council discussed the proposed program changes, the ability to charge some of the proposed program changes to other funds, the effect of the State's budget on the proposed budgets presented, the Zoning Ordinance Update, assigning a current employee as a Zoning Administrator, assistance from the Planning Commission to update the Zoning Ordinance; and requested Staff to return at a later date with information on a Zoning Administrator, the Planning Commission's willingness and ability to review the current Zoning Ordinance, cost estimates of completing proposed program changes by committees, a report illustrating the relationship of the total planning permits applied for during the 2010 calendar year and employee time used to process, and information on funding options for proposed program changes.

Public Comment:

1. DeWayne Holmdahl spoke about the use of Staff's time during Commission Meetings and the State mandated Storm Water regulations' effects on the agriculture community.
2. Ron Fink spoke about the legal complexities of a General Plan update cautioning the use of commissions or committees that may not have expertise in these areas and suggested Council reach out to the League of California Cities regarding the Storm Water regulations.

RECESS:

At 10:23 A.M. Mayor/Chair Linn announced a break. At 10:35 A.M., the meeting reconvened with all Council/Agency Members present.

Library

Library Director Molly Gerald presented the Lompoc Library's Value Statement, highlighted achievements, a current organizational chart, the current budgets for the Lompoc Library, Vandenberg Village Library, Buellton Library, and the Literacy Program, an update on the progress of the Charlotte's Web Children's Library Project and a list of unmet needs and suggested program changes. Ms. Gerald thanked the Council for their quick response to the State of California's proposed defunding of the Public Library Fund, Library Literacy Services, and California Library Services Act.

Council discussed cost saving ideas and fundraising ideas for the Lompoc Public Library System, the Charlotte's Web Children's Library project, and requested Staff provide the total amount of State and County funding the Library is estimating to lose. Ms. Gerald stated if the Public Library Fund is discontinued it would mean a loss of \$18,000 annually to the Lompoc Library System and it is unknown what the loss from the County would be at this time.

Public Comment:

1. Wickie Rodenhi spoke about the Vandenberg Village Branch Library and Charlotte's Web Children's Library project.
2. Ron Fink spoke in support of keeping the Lompoc Library System open and operational as many days during the week as possible.

Management Services

Management Services Director Brad Wilkie presented a list of divisions and funds Management Services is responsible for managing, a current organizational chart, and approved staffing levels. He reviewed the department's mission statements, highlighted accomplishments made during the FY 2009/11, and listed unmet needs and proposed program changes.

Council thanked Mr. Wilkie for the presentation and discussed employee furloughs in relationship to productivity, on-line bill payment, current credit/debit card payments, payroll processing, employee timecards, proposed program changes, capital outlay requests, and service allocations.

Mayor Linn distributed a typed memo with his request for Staff to study the possibility of the City changing to an electronic account payable system and return with a report and recommendation. Council requested Staff provide Council with information on funding the proposed vehicle replacement, incentives to employees for increasing efficiency, the ability to allocate unspent monies to department reserve funds and/or to an Economic Uncertainty Reserve Fund, and for Staff's ideas and recommendations.

Public Comment: None

RECESS:

At 12:30 P.M. Mayor/Chair Linn announced a break for lunch. At 1:35 P.M., the meeting reconvened with all Council/Agency Members present.

Fire Department

Acting Chief Jeff States presented a current organizational chart, reviewed the current approved budget and highlighted achievements for FY 2009/11, and proposed program changes for the FY 2011/13.

Council discussed at length proposed program changes, the availability and use of grants to help fund unmet needs, possible hiring of a grant writer, the recruitment process and need for fire services personnel, the installation of a new fire house on airport property, relocation of the Fire Marshall position to the Fire Department, Mutual Aid agreements, overtime for fire services personnel, and the use of a reserve firefighter program. Council requested Staff research installation of a fire house at or near the Lompoc Airport including grant availability for this move, and ideas of how to bring the fire services staffing to acceptable levels.

Fire Department (cont'd)

Public Comment:

1. Robert Cuthbert and Ron Fink spoke about fire services personnel staffing levels.

Council briefly discussed a proposed medical squad for the Fire Department and the current contract with American Medical Response (AMR).

Police Department

Police Chief Dabney reviewed the department’s mission statement, presented a current organizational chart, highlighted FY 2009/11 accomplishments and operating budget, proposed program changes and proposed capital outlays for FY 2011/13, and listed unmet needs.

Council discussed the proposed program changes and capital outlays, and unmet needs, the ability of the Police Foundation to help fund some unmet needs, and incentives for personnel retention.

Public Comment: None

RECESS:

At 3:20 P.M. Mayor/Chair Linn announced a break. At 3:27 P.M., the meeting reconvened with all Council/Agency Members present.

Parks, Recreation, and Urban Forestry

Parks, Recreation, and Urban Forestry Director Dan McCaffrey presented a current organizational chart with a personnel summary, current approved FY 2009/11 budget, listed select accomplishments during the FY 2009/11, proposed program changes and capital outlays for FY 2011/13, discussed unmet needs and reviewed the mission statements for Parks and Recreation and Urban Forestry.

Council discussed the FY 2009/11 budget summary, FY 2011/13 budget requests, and the unmet needs; and then requested Staff return with information on hiring a full-time banquet manager for the Dick DeWees Community & Senior Center, a memo detailing the relationship of the approved subsidy amount and the actual subsidy amount used for the Lompoc Aquatic Center, and information on the five least used facilities and programs.

Public Comment: None

RECESS:

At 4:55 P.M. Mayor/Chair Linn announced a break for dinner. At 5:45 P.M., the meeting reconvened with all Council/Agency Members present.

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At 5:45 P.M. Mayor/Chair Linn announced Council/Agency would recess to a Closed Session in the Utilities Administration Room. At 7:05 P.M., the meeting reconvened with all Council/Agency Members present.

CLOSED SESSION – Utility Conference Room

ORAL COMMUNICATIONS: None

BUSINESS ITEMS:

- 1) CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION
Initiation of litigation pursuant to subdivision (c) of Section 54956.9: 3 cases
- 2) CONFERENCE WITH LABOR NEGOTIATORS
City designated representatives: Laurel Barcelona, Beth Flamm-Overby, Brad Wilkie, Colin Tanner, and Joseph Pannone. Employee organization: Teamsters Local 381, Lompoc Police Officers Association, International Association of Firefighters (Lompoc Local 1906)
- 3) CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Southwest corner of Ocean Avenue and C Street
City negotiator: City Administrator Negotiating parties: Agency General Counsel Under negotiation: Price and Terms of payment

REPORT ON ACTION TAKEN IN CLOSED SESSION:

Mayor Linn stated no reportable action was taken.

Public Works

Public Works Director Larry Bean reviewed the department's mission statement, presented a current organizational chart including a current personnel summary chart, current 2010/11 budgets for all divisions in Public Works, highlighted accomplishments, proposed program changes and requested capital outlays and unmet needs.

Council discussed the option of entering into a contract for Building Services with an outside firm, proposed program changes and requested capital outlays, unmet needs, the current vehicle replacement schedule, the progress of the Lompoc Airport Master Plan, funding and ridership of the City of Lompoc Transportation (COLT) bus system, current system for employee timesheets and allocation of employee time to separate City funds.

Council requested Staff provide a priority list of vehicles requested to be replaced; information replacing City vehicles with hybrid/green vehicles, the possibility of reallocating monies received from auctioned City vehicles to the General Fund, and a report detailing proposal of contract for Building Services from outside firm.

Public Comment: None

Utilities

Utility Director Ron Stassi presented a current organizational chart, the approved FY 2009/11 Budget, highlighted achievements for each division in the Utilities Department for FY 2009/11, unmet needs, proposed capital improvement projects through the year 2016, and estimated capital improvement projects through the year 2026.

Council thanked Staff for the presentation and discussed the City's utility rates as compared to those of Pacific, Gas, & Electric (PG&E) and the City's WiFi system and service.

Mayor Linn distributed an unaudited spreadsheet of estimated water well costs, and asked Staff to review the information and research options of creating irrigation water delivery system and return to Council with a report at a later date.

Public Comment: None

State of the City

Management Services Director Brad Wilkie presented an overview of State of the City including

General Fund Projections of Primary Revenue, Expected Expenditure Challenges, General Fund Reserves, the anticipated effect on the City of Lompoc from the Governor's funding eliminations and other challenges.

Public Comment: None

Council thanked Mr. Wilkie for the presentation and decided to continue discussion to the February 15, 2011 Council Meeting.

ADJOURNMENT:

At 10:05 P.M. Lompoc Council/Agency adjourned to a Closed Session on Tuesday, February 15, 2011 at 6: 00P.M

John H. Linn Mayor/Chair

Stacey Alvarez, City Clerk
March 4, 2011