

City of Santa Paula

City Council

MAYOR MARTIN F. HERNANDEZ
VICE MAYOR JENNY CROSSWHITE
COUNCILMEMBER JAMES A. TOVIAS
COUNCILMEMBER GINGER GHERARDI
COUNCILMEMBER JOHN PROCTER



SPECIAL MEETING OF THE
SANTA PAULA CITY COUNCIL

MONDAY MAY 16, 2016

5:00 P.M – SPECIAL MATTERS

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JUDY RICE, CITY CLERK
JAIME M. FONTES, CITY MANAGER
JOHN C. COTTI, CITY ATTORNEY

Spare Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions regarding any agenda item, contact the City Clerk at (805) 933-4208.

CITY COUNCIL MEETING

You are invited to attend all City Council, commission, and board meetings. Agendas are posted in the front of City Hall in advance of the scheduled meetings. Information for commission and board meetings may be obtained by contacting the City Clerk's Office. The Santa Paula City Council's regular meetings start at 6:30 p.m. the first and third Monday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula.

BRINGING ITEMS BEFORE THE CITY COUNCIL

If you wish to speak at a City Council meeting, please fill out a yellow **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number, when appropriate.

1. **Items Not on the Agenda:** If you wish to discuss an item which is not scheduled on the Agenda, you may address the City Council during *Public Comment*. Please realize that due to the limitations placed on the City Council by provisions of the *California Government Code*, the City Council ordinarily cannot take action on any item that is not on the agenda. Because of these restrictions, expect that matters that you identify during public comment will be referred to staff or considered on a future agenda.
2. **Agenda Items:** Items being considered by the City Council may appear on the Consent Calendar, as an Order of Business, or as a Public Hearing. Public comments on each type of item are handled differently, as explained below:
 - a. For items appearing on the Consent Calendar, please submit a Public Comment Form before the Council takes action on the Consent Calendar. Items that receive a Public Comment Form may be pulled from the Consent Calendar by the Mayor and discussed separately by the City Council.
 - b. For items appearing as an Order of Business, the Mayor will announce the Agenda item and request the staff report, the staff member responsible will give a brief summary of the report; the City Council will have an opportunity to ask questions of staff; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); and the City Council will discuss the item and then take appropriate action.
 - c. For items on which a Public Hearing is scheduled, the Mayor will open the public hearing and receive the staff report; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); the City Council will discuss the item; and the Mayor will close the public hearing after City Council action.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office



CITY OF SANTA PAULA

CITY COUNCIL

AGENDA • MAY 16, 2016

I. REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PUBLIC COMMENT



REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council. A Public Comment Form must be submitted to the City Clerk prior to the beginning of the Public Comment period in order to be recognized to speak. Individuals submitting Public Comment Forms after the beginning of the Public Comment period will not be allowed to speak at this time, but may be recognized to speak by the Mayor at the conclusion of the meeting. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. The City Council may direct staff to report to the City Council on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for City Council consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Council, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

5. ORDER OF BUSINESS

- A. **Budget Goals & Priorities – Recommendation:** It is recommended that the City Council: (1) receive public comments on the Council Budget Goals and Priorities; and (2) take such additional, related action that may be desirable.

Report by: Sandra K. Easley, Finance Director

6. ADJOURNMENT

State of California)-
County of Ventura)- ss
City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____
Lucy Blanco, Deputy City Clerk

For the Special Meeting of City Council on May 16, 2016

Agenda Item # 1.5.A

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council
From: Sandra Easley, Finance Director
Subject: Budget Goals & Priorities
Date: May 16, 2016

Recommendation: It is recommended that the City Council: (1) receive public comments on the Council Budget Goals and Priorities; and (2) take such additional, related action that may be desirable.

Report by: Sandra K. Easley, Finance Director

Fiscal Impacts: TBD

Personnel Impacts: TBD

General Discussion: The purpose of this Budget and Goal Setting Public Session is to invite the public to provide input to the Council on their goals, priorities and vision for the future direction of the City, and to specifically provide input on priority issues that they wish the City Council to address in the coming fiscal year. Last year, on June 1st, 2015, Council reviewed their FY 2015-2016 potential implementation goals. We have not yet reviewed the short term implementations (2-5 years) nor the long term implementations (5+ years). This is an opportunity for the public to be heard directly by the City Council. The Council can use the public's input in the final formulation of the Budget for fiscal year 2016-2017.

Next Steps:

The City Council is scheduled to continue the preliminary consideration of the draft Budget at their regular meeting.

Alternatives:

- A. Approve recommendation
- B. Deny recommendation

For the Special Meeting of City Council on May 16, 2016

Agenda Item # 1.5.A

C. Provide staff with direction

Attachments:

Council Priorities 5.16.16

Attachment: Council Priorities May 16, 2016

City Council Priorities May 16, 2016

COMPLETED/IN PROGRESS FROM FY 15-16

1.5.A.a		COMPLETED/IN PROGRESS FROM FY 15-16	
IDENTIFIED PRIORITY	EST. COST	ADDITIONAL NOTES	NOTATIONS
1	Finance-Provide quarterly budget updates		First Quarter has only 1 month of activity due to prior year accruals. Council agreed to wait for the mid year update
3	Implement Do It Better By Suggest Program to recognize Employee Contributions to City	\$6,000	This was approved and budgeted for 15-16.
4	Employee Recognition-Quarterly luncheon and regular employee recognitions	\$5,000-\$10,000 (includes cost of recognition awards, and cost of luncheons)	
7	Transparency		
8	Transparency-Use of Technology to Communicate Better, including providing City Council and Planning commission agendas and staff reports in searchable electronic file not just PDF document	\$18,000 (annual cost for software-additional \$12,000-\$14,000 from existing service)	As of April 6, 2015, all Council agendas and reports are currently available on the City website. This process of scanning large packets of documents must be done manually which takes a large amount of staff time. Staff has requested additional funds in FY2015-16 to upgrade service to new software that contains searchable capacity and new web video viewing system for Council meetings.
9	Transparency-Review Spanish language bilingual-translation policy	\$30,000 (interpretation services for City Council only- est. based on previous costs)	While the City does not have a formal bilingual (Spanish-English) policy, the following measures are currently in place: <ul style="list-style-type: none"> All citywide phone messages are available in Spanish language. All city counters and main phone lines have Spanish speaking staff available. Citywide written communications and those relating to special projects are provided to the public in Spanish. These Spanish language services are provided by staff across all departments, while a few staff also provide translation of written documents or letters. Staff time and costs used to cover this are not known. In addition, as of February Spanish language interpretation services have been provided at Council meetings. Staff is finalizing an RFP to seek proposals for permanent services in the near future
10	Energy Sustainability-Develop city policies for energy savings-streetlights, facilities, solar panels on city property	varied	The City adopted Sustainability Policies and Goals in 2008 to provide an initial groundwork in this area. In addition, the City has continuously worked with the Ventura County Energy Alliance and Edison to identify potential energy savings. In 2011, a \$196,000 project for all city buildings' office lights and HVACs were upgraded resulting in \$32,000 of energy savings annually. More recently, the City has approved community participation in 4 energy saving programs to benefit local residents and businesses. These range from free energy audits to providing low interest loans for energy upgrades. In addition, during late 2014 staff worked with a private company to provide an assessment of potential energy savings projects at facility owned buildings and facilities. Staff can continue further discussions with Council to receive direction during FY 2015-16 as well as update 2008 adopted policies.
11	Communities Services-Clean up Main Street and assure that the Paseo is being maintained using redevelopment funds set aside for that purpose.	\$56,250	Existing Community Services-facilities staff provides a rotating limited cleaning schedule to all public parks and city facilities. Additional staff in Public Works would be needed to focus on cleaning up of the downtown area. The Paseo area has been added to the facilities cleaning schedule and staff time is reimbursed for minimal cleaning by the State/ former RDA. However, State legislation is always changing in this area and there is potential for oversight of former RDA activities like former RDA owned buildings being handed over to the County. Staff will continue to keep Council aware of any changes.
12	Strengthen City-Santa Paula Unified School District relationship and cooperation of resources		Staff is committed to continuing to strengthen the partnership with the school district and explore new opportunities to share resources. Early discussions have begun to renegotiate a new potential joint use facilities agreement, in order to minimize cost of facility rental fees to City. There had been a joint use agreement with the Elementary School District but not with the High School District.
13	Work with the school district on joint-use projects and program/equipment enhancements at Las Piedras Park.		See comments above #12 Councilmember Crosswhite and Gherardi have been meeting regularly with the

Attachment: Council Priorities May 10, 2010

COMPLETED/IN PROGRESS FROM FY 15-16

1.5.A.a	IDENTIFIED PRIORITY	EST. COST	ADDITIONAL NOTES	NOTATIONS
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Joint school board/city council members

14	Establish a community-wide task force working with the school district and representatives of various teams to gain consensus on the type of improvements, including sports fields, gymnasium, etc., that should be built in the Civic Center portion of East Area One.		See comments above #12	
16	Parks and Recreation-Park monitoring and maintenance, including public restroom and other public areas	\$121,260 (Facility Maintenance worker-FY15-16) \$45,000 (FT custodian) \$23,000(PT custodian)	Department agrees this area is needed in the community but due to staffing reductions, existing staff cannot provide service. In order to maintain an increased cleaning schedule for all city parks and facilities, the following positions would need to be restored: <ul style="list-style-type: none"> • (2) Facility Maintenance Worker • (1) Full time Custodian • (1) Part time Custodian 	Budgeted PT staff to add an additional day of cleaning to facilities
17	Restore televising Christmas Parade – review franchise to make sure all appropriate activities are televised.	\$1,200 (per event)	As of January 2014 the City's Franchise Agreement expired with Time Warner. Local municipalities no longer negotiate franchise agreements with cable companies. Cable companies now negotiate franchise agreements with the State of California. Such benefits as filming special events are no longer paid by the cable company. The Santa Paula Optimist made the decision not to pay for filming the Parade. This would be a General Fund cost.	KVTA Broadcast the Parade
20	Finance-Update overhead and benefit costs for all employees		Employee benefit costs are updated every year during the budget process. Most recently an overhead study was completed and it will be put into place for the FY 2015-16 budget.	New overhead study completed and included in FY 15/16 budget.
21	Finance-Improve Incode Program (billing, permit tracking)	\$150,000+ (upgrade existing and add permit tracking software) \$600,000+ (new system)	All City Departments agree this is needed and would improve overall ease of financial reporting and development tracking especially with East Area 1. Staff was directed to prepare RFP which has been determined to cost upward of \$70,000, due to the complexity and size of RFP (City of Port Hueneme recently released one at 1,000 pages). Since this is a complex technical area, further direction is needed for this project. An improved system will improve financial recover of fees as well as make reporting easier.	Council directed staff to obtain the Energy module from TylerTech to add permit tracking and upgrade to Version 10 of the Incode Software.
22	Planning-add full time Planning Technician and fulltime Associate Planner	\$27,332 (plus annual step increases for the Planning Tech) \$29,866-\$32,313(Associate depending on experience- Waiting for approval May 4, 2015)	Department will be taking request to Council on May 4, 2015 to add a full time Associate Planner. Associate position will assist with General Plan update, and development applications. Additional staffing needs and recommendations are to convert part time Secretary position to new Technician position to provide greater customer service, research, support for department.	Added Full time Planning Technician and Full time Associate Planner to FY 15/16 Budget
24	Planning-Update General Plan	\$230,000-\$330,000 (Budgeted FY 2015-16)	Staff is already working to begin this process. The entire update which is a complex process would take 2-3 years. The new Associated Planner position will work part time in this area.	Consultant is working on this Update
25	Planning-Add a second Associate Planner position to assist with increase in development applications and economic development activities	\$52,178 (Salary would need to be adjusted to reflect FT (Associate Planner)	Department agrees position will be needed if development and economic development climate continues to improve. Funding will need to be identified from General Fund to cover costs.	Using consultants at this time
26	Planning-Keep current on local, state and federal CEQA/ training/ subdivision map	\$2,500 (FY 2015-16)	Department has requested training funds during FY2015-16.	Increased additional funding in FY 15/16 & 16/17 Budget
29	Explore post Redevelopment Strategies (Kosmont Presentation)	unknown	Previous Redevelopment Agency was not source of financial benefit to the City, due to a majority of the funding being paid out to other local agencies as agreed upon when Agency was developed. New legislation is this post redevelopment area is still developing, but staff can meet with interested companies on potential options available.	In process of accepting Paseo property. made presentation to the City Council. which is an alternative to Redevelopment. Kosmont CFD are in process
30	Economic Development			
31	Economic Development- Improve Business Friendliness-Implement Changes to permitting process hire consultant to review and provide recommendations on current permitting process.	unknown	The existing approval process currently provides good customer service with a limited staffing level. The Planning Department is currently requesting additional staffing to reduce staff workloads and keep up with the increase in activity. Additional staffing would need to be funded through the General Fund. An overall review of current process would take approximately 6 months to 1 year.	Planning Staff was added for the FY 15/16 budget: Full Time Planning Technician and Full Time Associate Planner.
34	Economic Development - Encourage and promote Santa Paula Tourism	unknown	The local museums, chamber and local places of interest provide support in this area: providing advertisement, local downtown tours and attending to local visitors. A more focused plan would need to be developed which would require funding from the General Fund for additional staff and program funding for advertisement and others program needs. There is no cost recovery of fees associated with such services.	Regional Tourism made a presentation to the Council

Attachment: Council Priorities & Budget Goals & Priorities

City Council Priorities Midy 10, 2010

COMPLETED/IN PROGRESS FROM FY 15-16

IDENTIFIED PRIORITY	EST. COST	ADDITIONAL NOTES	NOTATIONS
39 Police-Hire Limoneira grant funded positions and track all expenditures in that line item with periodic reports to the Council. Establish a policy to put all excess money in that fund each year, not reserved for a specific capital expenditure, into the police overtime line item, thereby creating relief to the general fund		Finance is tracking the approved Limoneira expenses which at this time include the 4% pay increase in September 2014 and will include vehicle/equipment purchases and when filled two officer positions.	Finance is continuing to track on a semi annual basis.
41 Focus on Emergency Preparedness increase participation in "Great shake out" and Have Public Safety staff participate in Citizen Corps meeting	(\$Unknown (FT Emergency Preparedness Coordinator)	A citywide disaster preparedness event is scheduled in October each year. The City coordinates with other local agencies including the school district and hospital to ensure communication of event and training. A full time position is needed to better plan and implement an effective program year round.	PT Assistant Fire Chief has been working on this.
42 Public Works-Infrastructure and Utilities		Due to aging infrastructure, the Department will continue to identify funds and plan for future infrastructure upgrades throughout the City.	23 Streets being done in 18 months under the CIP plan
44 Public Works-Sidewalk, street and sewer Infrastructure	\$3.5 million (Streets- budgeted FY2015-16) \$260,000 (sidewalks- budgeted FY2015-16)	Staff has already completed plans to move forward with a large portion of street (pavement and street rehabilitation) and sidewalk infrastructure projects during FY 2015-16. The Planning Commission approved addition of projects to the Capital Improvement Plan on April 17, 2015.	Bids were received in March 2016 for the Citywide Street Improvements Project Fiscal Year 2015-2016. The project includes citywide pavement, water, sewer, sidewalk, and curb ramp improvements. Construction is estimated to start summer 2016.
45 Public Works-Prepare Pavement Management Plan using consultant and implement street repairs		A contract was administered with the County of Ventura for development of the Pavement Management System (PMS). Compilation and analysis of the roadways within City right of way are complete. A report of the pavement conditions and recommended pavement treatments is currently being prepared.	
46 Public Works-Improve or move Corporation Yard. Seek grant funding	\$200,000 (Budgeted FY 2015-16 General Fund)	A feasibility study is currently in process by an architect consultant. The purpose of the feasibility study is to provide a cost-benefit analysis for an informed decision making on investment, to frame appropriate objectives, to develop before-and-after measures of success, to prepare estimates of the resources required, and to form the basis of design.	
47 Public Works- Create a transparent, open process to solicit bids to operate the new City-Owned sewer plant.		Staff has developed a RFP for the Operations & Maintenance of the Water Recycling Facility. The City has solicited for RFPs and is currently reviewing proposals. The City shall have an operator in place by October 2016.	
48 Public Works- Address any costs associated with the takeover of sewer operation		A portion of the costs for the purchase of the Wastewater Treatment plant can be paid for or reimbursed per the Cost of Issuance (\$300,000)	Completed
50 Public Works- Continue to develop and implement water conservation strategies	unknown	In response to the ongoing drought, the City adopted all State water conservation mandates and will continue to monitor and promote water conservation. Also pursuant to the Urban Water Management Plan, the City is in stage 2 of the water conservation measures. The Public Works Department established a water hotline number for residents to report water wasters and created a conservation flier which is placed on the City's website and used as billing insert.	

Potential Priorities & Goals : 7511) 91.91.5 Potential Priorities Council Attachment: Council May 16, 2016

POTENTIAL IMPLEMENTATION FY 2016-17			
NO. IDENTIFIED PRIORITY	EST. COST	ADDITIONAL NOTES	NOTATIONS
2	unknown	Recent salary survey provides a good basis for identifying the positions with the highest salary discrepancies. Staff would recommend that Council begin by identifying a common lowest percentage to bring all positions to (for example an initial goal to bring everyone 20% under parity). Once all positions reach similar salary discrepancy, annual salary increases can focus on bringing all to top salary parity similar to other identified communities. With City Council direction and when additional funds are made available, it is staff's desire to bring salaries into parity with other agencies.	
5	unknown	During 2009-2014, staff has been successful in securing \$11,192,641 in grant funds across all departments. Any financially feasible grant opportunity is researched and applications are prepared by the respective department staff. The majority of grants do not cover administrative costs, as a result this type of dedicated grant service would need to be covered by the General or Enterprise funds.	Found grant Lobbyist, unfortunately, the individual had health issues and we are negotiating with others as we speak.
6	\$100,000	\$100,000 (\$50,000 public areas and \$50,000 office areas) was budgeted for this purpose during FY 2014-15 with a portion used for the replacement of carpet in the Council Chambers. Facilities were ready to continue with a city wide carpet replacement, but was advised by the City Attorney that a project of that size would require a formal RFP process. Staff is currently working on developing and issuing the RFP for implementation during FY 2015-16.	Ed is working on formal RFP
15	\$22,844(Supervisor) \$20,000 (summer program) \$8,000 (basketball) \$9,000 (Soccer) \$8,000 (Easter Egg hunt/ Day in the Park) \$14,000 (Additional Summer Camp) \$8,000(Flag Football League)	Department agrees that additional programs are needed for the community, but reduced staffing levels eliminated a number of these programs. Additionally, it is recommended that the following positions and programs be funded to bring back these prior activities: <ul style="list-style-type: none"> -Fulltime Recreation Supervisor • Restore Summer Youth Activity Programs • Blacktop Basketball League • Speed Soccer League • Easter Egg hunt/ Day in the Park • Additional Summer Camp sites • Flag Football League Prior to 2011, the Finance Department included both a Director and an Assistant Finance Director. Due to budget cuts, since 2011 the Director has been fulfilling the duties of both positions. The consultant has provided some minor relief by doing a limited amount of special projects which would usually be part of the Assistant's duties. The school district wrote a grant which pays for a portion of the SFO and the school pays the remainder of the SFO for the school year including their school breaks. The City agreed to pay the summer break costs.	Received Donation to fund Easter Egg hunt/Day in the Park. Remainder is on-going
18		Finance- Eliminate use of finance consultant and use funds to upgrade Director position.	Requesting moving the Accountant to the Assistant position at this time but continuing with Consultant to handle only special projects.
19		Finance-Revise cost of two school police and salaries.	
23	\$71,000 each (2) Code Enforcement Inspectors (1) Code Enforcement Supervisor \$52,17 (25% of existing budgeted position) (1) Part time Associate Planner to focus on commercial code enforcement	The City's part time residential code enforcement program is currently funded through the Community Development Block Grant which only provides funding for code enforcement of housing units. Existing staff that work as Building Inspectors (construction), share part time duties to cover code enforcement in residential areas. Without full time staffing, the code enforcement program is not possible to implement across the City. Grants like CDBG continue to decline every year, resulting in less funding for the existing residential code enforcement program. Funding dedicated full time positions below would have minimal cost recover of fees associated for such services, thus largely dependent on the General Fund. <ul style="list-style-type: none"> • (2) Code Enforcement Inspectors • (1) Code Enforcement Supervisor • (1) Part time (25%) additional funding for an Associate Planner to focus on commercial code enforcement The City has maintained a contract with the County of Ventura for the past five years to provide current GIS data for the City of Santa Paula area. Currently the City already has licensing for a limited number of computers. Training is needed for current Planning staff since previous staff moved to another department. Additional funding would be needed to cover GIS training. Additional research is needed to determine costs.	The Fire Chief is continuing to meet with the Downtown merchants and special committees to enforce violations and look at establishing an ordinance for Downtown Beautification.
27	unknown	Planning-GIS Training for existing Planning staff	
28		Planning-Establish a fee reimbursement agreement-policy (similar to Ventura County RMA)	Requires staff time to complete and implement.
32	\$10,000-\$140,000 (Range across California, dependent on scope of qualifications and duties)	Economic Development The existing approval process currently provides good customer service with a limited staffing level. The Fire Chief currently serves as the City's Ombudsman to provide additional support as needed by customers. A position would need to be developed and a salary range would need to be approved. Funding a dedicated full time position would be funded through the General Fund since there is no cost recovery of fees associated with such services.	Ombudsman is Part Time pending funding for a Full Time position.

Attachment: Council Priorities 91.91.5 Goals & Budget : 4511) 91.91.5 City Council Priorities May 16, 2016

POTENTIAL IMPLEMENTATION FY 2016-17			
No.	IDENTIFIED PRIORITY	EST. COST	ADDITIONAL NOTES
			NOTATIONS
33	Economic Development-Develop Job creation strategy	\$187,000 (Director) \$ 64,000-\$85,600 (Liaison)	It is recommended that a plan of this type be developed through the assistance of a consultant who can work with staff and community stakeholders. A position would need to be developed and a salary range would need to be approved. Depending on position's duties, the salary varies widely. Based on feedback from the California Association for Local Economic Development website, a full time position's duties can range from Downtown Development Liaison to Director of Economic Development position. Funding a dedicated Full time position would be funded through the General Fund since there is no cost recovery of fees associated with such services.
			Public Safety
36	Police-short and long term funding sustainability	\$46,000 (additional each- (3) full time records staff positions each \$56,000 (2) Community Service Officers, \$92,000 (1) Full time Police Officer \$15,000-17,000 (1) part time Evidence Technician	Department is currently recruiting for 2 officer positions and 2 dispatch positions were just filled. The long term goal for the department is to bring staffing to necessary levels. If General Fund revenue or grants can be secured the Department would need the following: -Transition to (2) full time records staff positions from part time currently. In addition, -at least (2) Community Service Officers. • (1) full time: • (1) part time Evidence Technician is recommended to bring staffing to necessary levels. Additional funding would be funded through the General Fund since there is minimal cost recovery of fees associated with such services.
37	Police Department-increase balance of enforcement and intervention/ prevention programs (such as youth programs)	\$92,000/each (1) Police Officer (2) School Resource Officer (replace grant funding)	The Police Department as well as Community Services has worked well together to involve youth in productive programs. The Police Department currently has two school resource officers (one at Isbell Middle School and one at SP High School) These positions work with school staff to identify at risk youths so attention can be given to these youths and guide them to services they may need, such as, counseling, mentoring, economic social assistance. In addition, they also work closely with the School Board Attendance Review Board working with parents and students who are habitual truants. The Department is also currently identifying youth intervention and prevention programs to better serve the youth and community. Additional staff is needed to work outside the schools in conjunction with the School Resource Officers. • (1) Police Officer Additional funding is also needed once the 3 year School Resource Officer grant expires in 2017.
38	Police-Use Las Piedras Storefront as active police substation and for community programs	\$ 92,000 (1) Police officer \$56,000 (1) Community Service Officer	In order to provide increased services to the site, the department would need additional staff to implement programs and provide law enforcement in the area. • (1) Police Officer • (1) Community Service Officer
40	Fire-short and long term funding sustainability	\$498,750 (FY 2015-16) (5 SAFER firefighters) \$Unknown (3 Battalion Chiefs) \$Unknown (Fire Inspector CUPA Inspector) \$118,000 each (up to 3) Captain \$103,400 each (up to 3) Engineer \$89,000 each (up to 3) Firefighter	The Department's overall operations and staffing levels are not sufficient, and in order to begin to prepare for the increase in call volumes and emergency responses, a financial long term plan for additional staffing is needed. In addition, in order to improve overall operations of the department, it is recommended that the Assistant Fire Chief position be replaced by Battalion Chief positions. These include: • (5) full time fire fighters known as the (SAFER grant positions) • (3) Battalion Chiefs focused on Training, Fire investigation/ Prevention and EMS • (1) qualified Fire Inspector/ CUPA Inspector - Emergency Preparedness Coordinator. In the near future, in order to address increase in call volume and emergency response from new development, the following positions will be needed at the future Station 83: • (up to 3) Captain • (up to 3) Engineer • (up to 3) Firefighter Funding for these positions would be dependent on the General Fund, while grants like the SAFER are only temporary solutions and cannot be depended on long term. In addition, the Department is in need of equipment and training in order to maintain current efficiency. Additional funding would be needed from the General Fund since there is minimal cost recovery of fees associated with such services.
43	Public Works-Railroad Crossing	\$1.1 million (federal grant)	Administering the design and construction of VCTC at-grade railroad crossings was approved by City Council on April 20, 2015. Construction is estimated to start fall 2016.
			Study done, Council asked for further information to make a decision.

Attachment: Council Priorities 5.16.16 (1154) : Budget Goals & Priorities)
 City Council Priorities May 10, 2016

IDENTIFIED PRIORITY		EST. COST	ADDITIONAL NOTES	POTENTIAL IMPLEMENTATION FY 2016-17	NOTATIONS
49	Public Works- Complete the plan to and revise sewer rates for the public. Revise estimated sewer revenue and expenditures based on the acquisition of and operation of the sewer plant, the chloride reduction program and the other components the City attempted to address last year such as winter rates, low-income assistance, etc. Implement revised, lower rates.		The sewer and water rate study was put on hold since the two Council members on the Ad Hoc committee are no longer on the Council. When new Council members are appointed to the Ad Hoc committee, study can resume. In the next few months following the purchase of the WRF, staff will be developing the Stabilization and Capital Funds to address this issue.		
50	Public Works- Continue to develop and implement water conservation strategies	unknown	As mentioned above, new water rate study is currently in the process. In addition, staff has ensured that the City has adopted all State water conservation mandates and will continue to monitor and promote water conservation in the City. Additional enforcement cannot be done without additional dedicated staff to the program.	The process for the rate study will continue soon.	
51	Public Works-Establish a competitive RFP/RFO process whereby the private sector can make proposals to address all or part of the chloride issue at no cost to the rate payers and with a potential revenue stream for the City. More than one proposal may be selected.		Staff has been discussing numerous ways to address this issue. Public Works is going to Council with the Water Softener buyback program as well as exploring other options with other entities.	Began the Water Softener Buyback program and will expand on this program with door to door education as a first step.	
52	Public Works- Obtain a Director that is also licensed as a civil engineer with Caltrans experience.	\$17,125 (additional engineering certification pay)	Engineering certificate would provide an additional 10% in pay to Director position. The Department currently has one engineer on contract which is used for development projects. 71% of the contract costs are fully cost recovered through private development projects and permit fees. The remaining 29% of the contract costs are related to City projects. The goal of the Department is to reach 90% full cost recovery. The remaining 10% of the contract's costs would be related to City projects. In addition, the Department recently added a Capital projects Engineer that has been unfunded since 2012. The Capital Projects Engineer will be focusing on implementing the City Infrastructure projects. It is important to note that in the past, the Department included three (3) full-time civil engineers (Director-Deputy Director-Capitals Projects Engineer) positions with a full cost of approximately \$444,000 (FY 07/08), \$475,000 (FY 08/09) and \$529,267 (FY 09/10) (salary and benefits). In addition, the department also maintained contract engineers in the amounts of \$273,378 (FY 07/08), \$49,956 (FY 08/09), and \$60,521 (FY 09/10). Currently, using a contract civil engineer results in a savings to the City of \$200,000-\$400,000 annually. Based on amount of annual savings noted, it is accurate to state that little cost recovery was occurring in prior years detailed above.	See FY 15/17 Budget "Summary of Requested Changes/Additions in Staffing Levels"	

Attachment: Council Priorities 91.91.5 Budget Goals & Objectives
 City Council Priorities May 16, 2016

SHORT TERM IMPLEMENTATION 2-5 YEARS			ADDITIONAL NOTES
No.	IDENTIFIED PRIORITY	EST. COST	ADDITIONAL NOTES
1	Negotiate all employee MOU's to follow fiscal year instead of calendar year to better merge with City budget process.		The negotiating team has been working on achieving this for the last couple of years, but due to the limitation in salary increases, groups have not agreed.
2	Increase employee salaries across the board.	unknown	Recent salary survey provides a good basis for identifying the positions with the highest salary discrepancies. Staff would recommend that Council begin by identifying a common lowest percentage to bring all positions to (for example an initial goal to bring everyone 20% under parity). Once all positions reach similar salary discrepancy, annual salary increases can focus on bringing all to top salary parity similar to other identified communities. With City Council direction and when additional funds are made available, it is staff's desire to bring salaries into parity with other agencies.
3	Revise all City salary schedules to an appropriate, competitive and reasonable level in order to retain our employees and provide fair compensation. Implement these new schedules over time, as funding becomes available.	\$1,562,354	2013 Needs Assessment identifies all needed positions across all City Departments. The respective Director's work with the City Manager to add/ change positions as funding allows. The 2013 Needs Assessment Report indicates a total cost of \$2,425,129 for general fund and enterprise funds for all needed positions. City Funds at this time would not sustain all additional staff needed. During the past few years, management has continued to recommend to Council past few years to add only positions that are revenue neutral or revenue generating.
4	Add personnel across departments as needed	(FY 2015-16 Total GF cost for all positions) \$862,775 (FY 2015-16 Total Enterprise Funds costs for all utilities and streets positions)	Staff has already been exploring potential options including 1) brine line, 2) regional brine line 3) reverse osmosis system and 4) composting operation near the WRF and recycled water. In addition, staff is currently working on a soft water buy-back program to improve water quality. In the next few months following the purchase of the WRF, staff will be developing the Stabilization and Capital Funds to help towards funding this issue.
6	Public Works-Resolve Chloride Issue at lowest at cost	unknown	The Department's overall operations and staffing levels are not sufficient, and in order to begin to prepare for the increase in call volumes and emergency responses, a financial long term plan for additional staffing is needed. In addition, in order to improve overall operations of the department, it is recommended that the Assistant Fire Chief position be replaced by Battalion Chief positions. These include: • (5) full time fire fighters known as the (SAFER grant positions) • (3) Battalion Chiefs focused on Training, Fire Investigation/ Prevention and EMS • (1) qualified Fire Inspector/ CUPA inspector • Emergency Preparedness Coordinator. In the near future, in order to address increase in call volume and emergency response from new development, the following positions will be needed at the future Station 83: • (up to 3) Captain • (up to 3)Engineer • (up to 3) Firefighter Funding for these positions would be dependent on the General Fund, while grants like the SAFER are only temporary solutions and cannot be depended on long term. In addition, the Department is in need of equipment and training in order to maintain current efficiency in operations. Additional funding would be needed from the General Fund since there is minimal cost recovery of fees associated with such services.
7	Fire-short and long term funding sustainability	\$498,750 (FY 2015-16) (5 SAFER firefighters) \$Unknown (3 Battalion Chiefs) \$Unknown (Fire Inspector/ CUPA Inspector) \$118,000 each (up to 3) Captain \$103,400 each (up to 3) Engineer \$89,000 each (up to 3) Firefighter	Possible Sales Tax measure
8	Police-short and long term funding sustainability	\$46,000 (additional each-positions (3) full time records staff \$56,000 each (2) Community Service Officers. \$92,000 (1) full time police Officer \$15,000-17,000 (1) part time Evidence Technician	Department is currently recruiting for 2 officer positions and 2 dispatch positions were just filled. The long term goal for the department is to bring staffing to necessary levels. If General Fund revenue or grants can be secured the Department would need the following: • Transition to (2) full time records staff positions from part time currently. In addition: • at least (2) Community Service Officers. • (1) full time: • (1) part time Evidence Technician is recommended to bring staffing to necessary levels. Additional funding would be funded through the General Fund since there is minimal cost recovery of fees associated with such services. Possible Sales Tax measure

Attachment: Council Priorities 5.16.16 (1154 : Budget Goals & Priorities)
 City Council Priorities May 10, 2010

SHORT TERM IMPLEMENTATION 2-5 YEARS			
No.	IDENTIFIED PRIORITY	EST. COST	ADDITIONAL NOTES
9	Address issue of operation of the Oil Museum		<p>The Oil Museum has been traditionally funding through private grants and a portion through the previous Redevelopment Agency. The museum has continued to work towards become more financially independent by fundraising and securing private grants. Like other areas in the City, the Museum is in need of additional funding for staffing and resources.</p>
			<p>Presentation will be made during the regular meeting. Museum may be breaking off from the City.</p>

Attachment: Council Budget Goals & Priorities
CITY COUNCIL PRIORITIES MAY 10, 2010

No.		IDENTIFIED CC MEMBER PRIORITY	EST. COST	LONG TERM IMPLEMENTATION 5+ YEARS	ADDITIONAL NOTES
1		Reach Employee salary parity			Remains Council's Long Term Goal
2		Increase employee salaries across the board.		Recent salary survey provides a good basis for identifying the positions with the highest salary discrepancies. Staff would recommend that Council begin by identifying a common lowest percentage to bring all positions to (for example an initial goal to bring everyone 20% under parity). Once all positions reach similar salary discrepancy, annual salary increases can focus on bringing all to top salary parity similar to other identified communities. With City Council direction and when additional funds are made available, it is staff's desire to bring salaries into parity with other agencies.	See General Fund Worksheet
3		Revise all City salary schedules to an appropriate, competitive and reasonable level in order to retain our employees and provide fair compensation. Implement these new schedules over time, as funding becomes available.			See General Fund Worksheet. A 1% increase across the board has been added to the FY 16/17 Budget recommendations.
4		Add personnel across departments as needed	\$1,562,354 (FY 2015-16 Total GF cost for all positions) \$862,775 (FY 2015-16 Total Enterprise Funds costs for all utilities and streets positions)	2013 Needs Assessment identifies all needed positions across all City Departments. The respective Director's work with the City Manager to add/change positions as funding allows. The 2013 Needs Assessment Report indicates a total cost of \$2,425,129 for general fund and enterprise funds for all needed positions. City Funds at this time would not sustain all additional staff needed. During the past few years, management has continued to recommend to Council past few years to add only positions that are revenue neutral or revenue generating.	As funding becomes available plus see "Summary of Requested Changes/Additions in Staffing Levels" for FY 16/17 Budget.
5		Energy Sustainability-Develop city policies for energy savings-streetlights, facilities, solar panels on city property	varied	The City adopted Sustainability Policies and Goals in 2008 to provide an initial groundwork in this area. In addition, the City has continuously worked with the Ventura County Energy Alliance and Edison to identify potential energy savings. In 2011, a \$196,000 project for all city buildings' office lights and HVACs were upgraded resulting in \$32,000 of energy savings annually. More recently, the City has approved community participation in 4 energy saving programs to benefit local residents and businesses. These range from free energy audits to providing low interest loans for energy upgrades. In addition, during late 2014 staff worked with a private company to provide an assessment of potential energy savings projects at facility owned buildings and facilities. Staff can continue further discussions with Council to receive direction during FY 2015-16 as well as update 2008 adopted policies.	See description
6		Expand wireless broadband access across all neighborhoods to benefit all members of community.	unknown	Wireless Broadband infrastructure is available in portions of the City. The cost to wire the entire community is difficult to establish since infrastructure is owned by different companies and requires an investment from the City to add additional "wire" while underground public infrastructure is being implemented. Staff is in communication with the Economic Development Collaborative of Ventura County who is working on a county wide study to map existing broadband network and resources needed to fully implement.	If the City were to provide this service, a major server room upgrade would be needed, but at this time, private service providers provide this service.
7		Fiscal Stability and Sustainability		Long term fiscal stability and sustainability is dependent on continued increased revenue sources to allow necessary needs including salaries to be increased and sustained long term.	5 Year plan to be presented on 6/6/16 during Budget Session

No.	IDENTIFIED CC MEMBER PRIORITY	EST. COST	LONG TERM IMPLEMENTATION 5+ YEARS	ADDITIONAL NOTES
8	Fire-short and long term funding sustainability	\$498,750 (FY 2015-16) (5 SAFER firefighters) \$Unknown (3 Battalion Chiefs) \$Unknown (Fire Inspector/ CUPA Inspector) \$118,000 each (up to 3) Captain \$103,400 each (up to 3) Engineer \$89,000 each (up to 3) Firefighter	The Department's overall operations and staffing levels are not sufficient, and in order to begin to prepare for the increase in call volumes and emergency responses, a financial long term plan for additional staffing is needed. In addition, in order to improve overall operations of the department, it is recommended that the Assistant Fire Chief position be replaced by Battalion Chief positions. These include: • (5) full time fire fighters known as the (SAFER grant positions) • (3) Battalion Chiefs focused on Training, Fire Investigation/ Prevention and EMS • (1) qualified Fire Inspector/ CUPA Inspector • Emergency Preparedness Coordinator. In the near future, in order to address increase in call volume and emergency response from new development, the following positions will be needed at the Future Station 83: • (up to 3) Captain • (up to 3)Engineer • (up to 3) Firefighter Funding for these positions would be dependent on the General Fund, while grants like the SAFER are only temporary solutions and cannot be depended on long term. In addition, the Department is in need of equipment and training in order to maintain current efficiency in operations. Additional funding would be needed from the General Fund since there is minimal cost recovery of fees associated with such services.	Possible Sales Tax measure
9	Police-short and long term funding sustainability	\$46,000 (additional each- (3) full time records staff positions \$56,000 each (2) Community Service Officers, \$92,000 (1) full time police Officer \$15,000-17,000 (1) part time Evidence Technician	Department is currently recruiting for 2 officer positions and 2 dispatch positions were just filled. The long term goal for the department is to bring staffing to necessary levels. If General Fund revenue or grants can be secured the Department would need the following: • Transition to (2) full time records staff positions from part time currently. In addition: • at least (2) Community Service Officers; • (1) full time; • (1) part time Evidence Technician is recommended to bring staffing to necessary levels. Additional funding would be funded through the General Fund since there is minimal cost recovery of fees associated with such services.	Possible Sales Tax measure
10	Public Works-Infrastructure and Utilities		Due to aging infrastructure, the Department will continue to identify funds and plan for future infrastructure upgrades throughout the City.	Public Works expanded CIP program will be presented at the 6/6/16 meeting