

# CITY COUNCIL STUDY SESSION MINUTES

December 20, 2007

## CALL TO ORDER

ROLL CALL: Council Members Lane, Ochoa, Vierra, Mayor Cannella

## 5:30 p.m. CLOSED SESSION

### CONFERENCE WITH LABOR NEGOTIATORS

City Negotiator: Public Law Group

Employee Organization: Miscellaneous Employees

*Pursuant to Gov't. Code Section 54957.6*

6:00p.m. Council convened in open session with nothing to report.

## 1. REVIEW OF PHASE I ORGANIZATIONAL ASSESSMENT REPORT

On May 29, 2007 the City Council approved an agreement for professional services with Management Partners, Inc. to conduct Phase 1 or a three phase assessment of the organization. The overall work program consisted of the following:

Phase 1 of the project consisted of a high-level organizational scan that identified and prioritized business and organizational issues impacting the City and provided recommendations for a more detailed analysis of selected organization units and business systems to be conducted in Phase 2.

The consultant team made thirteen recommendations to improve business processes within the organization. Of those, eight recommendations were classified as high priority to be implemented in Phase II due to their critical impact on the City's ability to effectively achieve the Council's goals, they are:

- Prepare an Information Technology Strategic Plan that: (1) provides an inventory and assessment of current IT assets, (2) provides a replacement schedule and long term budget planning guide, and (3) defines major projects and priorities for implementation.
- Prepare an IT Program Operations Guide which provides guidance to IT staff.
- Create work plans for implementing changes to business policies and procedures (purchasing, financial, personnel, legal) which are needed to ensure compliance with good business practices and streamline operations.
- Formalize business processes and procedures including appropriate controls and oversight.

- Review work scheduling practices and create policies and procedures to guide decisions for alternative work schedules.
- Schedule a one-day training program for managers and supervisors in work plan development, priority setting and team effectiveness.
- Conduct an organizational assessment of the Public Works Department.
- Conduct a comprehensive review of Public Safety staffing and operations to plan for changes driven by growth and service demands, within projected revenues.

#### Council Direction

- Council accepted the report's recommendations and directed staff to negotiate with Management Partners on a proposal to implement the eight priority recommendations.

## **2. CONDO CONVERSION STANDARDS**

Staff requested this item be continued to the Study Session of January 17, 2008 to allow for review and presentation of specific public comments.

#### Council Direction

- The City Council accepted staff recommendation to continue the item to the meeting of January 17, 2008 for further discussion and direction.

## **3. REVIEW DRAFT 2007 CIP UPDATE REPORT**

At the request of Council, staff developed a capital planning and management program to assist in identifying projects and infrastructure improvements needed to address the current needs as well as prepare the City for future growth and provision of services. The intent of this effort is to ensure that appropriate projects are planned, funded and developed in a timely way to shape Ceres into a comfortable livable community as it continues to grow.

The five-year CIP document schedules projects and funding from FY 2007-08 through FY 2011-12. The total number of projects included in the CIP over the five-year period is 99. The total cost of all projects (active, new and under funded) for the five-year CIP is estimated at nearly \$83.3 million. Various funding sources are programmed to fully fund the active and new projects. Special funding sources in the amount of \$20 million will need to be located or created in order for the under-funded projects to move forward.

#### Council Direction

- Council directed staff to return with recommendations for project prioritization and to schedule it for a City Council hearing.

#### 4. SCHEDULE FUTURE STUDY SESSION ITEMS

Given the number of items scheduled for the January study session, staff recommended that Council consider holding a second study session. It was also mentioned that the process for selecting the members of the Measure H Oversight Committee needed to be discussed.

##### Council Direction

- Council directed staff to work with the Mayor on this issue.

#### 5. DECEMBER MAJOR PROJECT LIST STATUS REPORT.

No Report.

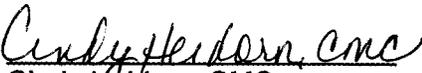
There being no further business, the study session was adjourned at 7:30 p.m. to the Special City Council Meeting of January 3, 2008, at 5:30 p.m. in the City Council Chambers, 2210 Magnolia Street.



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Anthony Cannella, Mayor

ATTEST:



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Cindy Heidorn, CMC  
Acting City Clerk