



Community Priorities Advisory Committee Summary of Meeting #1

July 12, 2017

Prepared by:



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I. Welcome and Introductions

Welcoming Remarks, Role Call and Oath of Office

The initial meeting of the Engage Roseville Community Priorities Advisory Committee (CPAC or Committee) was held on Wednesday, July 12, 2017, from 6:00 p.m. to 8:00 p.m. at the Mahany Meeting Rooms, 1501 Pleasant Grove Boulevard, Roseville, California. The purpose of the CPAC is to develop recommendations for the City Council regarding budget priorities and potential service reductions for the five City departments whose operation constitutes the majority of General Fund expenses.

This summary is intended as a succinct synopsis of the meeting's presentations and discussion. More detail on all items, plus meeting materials and a schedule, can be found on the City's Engage Roseville webpage at http://www.roseville.ca.us/council/engage_roseville/default.asp.

To open the meeting, **City Manager Rob Jensen** welcomed all CPAC members and other attendees, and thanked everyone for participating in this very important effort for the City. Further welcoming remarks were made by Councilmember Scott Alvord and **Mayor Susan Rohan**. Both thanked the CPAC members for volunteering their time in this substantial effort and emphasized the crucial importance of community input to the City's proactive fiscal planning process.

Following Mayor Rohan's remarks, **Lou Hexter** of MIG, Inc. introduced himself as the facilitator for the process, and in turn called on **Kathy Pease**, City of Roseville Planning Manager, who took a roll call of the CPAC members.

CPAC Members/Designated Alternates Present:

Krista Bernasconi, Matthew Bridge, Ellaison Carroll, Pete Constant, Stephanie Dement, Kristine Dohner, Jack Ellison, Valerie Gross, Julie Hirota, Bruce Houdescheldt, Michael Laperche, Sr., Marcus Lo Duca, John Mason, Tracy Mendonsa, Jason Probst, Dennis Snelling, Roy Stearns, John Tallman, Sergey Terebkov, Elaine Webb, Randall Wilson

CPAC Members/Designated Alternates Absent:

Derk Garcia, Kathryn Kitchell, Joe Landon, David Nelson, Jared Thomas

Mike Isom, City of Roseville Development Services Manager, explained to the CPAC members that an Oath of Office form was included in the materials binders distributed to them. He asked that they sign, date and return the form to him by the end of the evening.

Meeting Objectives / Agenda Overview

Lou Hexter returned to the podium and asked the CPAC members to go around the room and state their name, any relevant affiliations, how long they had lived or worked in Roseville, and any information they wished to share about the perspective they will bring to the conversation. Once CPAC members had finished introducing themselves, Lou introduced his colleague, **Maria Mayer**, who will capture the key points of all discussions on a large sheet of paper mounted on the wall (known as “wallgraphic recording”). All meetings will also be live-streamed/videotaped and the tapes made available on the “Engage Roseville” page of the City’s website. He thanked members of the public for attending, both in person and those joining remotely via the webcast.

Lou then asked Mike Isom to introduce members of the City of Roseville staff who will be supporting the CPAC throughout the process. They are dedicated to ensuring that the process runs as smoothly as possible, that CPAC members are provided with the best information available, and that there are a variety of opportunities for the larger community to be engaged in the effort. Staff members present, in addition to Kathy Pease, Mike Isom and Rob Jensen who had already introduced themselves, included:

- Joe Mandell, Senior Deputy Attorney
- Dominick Casey, Assistant City Manager
- Jay Panzica, Chief Financial Officer

Ground Rules

Lou explained that the primary purpose of this first meeting is to orient CPAC members and other attendees to the process: the scope of the Committee’s commitment; process points put in place to ensure productive dialogue; the group’s purpose and charge; background and context; and the principles of the Brown Act which pertain to the process. He also noted that every meeting will include a public comment period. Those who wish to speak are asked to submit a speaker card and will be limited to two minutes apiece. Lou acquainted CPAC members with the materials in their binders, including the CPAC Organizing Framework.

Lou summarized the operating principles for the process, which include: transparency; sharing of information to supply a firm foundation for the prioritization process; equal participation; ongoing preparation and support from staff and MIG; and commitment to incorporating public input. He also articulated the ground rules for participation such as mutual respect, speaking one at a time and keeping comments as succinct as possible.

Work Program / Timeline / Confirmation of Meeting Dates

Lou briefly explained the work program and how the decision-making process is set up to assist the CPAC in achieving their charge. The group will work to

develop clear goals and expectations and methods for finding consensus. A basic framework with a scale for levels of agreement, ranging from unqualified agreement to active opposition, has been established to serve as a basis which will be refined as the process moves forward.

The CPAC will meet every two weeks on the second and fourth Wednesday of the month, with exceptions to allow for holidays, through March 14, 2018. Beginning with Meeting #3 on August 9, there will be two sessions for each of the five departments for which budget priorities are being considered (Public Works, Police, Fire, Parks and Development Services). At the first session, each department will come forward to present suggested options for budget changes. At the second session, the CPAC will discuss the information provided and develop preliminary recommendations with levels of agreement indicated. The last four meetings will be devoted to discussing, revising and finalizing the recommendations and preparing a final presentation for the Council.

There was a brief discussion of rescheduling two meeting dates, with conclusions as follows:

- The second meeting in November will be moved from November 22 to November 29 due to the Thanksgiving holiday on November 23.
- The group will consider rescheduling the February 14, 2018, meeting to January 31, 2018, so that it does not coincide with Valentine's Day. This decision can wait until a later date.

II. CPAC Organizing Framework

Purpose and Charge

City Manager Rob Jensen gave a detailed overview of the CPAC's purpose, providing background and context that included:

- General Fund challenges faced by the City, including growing expenses, budget and revenue deficits, instability of revenue sources and the effect of Federal and State mandates.
- Overview of City and General Funds: allocations, policies, revenue sources, operating and department expenses, and budget findings
- Actions taken to reduce General Fund costs
- The City staff and Committee's role and responsibilities in the process
- The desired outcomes of the process

He noted that a more thorough fiscal overview of City finances will be provided at CPAC Meeting #2 on July 26.

More detail, including a video of Rob discussing the background and purpose of the Engage Roseville effort, is available on the webpage.

Meeting Procedures / Brown Act Review

Next, **City Attorney Bob Schmitt** introduced his colleague **Joe Mandell**, who provided an explanation of the Brown Act. This legislation, dating back to the 1950s, applies to meetings of municipal legislative and administrative bodies and stipulates requirements for: sufficient public notice; agenda; definition of meetings subject to the Act; prohibited and permitted communications between CPAC members; and penalties for violation of the Act. In general, discussions, deliberations and taking action on items of business outside an authorized meeting are not allowed, but separate individual communications to answer questions or provide information are permitted if that individual does not communicate to members of the legislative body the comments or position of any other member(s). Again, more information is available on the webpage, and contact information for the City Attorney's office was provided for additional questions.

CPAC Member Questions

CPAC members had the following questions and comments regarding the Organizing Framework:

- If CPAC members have questions regarding a particular area that we see coming up on the agenda, would you like to receive those ahead of time?
 - *No, you can wait until the meeting. However, if you would like to ensure that a particular subject is included in any agenda, email Kathy and Mike in advance.*
- There was a request for larger print on the reproductions of the PowerPoint presentations provided to the CPAC. City staff agreed to include just one slide per page in future.
- You mentioned that there is a \$2 million cost reduction for the FY17-18 balanced budget. Will that be your recommendation for this year, or can that be adjusted depending on the Committee's consensus?
 - *That was our best shot at an estimate, but the final recommendation is up to the Committee.*
- Can the meeting schedule be changed if necessary—say, for instance, if we find we need a longer time for some of the departments with larger budgets?
 - *Yes, we're open to changing the schedule based on the needs of the Committee and will take their lead. We do have a designated end date in March 2018 because that is when we are required to begin our budget process.*

- Can we also consider options for increasing revenue as well as cost-cutting and service reduction?
 - *We are open to those suggestions. If the committee thinks that some services are critical to the City and we must look at increasing revenue to keep providing those services, that can be included as a recommendation. Keep in mind that some of these revenue sources would require voter approval or some other action whose success is not guaranteed. However, we still need recommendations for necessary cost-cutting measures so we're in a position to react to whatever circumstance occurs—that's the intended main focus of the CPAC.*
- Do the efficiency audits show what services have already been cut or reduced as a result of staff reductions?
 - *There have been no budget reductions to date. However, the performance assessments describe the challenge of maintaining current levels of service with available resources.*
- Were a majority of those services contracted out in order to maintain them despite the staff reductions?
 - *Yes, contracting for services is one of the methods used to maintain levels of service. We have also implemented efficiency measures, technology, and other means to maintain service levels.*
- Can you provide a summary of how much was contracting costs and how much actual reduction in staff?
 - *Yes, I think we can look at that and provide the information.*
- You said that departments will bring their recommendations for cost reductions to us. Can the Committee add our ideas? What is the process for reaching consensus on our added recommendations? If it's an idea the Committee is really split on, do we conduct a quantitative vote?
 - *Ideas and options for cost-cutting measures are not limited to those proposed by the departments; the Committee can reject any of them or freely add their own. Anyone can add ideas. The way the process is likely to work is that, at the second meeting regarding each department, all options suggested will be posted, the Committee will determine levels of support for each and arrive at preliminary recommendations. At the end of the process, once all five departments have presented and been discussed, the CPAC will reassess and shape the final recommendations in light of the complete information.*
- You mentioned the utility tax as a prior stable source of revenue, which the residents voted to remove in 2007. It would take another vote of the residents to bring it back. Is that off the table?
 - *Nothing is ruled "off the table" for consideration.*

- When the statement is made that the City is underfunding long-term obligations by \$14M, is that just maintenance of facilities, or does it include deficits, PERS, refunding assets drawn from other funds, etc.?
 - *It includes all of the above. We have been able to replenish some of the funds and put helpful policies in place over the last few years. However, where we're really falling short is that we're probably funding various public facilities and infrastructure at about a 30% level.*
- How long will it take to fill that shortfall? Would it be an ongoing \$14M shortfall?
 - *It depends on our revenue stream and what we choose to prioritize.*
- How far in advance of each meeting will we get copies of the PowerPoint presentations? Will they be posted or can we get them electronically?
 - *Ideally, they'll be provided to you at the previous meeting. If that's not possible, they will be posted and emailed to you at least one week in advance.*
- Will the questions asked and answers supplied be available?
 - *Yes, summary notes will be compiled, including a photograph of the wallgraphic notes, and the video recording of each meeting will be posted to the website.*
- CPAC members requested the following materials be provided:
 - Efficiency audits performed for all City departments
 - A roster of CPAC members and alternates (including only emails and phone numbers, no addresses)
 - Staff note: With respect to the role of alternates, staff reviewed the video from the Council meeting on June 12th appointing members to the CPAC. The Council consensus for alternates was that alternates would only be called to serve upon the resignation or removal of an appointed CPAC member. In the event of periodic absences, please inform Mike Isom and Kathy Pease prior to the meeting.

III. Public Comment

Members of the public were invited to offer comments on any item within the purview of the CPAC. The following comments were offered:

- The two At-Large Alternate members of the CPAC, who were present as members of the public came forward to introduce themselves.
 - Alternates suggested that protocols for reaching consensus should be considered ahead of time in preparation for when they are needed.
 - Please see staff note above regarding the role of alternates.
 - Requests were made to include the alternates at the front tables; to arrange the CPAC tables so that everyone is facing the room; to put

- names on both sides of the table tents so all are easily identified; and for the public to be seated closer to the front of the room so that their comments can be heard more easily.
- *City response: There are limitations to how the room can be set up based on the needs for filming and webcasting all meetings. However they will do the best they can within those limitations. Members of the public may come forward to the podium to speak.*
 - CPAC members also asked if their seating order is set or if they can sit anywhere.
 - *City response: They may sit anywhere. The seating chart for this initial meeting was set at random.*
 - A member of the public asked how public questions or comments can be sent to CPAC members.
 - *City response: Please send comments or questions for the entire CPAC to both Kathy Pease and Mike Isom. You may communicate individually with another member of the CPAC, as this would not constitute a violation of the Brown Act.*
 - A member of the public complimented CPAC members for their willingness to take on this very challenging task.

IV. Next Steps

The following action steps were identified:

- Coordination regarding meeting logistics:
 - Update the meeting dates handout to delete November 22nd and add November 29th.
 - Provide speaker cards and sign in sheets for the public.
 - Arrange a table for CPAC alternates.
 - Reprint CPAC and staff name tents with names on both sides so they are easily visible to all.
 - Coordinate AC with Building Maintenance
- Provide materials for the CPAC:
 - Print PowerPoint presentations with one slide per page for greater legibility.
 - Provide copies of the Efficiency Audits.
 - Provide a contact list with phone numbers and email addresses for all CPAC members and alternates; update existing information where necessary.
- Make edits to website:
 - Post meeting materials
 - Amend meeting schedule

- Make amendments to roster: Jared Thomas is stepping down as Chamber of Commerce representative on the CPAC due to numerous scheduling conflicts. John Mason will be the primary Chamber representative and Alternate will be Wendy Gerig.

Wallgraphic notes taken at the meeting are attached.

ENGAGE ROSEVILLE
CPAC MTG. #1 
7/12/17

CPAC QUESTIONS:

- ▶ SHOULD CPAC PROVIDE BEFOREHAND?
 - EMAIL CATHY OR MIKE IF YOU'D LIKE A SUBJECT INCLUDED
- ▶ LARGER PRINT ON PPT WILL DO
- ▶ WILL FUTURE REC. BE \$2M?
 - UP TO CPAC
- ▶ CAN WE REVIEW AUDITS? YES
- ▶ CAN WE CHANGE SCHEDULE AS NEEDED? YES - NEED TO COMPLETE MARCH 2018
- ▶ CAN WE LOOK AT NEW REVENUE OPTIONS?
 - YES, CAN CONSIDER
- ▶ DO EFFICIENCY AUDITS INCL. CUTS?
 - HAVEN'T REDUCED TO DATE
- ▶ HOW MUCH REDUCED BY CONTRACTING?
 - SOME - HAVE USED TECH
 - CAN GIVE NUMBERS
- ▶ PROCESS FOR CONSENSUS ON RECOMMENDATIONS?
 - POST IDEAS - PRELIM PROCESS - INDICATE SUPPORT LEVEL
 - REASSESS AT END
 - ANYONE CAN ADD IDEAS - NOTHING OFF THE TABLE
- ▶ WHAT DOES UNDERFUNDING INCLUDE?
 - VARIOUS AREAS \$14M
- ▶ HOW LONG WOULD SHORTFALL LAST?
 - TBD - SOME ITEMS MAY NOT INCREASE
- ▶ HOW FAR IN ADVANCE DO WE GET PPTS?
 - IDEALLY PREV. MTG; AT LEAST ONE WEEK
 - WILL EMAIL

PUBLIC COMMENT

- ▶ INTRODUCTION OF ALTERNATES
- ▶ SUGGESTION THAT WE CONSIDER IDEAS FOR REACHING CONSENSUS IN PREPARATION
- ▶ HOW DO WE SEND QUESTIONS/COMMENTS TO CPAC MEMBERS AS PUBLIC?
 - INDIV. COMMUNICATIONS OK OR SEND TO STAFF
- ▶ COMPLIMENT FOR TAKING ON CHALLENGE!
- ▶ GET EVERYONE AT TABLE & FACING ROOM IF POSSIBLE - INCL. ALTS
 - + NAMES ON BACK OF TENTS
 - CAN SIT ANYWHERE
 - MUST CONSIDER NEEDS FOR FILMING
 - PUBLIC CAN COME TO FRONT
- ▶ WHO TO CONTACT IF YOU NEED ALT?
 - EITHER - WILL SHARE ROSTER W/O ADDRESSES

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Discussion Notes