



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: December 15, 2009

SUBJECT: Retirement Certificates of Appreciation for Finance Employees

Report in Brief

The City, in our continuing effort to reduce the General Fund budget eligible employees have been encouraged to consider retirement in a second offering of Golden Handshake incentives. As a result of this effort two (2) long-term, career staff members will be retiring from the Finance Division this year, their last date on-site being December 18, 2009. The City is proud to honor these employees during the December 15, 2009 City Council meeting.

Staff recommends that the City Council recognize Jean Carlson, Finance Specialist and Al Mancilla, Purchasing Manager with Certificates of Appreciation for their dedicated service to the City of Woodland.

Background

These two employees have made significant contributions to the City and their colleagues. The following information summarizes the careers and contributions of these fine individuals.

Jean Carlson began her career with the City in the Finance Department in 1998 as a Finance Clerk II and advanced to the position as Finance Specialist in September of 2005. Her attention to detail and knowledge of the principles and practices of good financial verification has lead to her seeking out, finding and correcting potential errors in coding, billing and payments prior to those issues becoming of concern. Jean is diligent about her quest to determine and insure accurate financial detail on all items coming across her desk. Her ready smile and sense of humor, in addition to her work ethic, will be greatly missed.

Al Mancilla came to the City as a Stock Clerk in 1977 and became a temporary Storekeeper in September of 1978. By December he became the Purchasing Supervisor with that position eventually retitled to Purchasing Manager. Al has a small division based upon three individuals, including himself. That division handles the major bids and purchasing for the entire City. His knowledge of the Public Contract Code, City Purchasing Policy and purchasing management has been instrumental in the prudent bid processes and control of the amounts spent in the purchase of

goods and services. His enthusiasm and willingness to help is well-known and we will miss his friendly and helpful demeanor.

Discussion

These two employees will be greatly missed by the City and their associates. The services they provide are primarily behind the scenes and more associated with services to the employees rather than the public in general. As mentioned, the efforts of these two individuals are to be commended and we wish them well in their future endeavors.

Public Contact

Posting of the City Council Agenda.

Recommendation for Action

Staff recommends that the City Council recognize Jean Carlson, Finance Specialist and Al Mancilla, Purchasing Manager, with Certificates of Appreciation for their dedicated service to the City of Woodland.

Prepared by: Sue Vannucci, Director of
Administrative Services

Mark G. Deven
City Manager

Attachments: Certificates of Appreciation (2)

City of Woodland

Certificate of Appreciation

Jean Carlson

WHEREAS, Jean Carlson has been an employee of the City of Woodland in the Finance Department since August 24, 1998; and,

WHEREAS, Jean came to the City as a Finance Clerk II with vast Financial and Customer Service experience and was assigned to the Utility Division; and,

WHEREAS, Jean was promoted to the position of Finance Specialist on September 1, 2005 and became responsible for the City's Accounts Payable. She has been paying the City's bills accurately for the last 4 years; and,

WHEREAS, prior to Jean joining the City of Woodland she worked for the Yolo Federal Credit Union beginning in 1986 through the end of her tenure there in 1990 as that of a Branch Supervisor handling all aspects of the operation and for Central Valley Builders' Supply handling special billing and inventory from 1994 to 1998; and

WHEREAS, Jean attended graduated from Winters High School, attended Sacramento City College and obtained an Associate of Science Degree in Chemistry and attended Sacramento State majoring in Geology; and,

WHEREAS, Jean's ready smile and sense of humor are a delight to observe. She is one of those individuals who's "balloon never seems to come down". Her attention to detail and accuracy are phenomenal and a credit to the City Finance Division. Jean's outstanding customer service was and continues to be a great asset

WHEREAS, Jean is joining her husband Bob in retirement and is looking forward to working on their property in Arbuckle, riding her horses, sewing and being involved in herb and plant classes.

NOW, THEREFORE, the City Council of the City of Woodland does hereby recognize, commend and thank Jean Carlson for her dedication to the Finance Division, the City as a whole and to the citizens of Woodland for over ten years of providing outstanding service for our City.

Dated this 15th day of December, 2009.

Marlin H. Davies, Mayor

Artemio Pimentel, Vice Mayor

Martie L. Dote, Council Member

William L. Marble, Council Member

Jeff W. Monroe, Council Member

City of Woodland

Certificate of Appreciation Jose Alfred "Al" Mancilla

WHEREAS, Al Mancilla has been an employee of the City of Woodland in the Purchasing Division of the Finance Department since January 1, 1977; and,

WHEREAS, Al came to the City as a Stock Clerk and became a Temporary Storekeeper on September 5, 1978; and,

WHEREAS, Al was promoted to the position of Purchasing Supervisor on December 1, 1978, with that position later becoming the Purchasing Manager with responsibility for all aspects of purchasing for the City; and,

WHEREAS, prior to Al joining the City of Woodland he worked for J. C. Penney Company from October of 1972 through June of 1973 at which time he went to Fleetwood Homes from June of 1973 through December of 1976; and,

WHEREAS, Al attended graduated from Woodland High School, attended Sacramento City College and obtained a Certificate in Purchasing Management in 1998; and,

WHEREAS, Al's willingness to assist the City in all aspects of Purchasing, his knowledge of Purchasing Policy, the Public Contract Code and other all associated items with the art of purchasing products, goods and services for the City at the best quality and cost are well known; and,

WHEREAS, Al will enjoy his first year of retirement waiting for his wife, Chris to retire at some future date.

NOW, THEREFORE, the City Council of the City of Woodland does hereby recognize, commend and thank Al Mancilla for his dedication to the Purchasing Division of the Finance Section of the City, the City as a whole and to the citizens of Woodland for 32 years of providing outstanding service for our City.

Dated this 15th day of December, 2009.

Marlin H. Davies, Mayor

Artemio Pimentel, Vice Mayor

Martie L. Dote, Council Member

William L. Marble, Council Member

Jeff W. Monroe, Council Member