#### **MINUTES**

#### **REGULAR SESSION**

#### **FEBRUARY 16, 2010**

#### 6:00 P.M.

# **CALL TO ORDER**

At 6:04 p.m. Mayor Davies called the regular meeting of the City Council to order.

# PLEDGE OF ALLEGIANCE

Mayor Davies asked all in attendance to join in the Pledge of Allegiance led by Melody Stone.

#### ROLL CALL

COUNCIL MEMBERS PRESENT: Marlin Davies, Martie Dote, William

Marble, Art Pimentel

COUNCIL MEMBER ABSENT: Jeff Monroe

STAFF MEMBERS PRESENT: Mark Deven, Andrew Morris, Sue

Vannucci, Tod Reddish, Lynn Johnson, Mark Cocke, Mark Hierholzer, Greg Meyer, Kim McKinney, Carey Sullivan, Rob Sanders, Brent Meyer, Paul Siegel,

Russ Cole

## COMMUNICATIONS-COUNCIL/STAFF STATEMENTS AND REQUESTS

Council Member Dote reported that she and Council Member Marble had attended an Infrastructure Committee meeting. She has heard only positive comments about the sales tax measure proposal.



Council Member Marble attended a 3 x 2 x 2 with the Metro Chamber and Water Resources. An appropriations request will be put into a "white paper" that will go to the Federal government. He met with Congressman Herger today. At the Chamber of Commerce Government Affairs Committee discussion centered on the proposed sales tax measure.

Mayor Davies said he met with Congressman Herger as well, along with Tim O'Halloran, Executive Director of the Yolo County Flood Control and Water Conservation District, to discuss Cache Creek, basin and flooding issues. He felt the time was well spent on discussions. The Woodland-Davis Water Project was also discussed.

## **COMMUNICATIONS – WRITTEN**

Council received notification of an Alcoholic Beverage Control License for Bangkok Cuisine, located at 525 Main Street.

#### COMMUNICATIONS - COMMITTEE REPORTS

Council received the minutes of the Parks and Recreation Commission meeting of October 26, 2009.

Council received the minutes of the Commission on Aging meeting of December 2, 2009.

Council received the minutes of the Library Board meetings of January 7, 2010 and January 11, 2010.

# **PRESENTATIONS**

On a motion by Council Member Dote, seconded by Vice Mayor Pimentel and carried by the Members present, Council approved and issued the following proclamations:

# PROCLAMATION - WOMEN'S HISTORY MONTH

Council proclaimed the Month of March as Women's History Month. Mayor Davies presented the Proclamation to Dottie Huber. Ms. Huber announced there will be a luncheon to celebrate the Month on March 11, 2010 at the Community and Senior Center.



#### PROCLAMATION - RED CROSS MONTH

Council proclaimed the Month of March as Red Cross Month. Council Member Marble presented the Proclamation to Donna Neu, Executive Director of the local Chapter of the Red Cross.

#### **CONSENT CALENDAR**

Mayor Davies indicated that the following item would be removed from the Agenda:

# ACCEPT SAFE ROUTES TO SCHOOL PROJECT 08-26 AS COMPLETE; AUTHORIZE CITY CLERK TO FILE A NOTICE OF COMPLETION

On a motion by Vice Mayor Pimentel, seconded by Council Member Marble and carried by the Members present, Council adopted the following Consent Calendar items as presented:

#### MONTHLY STATUS REPORT – FIRE DEPARTMENT

Council received the Monthly Status Report from the Fire Department.

#### MONTHLY STATUS REPORT – PUBLIC WORKS

Council received the Monthly Status Report from Public Works.

#### 2010-11 FEDERAL APPROPRIATIONS REQUESTS

Council ratified the Fiscal Year 2010-11 Federal Appropriation Request to Congress for the Northbound Interstate 5/Southbound State Route 113 Freeway-to-Freeway Connector Project, the Yolo Emergency Communications Agency Emergency Communications System Improvements, the Lower Cache Creek Feasibility Study, the Woodland/Davis Regional Wastewater Treatment and Reclamation Project and the Casa del Sol Mobile Home Park Rehabilitation Project.

#### PRELIMINARY FISCAL YEAR BUDGET SCHEDULE

Council approved the preliminary fiscal year budget schedule as follows:

Council Study Session

- March 30<sup>th</sup>, 5:00-8:00 p.m.



Council to Receive Preliminary

Budget Package- - May 11<sup>th</sup>

Council Study Session - May 25<sup>th</sup>, 5:00-8:00 p.m.

Adopt Operating and Capital Budget - June 15<sup>th</sup>

# PROJECT 08-08 - WATER METER PHASE I

Council accepted Project 08-08, Water Meter Phase I Retrofit as complete and authorized the City Clerk to file a Notice of Completion.

#### RESOLUTION 5077 - CENSUS 2010

Council adopted Resolution 5077, a "Resolution of the City Council of the City of Woodland, California, in Support of the Collection of the 2010 Census Information for the State of California", to encourage support and partnership with the Census Bureau for completion of the 2010 Census.

#### PROJECT 09-28 - 2010 ROAD REHABILITATION

Council approved the Plans and Specifications for the 2010 Road Rehabilitation Project 09-08 and authorized the bid advertisement.

At the request of Vice Mayor Pimentel and with Council concurrence, the following item was removed from the Consent Calendar for discussion:

# APPROVE CONSTRUCTION CONTRACT CHANGE ORDER AUTHORIZATION FOR CAPITAL PROJECTS WATER WELL 22 PROJECT 07-47 AND WATER WELL 15 PROJECT 08-32

Vice Mayor Pimentel would like information on the Change Orders and asked if these Wells would actually be used. Director Meyer feels that these will be viable Wells once drilled and tested. Vice Mayor Pimentel said the cost increase of \$338,000 is very significant. Engineer Meyer said the original bid has a couple of contracts and Wells at \$2 million. Director Meyer said we need this Well and we need to spend the money if we want to have a viable system. The State reviews the specifications based on our expectations. The State then decides if it is a new Well or a replacement.

Vice Mayor Pimentel wants this to be added on to the process in anticipation of this type of thing. Director Meyer said we could still be paying for the question process of the change that came from the State.



#### PROJECT 09-07 - SCREW PUMPS

Council increased the Road Runner Drilling and Pump Company Construction Contract Change Order authorization to a total Change Order limit of \$368,000 and a total Contract authorization amount of up to \$1,333,556; increased Project Water Well 22 (Project 07-47) funding by \$150,000 to \$1,100,000.

# BUSINESS RETENTION SUPPORT: RAPID RESPONSE AND LAYOFF AVERSION AMERICAN REINVESTMENT AND RECOVERY ACT FUNDING

Council authorized the City Manager to negotiate a Contract for Rapid Response and Layoff Aversion Grants through the American Reinvestment and Recovery Act Funding; execute a Memorandum of Understanding with the Yolo County jurisdictions to provide services for the Woodland business community if similar actions are approved by the Yolo County Board of Supervisors and the Cities of Davis, West Sacramento and Winters.

At the request of Council Member Dote and with concurrence by the Council, the following item was removed from the Consent Calendar for discussion:

# ADOPT RESOLUTION 5078 – FINDINGS: SPRING LAKE SPECIFIC PLAN INFRASTRUCTURE FEE; ADOPT URGENCY RESOLUTION 5079-REVISE SPRING LAKE SPECIFIC PLAN INFRASTRUCTURE FEE

Council Member Dote said there are two actions and we have a letter asking to waive the permanent adoption. City Manager Deven said this letter came late in the afternoon and we exchanged e-mails. They have a series of questions they would like answered from Economic and Planning Services (EPS). We will get them together and if this needs to be changed, we will come back to Council.

Council adopted Resolution 5078, a "Resolution of the City Council of the City of Woodland Making Findings and Adopting a Spring Lake Infrastructure Fee Increase", and Resolution 5079, an "Urgency Resolution of the City Council of the City of Woodland Making Findings ad Extending the Previously Adopted Interim Spring Lake Infrastructure Fee Increase".



#### REPORTS OF THE CITY MANAGER

# REAPPOINT AND ACCEPT RESIGNATIONS OF BOARD AND COMMISSION MEMBERS

On a motion by Council Member Marble, seconded by Council Member Dote and carried by the Members present, Council appointed and reappointed the following Members to the various Board and Commissions as indicated:

BOARD OR COMMISSION	TERM ENDING
Board of Building Appeals	12/31/2013
Commission on Aging	12/31/2013
Library Board of Trustees	12/31/2013
Library Board of Trustees	12/31/2013
Manufactured Homes Fair Practices	
Commission	12/31/2012
Parks and Recreation Commission	12/31/2013
Personnel Board	12/31/2013
Planning Commission	12/31/2013
	Board of Building Appeals Commission on Aging Library Board of Trustees Library Board of Trustees Manufactured Homes Fair Practices Commission Parks and Recreation Commission Personnel Board

# MID-YEAR ADJUSTMENTS TO THE CAPITAL BUDGET; CAPITAL BUDGET POLICY AND PROCEDURES DOCUMENT

Analyst Johnson said less than 2% of the projects in the Capital Improvement Program (CIP) are funded by the General Fund of the City.

The changes to the CIP result in changes to the funds included in the City's Capital Program as summarized below:

<u>Water Enterprise Fund</u>: delay of anticipated bond financing and related debt service payments, addition of debt service related to the ARRA funding received and changes in project timing caused this adjustment. These changes result in debt service expenditure decrease of \$738,018 in FY10 and a \$137,140 increase in FY11 and FY12. Various changes in project timing result in a decrease in project expenditures of \$156,011 in FY10, a decrease of \$1,706,011 in FY11 and an increase of \$1,750,000 in FY12.

<u>Sewer Enterprise Fund</u>: Correction of actual debt service for the 2009 Wastewater Revenue bond and shifting debt service for the 2002 bond results in a reduction of debt service expenditures of \$200,135 in FY10, an increase of \$594,396 in FY11 and a reduction of \$351,027 in FY12. Modification of project timing results in an increase in project expenditures of \$1,578,000 in FY10, \$311,000 in FY11 and \$2,143,000 in FY12.



<u>General Capital Fund</u>: Minor changes to project expenditures results in an increase in FY10 project expenditures of \$2,899.

<u>General City Development Fund</u>: Changes to projects results in a decrease in FY10 project expenditures of \$60,000.

<u>Measure E</u>: Changes to projects results in an increase in FY10 project expenditures of \$14,300.

<u>Park Development Fund</u>: Removal of the 25% debt service set aside discussed above and use of \$800,000 of accumulated reserves results in a decrease of debt service expenditures of \$746,595 in FY10, \$350,643 in FY11 and \$750,912 in FY12.

<u>Fire Development Fund</u>: Removal of the 25% debt service set aside discussed above results in a decrease of debt service expenditures of \$57,008 in FY10, \$58,368 in FY11 and \$58,562 in FY12.

<u>Storm Drain Development Fund</u>: Minor changes to projects results in an increase to project expenditures of \$10,000 in FY10 and FY11.

<u>Water Development Fund</u>: Various changes to projects results in an increase to project expenditures of \$20,701 in FY10 and FY11.

<u>Wastewater Development Fund</u>: Reallocation of debt service related to the 2002 lease revenue bonds results in a decrease in debt service expenditures of \$947,150 in FY10 and \$945,423 in FY11.

ARRA Fund: Receipt of ARRA funding requires appropriation of project expenditures of \$5,991,394 in FY10 and \$7,450,000 in FY11.

<u>Spring Lake Fund</u>: Changes in project timing results in increased project expenditures of \$225,000 in FY10 and \$995,000 in FY11.

Council Member Marble asked if there are any policy limitations on a project that should come back to the Council to be approved. Analyst Johnson said not at this time but we could return to Council should something arise of which we were unaware.

Vice Mayor Pimentel asked what the net benefit is to the City on the set aside. Analyst Johnson said this is the Community and Senior Center funding of the debt to be paid out of the Spring Lake Infrastructure Fund. It is recommended the set aside be put on hold to wait for better years. If not



needed we can pay off the bond earlier. Bonds are paid from the fees from the developer and as part of the cost to borrow. This will not impact what they pay.

Council Member Dote asked when the negative balances will be paid and Analyst Johnson said she will provide more information.

On a motion by Vice Mayor Pimentel, seconded by Council Member Dote and carried by the Members present, Council authorized the projects and funding as indicated for the three-year period beginning in Fiscal Year 2009-10 and ending in Fiscal Year 2011-12; approved the Policy language for inclusion in the Capital Budget Policy and Procedures document. Any item of concern will return to the Council.

City Manager Deven said when the Ten-Year CIP comes before Council again it will have the dollar limitation amounts.

#### BOARD AND COMMISSION APPOINTMENT PROCESS

City Manager Deven said the interview process has several options: (1) rotations of six months with two to the committee. This would give all of them an opportunity to be part of the process; (2) There could also be a Steering Committee who would do all of the interviews all of the time; and (3) a Committee for specific Boards and Commissions. The final decision would be made by all of the Council Members at a public meeting.

In relation to the environment, the interview process should be more formal with information, materials and questions to help assess the applicants. An Assessment Form should be provided to help them assess the skills and abilities of the applicants. A Handbook would be helpful for both the candidates and the Council Committee.

Mayor Davies said staff giving an assessment of the skill sets needed is a good idea. The pool of applicants can be somewhat lacking. Diversity, ethnicity, age, knowledge base, etc. would all be helpful for these various Boards and Commissions.

Vice Mayor Pimentel said we need as much input from a diverse pool as possible. Interests in the community with accountability and/or standards are issues. Direct appointments should be considered. They would then be held accountable to someone. Council members in the past have not wanted to serve on the interview panel.



Council Member Marble liked doing the interviews with different Members of the Council. He asked if the reason interviews have not happened lately is because of Council availability and/or no policy. City Manager Deven indicated it was for both of those reasons. Council Member Marble does not feel we need to bring the applicants before the entire Council. We need a more formal and confidential setting and a form with specific questions that are appropriate. He asked if the interviews need to be a public record. City Attorney Morris said the interviews are not public records. Council Member Marble said some individuals would not participate if their interview was done in a public forum. He likes the way they professionally selected the committee members.

Council Member Dote agreed with Council Member Marble's suggestions above. The Planning Commission did not like the direct appointment approach. They operate on direction from the Council and need to be able to make recommendations to the Council. They could be put off the Planning Commission when they are directly appointed by Council. Council as a whole should make the final appointment. We will be assessing their talent and their dedication.

Mayor Davies said we need to urge people to apply for the vacancies. Each Council Member can take two to three Committees and handle them for a year or two.

Vice Mayor Pimentel said all of these processes will make the issue transparent. We should advertise and interview at least four times per year. Director Vannucci said we have legal obligations in the current Code to advertise as vacancies become available. Council Member Marble likes to have specific interview dates and the interviews should be confidential.

On a motion by Mayor Davies, seconded by Council Member Marble and carried by the Members present, Council directed staff to modify the process by developing multiple Council Subcommittees responsible for interviewing candidates for specific Boards or Commissions and present recommendations to the entire Council and utilize for information purposes a Board/Commission assessment form to support the appointment process.

#### **ORDINANCE**

<u>CHANGE THE COMPOSITION OF THE PARKS AND RECREATION COMMISSION FROM SEVEN MEMBERS TO FIVE MEMBERS</u>



Chief Sullivan indicated that Council had requested information on the possible reduction in the size of the Parks and Recreation Commission. The

original seven member Commission had been at that size due to the consolidation of the Tree Commission with the Parks and Recreation Commission and to allow for the transfer of information. As that consolidation was over five years ago, it is now no longer necessary to maintain that large of a Commission.

Council Member Dote asked if the reduction in number would affect the work plan. Mayor Davies said there is no stratification on this Commission. There has been discussion on having a youth member. Chief Sullivan said they did not discuss that option but did talk about assignment of a liaison with various programs that are out in the city.

Vice Mayor Pimentel does not want to reduce the size of the membership. He had proposed a Youth Commission and the Parks and Recreation should have a member involved in that area. We need as much input as we can from the citizens.

Council Member Marble asked if it is mandated that we have a fixed number and base a quorum that number or the number in attendance at a specific meeting. City Attorney Morris said we could have a floating number of members. He needs to do some research on how that would work.

Mayor Davies said seven members are awkward and hard for staff to handle. There are other ways to get citizen involvement.

Council Member Dote moved delay this item until the City Attorney has time to get back to the Council. Council concurred.

#### ADJOURN

At 6:54 p.m., Mayor Davies adjourned the regular meeting of the Council.

Respectfully submitted,

SS: Sue Vannucci, Director of Administrative Services

Adopted by Council: October 19, 2010