Woodland City Council Minutes Council Chambers 300 First Street Woodland, California

January 23, 2001

# CITY COUNCIL SPECIAL SESSION

Vice Mayor David Flory called the Special Session of the City Council of the City of Woodland to order at 7:00 p.m.

## **ROLL CALL:**

Vice Mayor Flory asked the City Clerk to call Roll of the Council.

COUNCIL MEMBERS PRESENT: Borchard, Dote, Flory, Monroe

COUNCIL MEMBERS ABSENT: Peart

STAFF MEMBERS PRESENT: Rick Kirkwood, Phil Marler, Margaret

Vicars, Debbie Grose, Terry Brown,

Steve Harris, Sue Vannucci

ALSO PRESENT: Consultant/Auditor Amy Meyers

#### PLEDGE OF ALLEGIANCE

Vice Mayor Flory invited those in attendance to join him in the pledge of allegiance to the Flag of the United States of America.

## PUBLIC COMMENT:

None heard.

#### COUNCIL MEMBER COMMENTS AND REQUESTS:

Council Member Dote advised that she and Council Member Peart had been attending the Turn of the Century meetings with staff and the developer. Progress is being made and a report will return to Council at a future date.

Council Member Monroe requested the Departments within the City to place positive articles in the newspaper regarding events, services and issues before the City. Assistant City Manager Marler said there was a process in place where Departments would rotate with articles on a monthly basis. At a recent Management Staff meeting the issue was addressed again, with possibly a newsletter and informational articles. City Manager Kirkwood stated this could be a format to make citizens aware of what services are available to them within the City as well.

Council Member Dote said the Chamber of Commerce Installation Dinner will be held on January 26, 2001 and "Murder at the Library" will take place on February 2, 2001.

Mayor Borchard said the Annual Dinner of the Yolo County Taxpayers' Association would be held on January 27, 2001 at 6:30 at St. John's Church. He also reminded citizens there would be a Ribbon Cutting Ceremony on January 27, 2001 at 11:00 for the East Street Corridor Landscaping project. This will take place at East and Main Streets.

#### REPORTS OF THE CITY MANAGER:

#### CERTIFICATE OF APPRECIATION FOR JOHN FERNS

On a motion by Mayor Borchard, seconded by Council Member Dote and carried by a unanimous vote of members present, the Council adopted a Certificate of Appreciation for John Ferns for his support and dedication to the Woodland Volunteer Food Closet.

The Council was seated as the Board of Directors of the Woodland Public Facilities Corporation, the Woodland Public Financing Authority, and the Redevelopment Agency for the following Audit Reports as presented.

#### ANNUAL AUDIT REPORT FOR WOODLAND PUBLIC FACILITIES CORPORATION

Finance Director Margaret Vicars said the Public Facilities Corporation was created in 1989 to assist in the financing of public improvements, specifically the Library. The bonded debt was refinanced in 1995 to lower cost and the Utility User Tax burden to the consumer. As the Bond will be paid in full in December of 2005, the Board may wish to maintain this Utility Users Tax at the present rate to fund other capital improvements. She stressed this would not be an additional tax, but a continuance of an existing and suggested uses could be Cache Creek improvements, Fire and Police facilities, or other Capital Projects.

#### **WOODLAND FINANCE AUTHORITY**

Director Vicars said the Finance Authority is a Joint Powers Authority organized by the City and the Redevelopment Agency to assist in financing public improvements. The Authority was formed in 1996 and issued a Bond of \$2,500,000 in December that year. The debt service has a thirty-year span with the life of the RDA at twenty-five years. The Board will be asked to approve a fund refund for the East Main Street Bonds which will lower the annual debt service by \$80,000 to \$85,000. She pointed out that the number of property owners in this Assessment District has increased to seventy-seven. This is a very active district with very little rate of delinquency.

# WOODLAND REDEVELOPMENT AGENCY

This Agency was created in the late 1980's to clear and rehabilitate properties in the project area. There are three operating funds: Redevelopment (Project), Low and Moderate Income Housing (Housing) and Debt Service, which was discussed previously. The Housing is approximately 20% of the funds. There is deferred revenue from the Hotel Woodland project in the amount of \$288,603, which is up in 2025.

#### COMPREHENSIVE ANNUAL FINANCIAL REPORT

This report, CAFR, includes all of the Agencies previously discussed, as well as the operations of the City of Woodland. Our City is consistently recognized as one whose financial reporting exceeds the qualifications of the various State governing agencies. Director Vicars referred to page 74 of the CAFR, which addresses the rate setting due to the net loss in water, sewer and

storm drainage income. At present there are no funds available to cover these expenses. There has been a great deal of capital work over the past several years. The sewer fund has non-operating revenues of \$274,000 for interest earned. The \$864,000 is the interest on the 1988 sewer fund.

Vice Mayor Flory said he understood City property was pledged to pay off debt and asked how the City indicates this in the budget. Director Vicars said it is not indicated in the audit itself, but rather in notes and does not take it into consideration until the property is sold as it then has a cash value. At present the only property pledged is the Municipal Service Center.

The General Fund is the major focus as that is where most transactions occur. The fund balance is presently \$2,660,860. Expenses are down primarily due to personnel issues. There have been several positions left unfilled to date, which has precipitated the savings. Director Vicars stated that some of the revenues were reclassified last year. This gives the appearance of savings or increase in specific areas when it actually means the funds were moved into other categories.

Mayor Borchard left the meeting at 7:40 and returned at 7:41.

The City has an extremely low debt margin compared with other Cities in the State. Council Member Monroe commended the Departments for saving money as indicated in the report. Director Vicars said the City has contracted for office machines and supplies, which has been a tremendous saving. City Manager Kirkwood said the Council had asked for fiscal management and a sixyear reserve of \$4,000,000. He will be asking the Council to contact the Legislators and the League of California Cities to begin an effort to return funds from the State level to the local level.

The Boards will sit as the Council to approve the audit of the various Agencies. On motion by Mayor Borchard, seconded by Council Member Dote and carried by a unanimous vote of the members present, the Council received and accepted the Annual Audits for the Woodland Public Facilities Corporation, the Woodland Public Financing Authority and the Redevelopment Agency for the City of Woodland.

#### COMMUNITY DEVELOPMENT DEPARTMENT ORGANIZATIONAL IMPROVEMENTS

City Manager Kirkwood reviewed the background on the direction he had given Community Development Director Harris upon his employment with the City. Director Harris summarized the goals of the Department as tied to the budget goals. The Department has three broad areas of responsibility: planning and zoning, building permitting and inspection, and Redevelopment. The Department Mission Statement ties with the budget goals and the responsibilities of the Department. Areas where improvement in effectiveness could be undertaken were: customer service, organizational structure, staff training and skill levels, technology enhancements, responsiveness to changing requirements and standards, staff relationships with Boards and Commissions.

There have been changes in Departmental operations by instituting Daily Activity Logs. There is a plan to train a Planning Technician to respond to those citizens seeking information in the office. An Interim Building Official, Doris Specht, has been employed. Plans routing and Code Enforcement activities have been studied.

Council Member Monroe left the meeting at 8:15 and returned at 8:17.

The Department is also addressing technological issues where more accurate information is available, forms and permits can be received and submitted electronically, and information entered into a hand held system for use in the field. A manual and forms have been developed and revised. One of the mayor issues of concern was that of permit fees. At times they were undercollected or not collected at all.

Interim Building Official, Doris Specht, presented the draft of the Building Department Procedures to the Council for review, as well as some sample forms and applications which will make the processes easier to track. This Manual of Procedures will provide consistency in administering the processes within the Department.

Mayor Borchard left the meeting at 8:35.

Vice Mayor Flory stated the Council would support the Department and its efforts to move ahead in the restructuring and reorganization.

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# ADJOURNMENT:

At 8:40 p.n	n. the Special Meeting	g of the City	Council was	adjourned to t	he regular
meeting of Februa	ary 6, 2001.				

City Clerk of the City of Woodland

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