## Woodland City Council Minutes

Council Chambers 300 First Street Woodland, California

March 3, 1998

The Woodland City Council met in special session at 6:00 p.m. in the second floor conference room of City Hall in order to convene a closed session. Before the closed session the Mayor announced the purpose. The Council then convened the closed session to confer with Legal Counsel regarding existing litigation (Sec. 54956.9). The names of the cases: United States District Court Eastern District of California, Case No. CIV-S-97-0419 DFL GGH, Jolynn Tetzlaff v. City of Woodland, City of Woodland Fire Department, John Buchanan, Patrick Whelan, Kent Wickstrom, et al; Eller Media v. City of Woodland (Yolo County Superior Court Case No. V97000242); and City of Woodland vs. Beamer Park Industries, et al (Yolo County Superior Court No. V98000070).

Council Members present at the special meeting were: Rominger, Borchard, Losoya and Ryhal. Council Members absent: Flory. Staff present for all or portions of the closed session: City Manager Kris Kristensen, Assistant City Manager Phillip Marler, Community Development Director Janet Ruggiero, Fire Chief Miles Julihn, Risk Manager Jeff Tonks, and Legal Counsel Carolee Kilduff.

The special session and closed session were adjourned at 6:55 p.m.

The Woodland City Council met in regular session at 7:02 p.m. in the City Hall Council Chambers.

## PLEDGE OF ALLEGIANCE:

Mayor Rominger opened the meeting and invited everyone present to join her in the pledge of allegiance to the Flag of the United States of America.

## **ROLL CALL:**

COUNCIL MEMBERS PRESENT: Rominger, Borchard, Flory, Losoya, Ryhal

COUNCIL MEMBERS ABSENT: None

STAFF PRESENT: Kristensen, Siprelle, Marler, Ruggiero,

Wegener, Winnop, Barry, Vicars, Hanson

#### MINUTES:

Mayor Rominger noted a correction on page 2 of the December 9, 1997 minutes, 3rd paragraph, 3rd sentence, to state that "Mayor Rominger said if Yuba College would like to offer some programs which are physical education in nature, College representatives should contact the City so that those types of facilities can be included in the plans."

On motion of Council Member Flory, seconded by Council Member Borchard and carried by unanimous vote (Council Members Losoya and Ryhal abstained), the City Council approved the minutes for the special Council meeting of December 9, 1997, with a correction on page 2 as recommended by Mayor Rominger.

On motion of Council Member Flory, seconded by Council Member Borchard and carried by unanimous vote, the City Council approved the minutes for the regular Council meeting of December 16, 1997, as prepared.

#### **COMMUNICATIONS:**

1. From Pacific Gas and Electric Company a notice was received advising of its application filed with the California Public Utilities Commission to increase P.G. & E.'s base electric and gas revenues. Council first received this notice at the January 6 meeting, and Mayor Rominger said that P.G. & E. wanted to speak to the Council about the application. The matter was set for a discussion at the February 17 meeting, but Rodney Nelson of P.G. & E. withdrew their request to speak to the Council. Mayor Rominger asked that the notice be placed on the March 3 agenda. There were no Council comments.

### **COMMITTEE REPORTS:**

1. From Library Services Director Marie Bryan a report was received transmitting the minutes of the Library Board meetings of January 5 and January 26, 1998.

Mayor Rominger inquired about the Library Board minutes for January 5 in regard to developers' fees. She said the minutes indicate that the Library Services Director told the Library Board how the developers' fees might be used. She said one is a branch library in the southeast area. She said she did not think the City could have a branch Library because of the funding for the Library renovation.

The City Manager said in July of 1979 there was a measure passed by the voters of Woodland which indicated that the Library facilities should be retained at the current location (250 First Street). He said there has been some concept in the commercial area of Sycamore Ranch there might be a facility there, but in order to allow that to occur the provision in the 1979 ballot measure would have to be amended some way. He said the

amendment would have to be voted on.

Mayor Rominger said at this point in time it would be inappropriate to allocate dollars to a branch library.

The City Manager said the City is collecting fees that anticipate that the development would actually occur, but that is one of the steps that has to take place before the money is spent. He said the Library Board also has had ideas about bookmobiles, and that would not require the same kind of change in the measure.

The Community Development Director said the issue is that the fees are being collected for additional square footage, the location of which is yet undetermined. She said there was discussion of a request for additional commercial in the southeast area, and this was contingent on providing some kind of public utilization at that site.

- 2. From Finance Director Margaret Vicars a report was received transmitting the minutes of the Yolo County Public Agency Risk Management Insurance Authority Board meeting of January 28, 1998.
- 3. From Human Resources Manager Dean Gualco a report was received transmitting the minutes of the Personnel Board meeting of February 4, 1998.
- 4. From Parks, Recreation and Community Services Director Tim Barry a report was received summarizing action taken at the Commission on Aging meeting of February 10, 1998.
- 5. From Community Development Director Janet Ruggiero a report was received transmitting the minutes of the Historical Preservation Commission meeting of February 11, 1998.
- 6. From the Community Development Director a report was received advising that Board of Building Appeals met on February 18, 1998 to hear an appeal from Lamson and Sessions on the fire sprinkler protection for the storage of flammable glue used for plastic pipe. The Board decided to reschedule the meeting in order to allow time to visit the site, and the meeting will be set for a future date.

#### PUBLIC COMMENT:

Mark Rinkel, Information Systems Manager, reminded the viewing audience that the City is introducing a new utility bill which is now in the mail. He made a presentation about reformatting the bill which is no longer a postcard. The new utility bills are inserted it in an envelope and include a return envelope.

The City Manager said this evening the City received a message from the Yolo County Board of Supervisors Chair Lynnel Pollock advising that the Board of

Supervisors have a meeting planned in the Council Chambers on March 18. The topic of the meeting will be the proposed Cal Fed water plan.

The City Council agreed to meet jointly with the Board on March 18, 1998, 7:00 p.m.

## PRESENTATION - REDEVELOPMENT CITIZENS' ADVISORY COMMITTEE:

Peter Holmes, Chair of the Redevelopment Citizens' Advisory Committee, gave Council background on the Committee's formation in 1989, the committee's responsibilities and current Redevelopment projects.

#### RESOLUTION NO. 4041 - RESOLUTION OF APPRECIATION FOR MATT SEARS:

Police Captain Del Hanson advised Council that Corporal Matt Sears is leaving the City's employment after eleven years and seven months of dedicated service with the Police Department. He said he will be employed at the Sacramento County Sheriff's Office where he will be closer to his family.

Mayor Rominger said that Mr. Sears was not able to attend the meeting.

On motion of Council Member Borchard, seconded by Council Member Ryhal and carried by unanimous vote, the City Council adopted Resolution No. 4041, a Resolution of Appreciation for Matt Sears.

## PROCLAMATION - WOMEN'S HISTORY MONTH:

Kathryn Portman, member of the Yolo County Women's History Steering Committee, briefed the Council on activities planned throughout the County for Women's History Month.

On motion of Council Member Borchard, seconded by Council Member Losoya and carried by unanimous vote, the City Council proclaimed March as Women's History Month.

Mayor Rominger presented the proclamation to Ms. Portman.

## PROCLAMATION - NATIONAL AGRICULTURE WEEK:

On motion of Council Member Borchard, seconded by Council Member Losoya and carried by unanimous vote, the City Council proclaimed March 15-21, 1998 as National Agriculture Week in the City of Woodland.

Mayor Rominger presented the proclamation to Casey Stone, Vice President of the Yolo County Farm Bureau. He described what the Farm Bureau is doing to celebrate Agriculture Week beginning with a breakfast at the Heidrick Ag History Center on March 15, 7:30 a.m.

# HEARING - REORGANIZATION OF NORTH KENTUCKY PARTNERS PROPERTY:

Mayor Rominger said this time was set for a public hearing to consider approval of the annexation of North Kentucky Partners Reorganization property to the City of Woodland.

The Community Development Director said the final step in the annexation of the North Kentucky Partners Reorganization to the City is to hold a hearing to receive protests to allow attachment of the property to the City of Woodland. She said this includes 45 acres of land located north of Kentucky Avenue and west of the California Northern Railroad tracks. She said there is a landowner consent for this annexation, and the annexation has gone through the LAFCO hearing process. The annexation is now before the Council for final action. The property is zoned C-3 Service Commercial, and the proposed annexation has gone through the appropriate environmental assessment.

Mayor Rominger said as the City's representative on LAFCO she noted that the annexation was approved with very little discussion.

Mayor Rominger opened the public hearing.

Bill Streng, applicant, said he was available for questions from the Council.

There being no further comments, Mayor Rominger closed the public hearing.

Resolution No. 4043:

On motion of Council Member Flory, seconded by Council Member Losoya and carried by unanimous vote, the City Council adopted Resolution No. 4043, approving the reorganization of the North Kentucky Partners Annexation to the City of Woodland.

#### TEMPORARY ADJOURNMENT OF COUNCIL MEETING:

Mayor Rominger temporarily adjourned the meeting of the Council at 7:43 p.m. in order to convene a meeting of the Woodland Redevelopment Agency Board of Directors. See Agency minutes attached to these Council minutes as Exhibit A. At 7:53 p.m. the Redevelopment Agency Board meeting was adjourned, and the Council meeting was reconvened.

#### REPORTS OF THE CITY MANAGER:

#### CONSENT CALENDAR:

Council Member Flory asked that the Parks, Recreation and Community Services monthly report be removed from the Consent Calendar.

On motion of Council Member Losoya, seconded by Council Member Ryhal and carried by unanimous vote, the City Council approved the following Consent Calendar items:

## CAPITAL BUDGET IMPLEMENTATION:

The City Council received the Capital Budget implementation monthly report.

## CITY TREASURER'S MONTHLY REPORT:

The City Council received the City Treasurer's monthly report for January 1998.

## MUNICIPAL SERVICE CENTER ROOF REPLACEMENT:

The City Council accepted the Municipal Service Center roof replacement, Project No. 94-17, by Gudgel/Yancey Roofing, Inc., as complete; directed the City Clerk to file a notice of completion; and authorized the Mayor and City Manager to sign the notice of completion.

## WASTEWATER MASTER PLAN UPDATE:

The City Council authorized the Public Works Director to execute a contract amendment with its wastewater master plan consultant, CH2M Hill of Sacramento, CA, for preparation of Phase B of the Wastewater Master Plan (WWMP), in the amount of \$255,800, and to authorize changes not to exceed 10% of the award for the second phase of this master plan.

## RESOLUTION NO. 4042 - RESOLUTION OF APPRECIATION:

The City Council adopted Resolution No. 4042, recognizing Community Services Officer Leilani Vierra for eleven years of public service with the Woodland Police Department.

#### REGULAR CALENDAR:

## PARKS, RECREATION AND COMMUNITY SERVICES REPORT:

Council Member Flory inquired about the Freeman Park Bandstand project. He said he was aware that the coordinator for the project has taken another job and is traveling.

Parks, Recreation and Community Services Director Tim Barry said he just made contact with the coordinator's wife last week because he was away on a business trip, and he will be talking to him this week. He said he spoke with the City Manager about the last portion of the project which is to coordinate construction for the framing of the roofing.

Mayor Rominger inquired about the grandstand purchase for the High School.

The Director said the group of teachers who approached the Council about financial support for the project have not formally approached the School District. He said the Parks, Recreation and Community Services Commission at its last meeting encouraged the group to do so to at least get a response back. He said he spoke with an administrator with the School District who said the group had not approached the District through formal lines. He said, however, if they had made the contact there would be other priorities in their overall priorities of funding, rather than a grandstand. He said the Baseball Committee is sorting priorities and waiting for the final analysis for the Lee Ballfield Lighting Project to see if it comes in under budget.

On motion of Council Member Flory, seconded by Council Member Borchard and carried by unanimous vote, the City Council accepted the Parks, Recreation and Community Services monthly report.

# COMMUNITY FACILITIES DISTRICT NO. 1 (SYCAMORE RANCH) BONDS:

Finance Director Margaret Vicars said Council is being asked to adopt resolutions for the issuance of a second series of Community Facilities District No. 1 (Sycamore Ranch) bonds. Included in the action are review and approval of the Preliminary Official Statement, the Indenture, the Bond Purchase Contract, and an agreement for disclosure counsel. She said in 1994 the City Council approved Community Facilities District No. 1 and issued the first bonds for projects in the area. Included in the first issue was an indenture covenant that additional bonds would be issued for the construction of an elementary school in the Southeast Area. The City obligated to provide \$4.9 million in funds from the second bond issue for the school, which is now the Tafoya Elementary site. The 1994 indenture included a clause conditioning that the second set of bonds could not be issued until such time as 750 single family residential building permits had been issued in the area. That goal was passed in November/December 1997. She said Woodland Joint Unified School District has

purchased the land for the new school, began infrastructure improvements and has plans for the site before the State architect. Construction should begin this Spring, and the dollars from the bonding will be needed at that time. She said Bob Brunsell, bond counsel from the firm of Sturgis, Ness, Brunsell & Assaf, was present at the meeting. Also present was Jonathan Cristy, disclosure counsel from Kronick, Moskovitz, Tiedemann & Girard. Ed Shilling from Stone and Youngberg, the underwriter, was present. Others assisting with the process were not present. She called Council's attention to the appraisal that was done. She said the original appraisal that was done on all of the raw land was for about \$21 million. The appraisal that was completed at the end of January of this year had \$119 million value for all of the developed land which is about 48 percent of the total land use in the Southeast Area and \$22 million for the remaining 52 percent of the land in the Southeast Area. Because of that the City will get a very good interest rate. She said the bond issue in 1994 was \$7 million, and this bond issue is approximately \$6.5 million. She said that amounts to \$13.5 million added together of the original \$16 million bonding capacity. She said staff is also requesting that the \$2.5 million capacity be retained for future uses, such as the Tax Anticipation Note that the City issued in 1995 for short term cash flow issues.

Bob Brunsell, bond counsel, said there has only been one substantive change in the indenture since it was circulated to Council. He said it has been determined that these bonds can be made "bank qualified" which means banks can invest in these bonds and have the same right to tax-exempt interest as other holders of the bonds. He said this is available to issuers that are small issuers, and he said this has the advantage of somewhat broadening the market on the sale of the bonds and may have some effect in lowering the interest rate.

Ed Shilling of Stone and Youngberg said the market place for municipal bonds which the City will be offering next week is excellent. For the last five or six months, he said, treasury rates have been near their 25 year lows or at 25-year lows in terms of yield. He said the City's unrated bonds are high yield.

Jonathan Cristy of Kronick, Moskovitz, Tiedemann and Girard said these bonds are revenue obligations to the City supported by special taxes and are collected from the property owners.

On motion of Council Member Ryhal, seconded by Council Member Flory and carried by unanimous vote, the City Council adopted Resolution No. 4044, a resolution approving an amended and restated indenture providing for the form, execution and issuance of Series 94-1 Special Tax Bonds and Series 98-1 Special Tax Bonds, Community Facilities District No. 1 (Gibson Ranch), Series 98-1; adopted Resolution No. 4045, a resolution approving Preliminary Official Statement, Community Facilities District No. 1 (Gibson Ranch) Series 98-1; adopted Resolution No. 4046, resolution authorizing the City Manager to enter into bond purchase contract, Community Facilities District No. 1 (Gibson Ranch), Series 98-1; and authorized the Finance Director to sign an agreement for disclosure counsel services for Community Facilities District No. 1

(Gibson Ranch), Series 98-1, with Kronick, Moskovitz, Tiedemann and Girard.

#### PARKS, RECREATION AND COMMUNITY SERVICES MASTER PLAN:

Parks, Recreation and Community Services Director Tim Barry discussed the approach to further review the draft Parks, Recreation and Community Services Master Plan. He said Council received a formal presentation of the final draft at its February 17 meeting and had a discussion at the February 24 Council study session regarding various elements of the Plan. The main item of the Plan is the financing of the Plan. He said the Plan did a good job of outlining what the community's desires in terms of parks, recreation and community facilities, but the real issue is the community's ability to pay for the facilities. He suggested separating the discussion between the standards and projects which the existing community would be responsible for funding and the standards and projects which the new neighborhood area would be responsible for funding. He said the City has had many years of incremental growth and some deficiencies in facilities and maybe we should prioritize what is most important to us and see what the public's ability to pay is. He suggested that the Council refer the matter back to the Project Committee which has been working on the Plan. The Committee is made up of members of the Commission Aging, the Parks, Recreation and Community Services Commission, the business community, citizens with special interests, staff and the consultant.

Responding to a question from Council Member Borchard, Mr. Barry said the Plan states that the City shall strive to maintain the standards of 10 acres per 1,000 people to both sections of the community.

Council Member Ryhal said the Committee should refine what the expenses are and the real needs are versus wants. He asked if the developers could be asked to construct the facilities using the guidelines that the City has, and he said that may be less expensive.

The City Manager said that approach can apply to new development. He said he viewed the plan as two separate issues: the existing community and new development. He said there may be two different solutions. The existing community has to look at what it is responsible for in the draft Plan and come to some conclusion as to how affordable it is. The Plan proposes a bond that would have an impact of about \$20.00 per month per household. At this point he said he did not see that as being close to realistic. He said the Council has to look at that and get it down to a number that has a potential of getting a two-thirds vote on a bond. A similar analysis would be done in the context of impact on new development. He said staff is hoping that is the approach the Project Committee will take.

Vice Mayor Losoya requested that the Project Committee consider equally all of the needs of recreation in the community, including adult and youth baseball, soccer, etc., so that when we scale down we do not do it at the expense of someone else's

need.

Council Member Ryhal noted that the City does not have many facilities for baseball players who are over 12 years old.

Mr. Barry said full size baseball diamonds are in the draft Plan, principally because the Baseball Master Plan was folded into the draft Plan. He said soccer fields are also included.

Vice Mayor Losoya left the meeting at 8:25 p.m. and returned at 8:27 p.m.

On motion of Council Member Borchard, seconded by Council Member Ryhal and carried by unanimous vote, the City Council referred the draft Parks, Recreation and Community Services Master Plan to the Project Committee and requested a report back to Council in 60 days.

# RESOLUTION NO. 4047 - AMENDMENTS TO SALES TAX MEASURE LANGUAGE:

The City Manager said on February 10 by a four-fifths vote Council took action to place two measures on the June 2, 1998 ballot concerning a local sales tax measure. He said Partners for Woodland Progress have been reviewing the language and requested some changes, and he said Council has until Friday, March 6, to make changes to the ballot language. He then distributed copies of the proposed changes, and he said the changes were reviewed with pollster Brian Godbe and Jonathan Cristy from the City Attorney's office.

After comments from Council, Tom Vail and Jack Slaven the following action was taken:

On motion of Council Member Losoya, seconded by Council Member Borchard and carried by the following vote, the City Council adopted Resolution No. 4047, amending Resolution No. 4039 and modifying the language of the proposed measures on the June 2, 1998 ballot to read as follows:

"Measure K, Advisory Vote Only. This measure does not increase taxes. Shall any new voter approved sales tax in the City of Woodland fund only the following CITY SERVICES, PROGRAMS AND FACILITIES?

Repair streets, fill potholes and improve storm drainage and flood control facilities throughout the City

Provide for additional police officers and crime-fighting capabilities Improve and maintain youth and recreation programs

Measure L, Shall the Woodland City Council enact a one-half cent sales tax for general

CITY SERVICES, PROGRAMS AND FACILITIES, with the following mandatory restrictions?

The sales tax will expire after four years, unless reauthorized by the voters An independent Oversight Committee will conduct yearly audits of all sales tax expenditures

Annually, a detailed spending plan and report will be presented to the public and published in local newspapers"

AYES: COUNCIL MEMBERS: Borchard, Flory, Losoya,

Ryhal

NOES: COUNCIL MEMBERS: Rominger

Council took a recess from 9:09 p.m. until 9:18 p.m.

#### DUBACH SOFTBALL COMPLEX DE-WATERING:

Parks, Recreation and Community Services Director Tim Barry gave Council an update on de-watering efforts at Dubach Softball Complex. He said the entire 15-acre site, which is visible from Interstate 5, is under water. He said the operation entails the rental of pipe and a six-inch surface pump (diesel fueled) for a monitored pumping operation of about 12 hours per day for 7 days a week. He said last year staff came to Council twice for funding for renting the pump and pipe. Last year Council asked staff to research a better way to de-water the site, and he said the Public Works Department is finalizing some options, including purchasing piping and a pump as suggested by Council Member Borchard. He said the City has had the park since 1972, and there have been many dry years as well as very wet years. He requested that the Council approve the funding of \$27,000 estimated for this year's de-watering which started on February 13, 1998 and will run through June this year. He said Buck Ratliff was present at the meeting earlier to support this effort.

Council Member Borchard encouraged the Council to purchase the pipe and pump and save the rental expense. He said there is a farm auction to be held in a couple of weeks, and there is a load of mainline pipe to be sold. He said it does not take a lot space to store the pipe, and when the City does not need the pipe any more the City can sell it because it is a commodity which goes up in price. He suggested a City representative attend the auction (to be held on March 14) to submit a bid. After discussion Council took the following action:

On motion of Council Member Borchard, seconded by Council Member Losoya and carried by unanimous vote, the City Council allocated \$12,000 for current expenses of de-watering Dubach Softball Complex and authorized up to \$30,000 for acquisition of pipe and a pump for continual pumping.

NUISANCE ABATEMENT/BUSINESS LICENSE REGULATIONS:

Ed Hammond, Building Inspector and Code Enforcement Officer, reported on two proposed ordinances to amend the City Code. He said the Council has received complaints regarding the storage and repair of demolition derby cars. The Community Development Department also continues to receive complaints relating to automotive repair in residential areas. In an effort to address this he proposed an ordinance to define major and minor automotive repair and regulations specifically for conducting the repairs within an enclosed structure. The proposed ordinance also defines inoperative vehicles and provides for the recordation of notices with respect to Code violations so that new owners of record could handle the violation. The second proposed ordinance designates the Community Development Director instead of the Finance Department as administrator of the Business License Chapter of the City Code. This ordinance also provides for citing individuals in violation of the business license ordinance. He then gave Council an update on Code enforcement activity.

Council discussed car covers and different types of covers. After further discussion Council agreed to introduce the ordinance relating to business licenses and postponed action on the nuisance abatement ordinance.

## Ordinance No. 1304:

On motion of Council Member Ryhal, seconded by Council Member Flory and carried by unanimous vote, the City Council introduced and read by title only Ordinance No. 1304, an ordinance amending Chapter 13 related to business licenses.

#### CITY PURCHASING SYSTEM:

Purchasing Manager Al Mancilla said the City conducted an environmental scan of the City as an organization from within our organization as well as from our community. The scan took place during March, April and May 1997. As a result of the scan goals were established in order for the City to achieve its Mission and fulfill its vision. Strategy teams were chartered by the Strategic Planning Committee to address some of the issues that were reoccurring themes during the environmental scan. One of the Strategy Teams chartered was Procurement. The Procurement Strategy Team was chartered because of the lack of consistency in the procurement process between city departments, lack of understanding the procurement process, the amount of time it took in the bid process, and the number of times the same item or project was required to go to the City Council. He then reviewed the draft Purchasing Policies and Guidelines and Draft Procurement Ordinance. He said no Council was requested of Council at this time.

Council agreed to discuss the proposed Purchasing Policies and Guidelines and Draft Procurement Ordinance at the March 24, 1998 adjourned meeting.

On motion of Council Member Flory, seconded by Council Member Borchard and carried by unanimous vote, the City Council extended the meeting from

10:30 p.m. until 11:00 p.m.

# ORDINANCE NO. 1305 - SUBPOENA AUTHORITY FOR PERSONNEL BOARD:

Human Resources Manager Dean Gualco reported that the City is required by law to provide its employees due process when imposing certain types of discipline. He said this due process includes a hearing at which the employee may confront the witnesses against him or her and present his or her own evidence regarding the proposed discipline. The obligation of the City to provide a hearing has been delegated to the Personnel Board which provides a recommendation to the City Manager. He said both the City and the affected employee on occasion may require that third persons attend the hearing of the Personnel Board to present evidence. He said the lack of ability to compel such attendance can severely hamper the ability of the Board to operate. The City Council, he said, pursuant to Government Code Section 37105 and 45004 has authority to issue subpoenas. He proposed the introduction of an ordinance to delegate its authority to issue subpoenas to the Personnel Board in those limited circumstances in which a disciplinary appeals hearing is pending before the Board. Thereafter, the Personnel Board may issue subpoenas requiring attendance of any witness or the production of books or other documents in any disciplinary appeal hearing pending before it, either on its own motion or upon the request of any party to the hearing.

On motion of Council Member Flory, seconded by Council Member Losoya and carried by unanimous vote, the City Council introduced and read by title only Ordinance No. 1305, titled "Ordinance of the Council of the City of Woodland Adding Section 16A-1-11 to Article I of Chapter 16A of the Woodland City Code Relating to Issuance of Subpoenas by the Personnel Board."

## CITY INVESTMENT POLICY:

Margaret Vicars, Finance Director and appointed City Treasurer, presented the Investment Policy for the City for approval by Council. She said the only changes from the previously approved policy were very minor.

Mayor Rominger noted that on page 2 of the Investment Policy there is a statement that the Treasurer and Director of Finance shall establish guidelines for Trustee contracts and jointly monitor the monthly accounts. She said currently the Finance Director and Treasurer are the same person.

Ms. Vicars said the Investment Committee needs to meet because there is a concern about both positions being held by one person and maintaining checks and balances. She said the Investment Committee is aware and will work on the issue.

Mayor Rominger said she felt something needed to be done in the meantime.

Ms. Vicars said the Investment Policy states that "Trustee accounts, as well as being governed by State Code shall have guidelines included in the contracts as to the strength of financial institutions in which they may choose to invest City funds. The Treasurer and Director of Finance shall establish guidelines for Trustee contracts and jointly monitor the monthly accounts." She said trustee contracts are similar to the action taken by Council tonight regarding the bonds. She said there is nothing much going on there which has not already been approved by Council, and she did not have any plans to change anything.

Mayor Rominger said the key word is "monitor" and jointly monitoring the monthly accounts.

Ms. Vicars said the City has a Deputy City Treasurer who receives all of the reports, monitors and reports back to Council and her. She said the Council could put another person in there, but she felt it was covered for now.

Mayor Rominger said she felt the Council should place another person in there in order to protect the City. She then commented on the safekeeping of negotiable securities. The Finance Director said this type of information is included in the monthly Treasurer's investment report.

Mayor Rominger requested that the Investment Policy be placed on the March 17 agenda for approval under the Consent Calendar items.

#### LIBRARY FUND DEVELOPMENT POSITION PROPOSAL:

The City Manager said at the February 3 regular Council meeting Mayor Rominger requested an explanation on an item on the December 1, 1997 minutes of the Library Board discussing possible advertising for a new Library fund development position. He said the Library Services Director and Library Board submitted an idea in their original budget submittal for the Fiscal Year 1997-98 City Operations and Maintenance Budget. As part of the budget process he said he asked each department to make some initial cutbacks, and in the Library's budget the General Fund was reduced for that project. He said there was some discussion about transferring the General Fund's contribution to the Library's Fund 70 allocation, but that was not ultimately done. He said this item was not included in the adopted Fiscal Year 1997-98 Budget. In regard to position changes he said he gives the Council an overall budget memo which addresses these changes.

On motion of Council Member Flory, seconded by Council Member Ryhal and carried by the following vote, the City Council extended the meeting from 11:00 p.m. until 11:20 p.m.:

AYES: COUNCIL MEMBERS: Borchard, Flory, Ryhal,

# Rominger NOES: COUNCIL MEMBERS: Losoya

Library Services Director Marie Bryan said the original position was for a contract for 1,000 hours for just one year. The position was never a part of the actual salaries and benefits. She said the proposed allocation was in professional and special services line item in the budget. She said it was intended to fill the stated need in the Strategic Plan to develop partnerships in the community to augment the resources to provide library services. She said she did not have time to develop the partnerships and develop alternative sources of fund raising. She said Friends of the Library are willing to donate up to \$10,000 with the City's matching funds for the position through December 31, 1999. She said Fund 70 was raised at one point, but the Friends reiterated that they were not interested in matching other Library funds, only General Fund money. She said she had no choice in the budget process but to eliminate the \$10,000 proposed allocation. She noted that the Library has the same staff level as it had 10 years ago even though there has been an almost 25 percent increase in the City's population.

Library Board Member Sandra Briggs discussed the utilization of Fund 70.

Mayor Rominger said staff's report answered her questions.

#### COUNCIL CANDIDATE ORIENTATION/POSITION PAPER:

City Manager Kris Kristensen said the Council candidate orientation meeting will be held at City Hall on Monday, March 16, and he gave Council Members a copy of the letter to candidates inviting them to the event. He said in May 1996 the City Council received a report from the Woodland Chamber of Commerce City Operations Review Task Force which included several recommendations. The report included a comment suggesting the preparation of a Position Paper prior to the City Council election elaborating the City Council's views on the greatest challenges facing the City and the opportunities available to meet those challenges. The paper would serve as a starting point for an issues agenda to be addressed during City elections. He asked if the Council wished to have such a paper prepared.

After some discussion the Council agreed to take no action regarding preparation of a position paper prior to the City Council June 2, 1998 election. (Council Member Borchard abstained.)

## FUTURE MEETING AGENDA ITEMS:

Council Member Flory said he talked to the Chair of the East Street Corridor Specific Plan Committee who did not know the Committee was having a meeting on March 18 to get the Plan processed. Also he said he wanted an update on the railroad track sitings (yard relocation), such as Gibson and East Street, and the bike path. Council Member Ryhal requested a report on the 25-foot setback issue.

Mayor Rominger inquired regarding salaries for department heads. The City Manager advised that the matter will be a closed session topic at the March 17 or April 7 Council meeting.

## ADJOURNMENT:

At 11:13 p.m. the meeting was adjourned.

City Clerk of the City of Woodland

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Woodland City Council Minutes

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