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

May 16, 2000

# CITY COUNCIL SPECIAL SESSION/CLOSED SESSION

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 Vice-Mayor in the City Hall Council Chambers announced the closed session topics.

At 6:00 p.m. Council had a conference with legal counsel regarding anticipated litigation (one case). Council Members present for the closed session were: Martie Dote, David Flory, Jeff Monroe, and Neal Peart. Council Member Dote arrived at 6:05 p.m. and Council Member Flory recused himself from the discussion and the closed session at 6:45 p.m. Mayor Borchard was absent. The Council did not discuss the public employee performance evaluation of the City Manager as scheduled.

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

CITY COUNCIL REGULAR SESSION

Vice Mayor Flory opened the regular Council meeting at 7:03 p.m.

#### **CLOSED SESSION ANNOUNCEMENT:**

Vice Mayor Flory advised that Council in closed session agreed to continue discussion of anticipated litigation (one case) on May 23, 2000.

Vice Mayor Flory advised that in closed session the performance evaluation of the City Manger was rescheduled for May 23, 2000.

## PLEDGE OF ALLEGIANCE:

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

**ROLL CALL:** 

COUNCIL MEMBERS PRESENT: Dote, Flory, Monroe, and Peart

COUNCIL MEMBERS ABSENT: Borchard

STAFF PRESENT: Kirkwood, Marler, Kristensen, P. Hanson, D. Hanson, T. Brown, Bellini, Agonia, Vicars, Harris, and Wegener

#### MINUTES:

On motion of Council Member Peart, seconded by Council Member Monroe and carried by unanimous vote, the City Council approved the minutes of the regular meeting of April 18, 2000, as prepared.

## WRITTEN COMMUNICATIONS:

1. From Clayeo C. Arnold, a professional law corporation, a claim against the City was filed on behalf of Angelica Mata and family of Maria Mata and Gloria Mata regarding a traffic accident which occurred on Pioneer Avenue November 6, 1999. The City's insurance representative recommended that Council reject the claim and refer it to them.

On motion of Council Member Monroe, seconded by Council Member Peart and carried by unanimous vote, the City Council rejected the claim against the City submitted on behalf of Angelica Mata and family of Maria Mata and Gloria Mata and referred the claim to the City's insurance representative.

# **COMMITTEE REPORTS:**

From Police Chief Del Hanson a report was received transmitting the minutes of the Yolo County Communications Emergency Services Agency meeting of April 5, 2000.

From Library Services Director Marie Bryan a report was received transmitting the minutes of the Library Board of Trustees meeting of April 17, 2000.

- 3. From Parks, Recreation and Community Services Director Henry Agonia a report was received transmitting the draft minutes of the Parks, Recreation and Community Services Commission meeting of April 24, 2000.
- 4. 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 April 26, 2000.
- 5. From Community Development Director Steven Harris a report was received summarizing action taken by the Planning Commission on May 4, 2000, as follows:

Commission certified a Negative Declaration and conditionally approved a lot split and Variance to divide an existing duplex on a 10,763 square foot parcel into two (2) split lot duplex parcels consisting of approximately 4,601 square feet and 6,162 square feet. The parcel is located at the northwest corner of the intersection of McKinley Avenue and

Oak Avenue, 45 Oak Avenue/544 McKinley Avenue. The property is zoned N-P (Neighborhood Preservation).

Commission moved to find the abandonment of City-owned property located on the northern portion of Parcel 005-031-21 at 1001-1003 Woodland Avenue is consistent with Government Code Section 65402.

Commission scheduled a tour of the southeast area for the afternoon of June 15, 2000 with their regularly scheduled meeting to be held at 7:30 p.m. that evening.

Commission continued the design review of the Quik Fixx expresso drive-thru located in the Purity Plaza Shopping Center to the May 18, 2000 meeting.

## **PUBLIC COMMENT:**

None.

#### **COUNCIL STATEMENTS AND REQUESTS:**

Council Member Dote reported on attending the opening game of the Sacramento River Cats baseball team. She encouraged the community to attend future games.

Council Member Peart reported on participating in a parade in Dixon. Woodland's fire engine and steamer were shown.

A picture of Mayor Borchard and the River Cat's mascot Dinger was shown to the public.

The City Manager introduced Kevin Yamamura, a new staff writer for the Sacramento Bee who will be covering Council meetings. The City Manager received a fax from Greg Ha with Triple Net properties hoping that he would get support from the Council with regard to traffic circulation surrounding his development on East Street.

Council Member Peart mentioned a 2 X 2 he and Council Member Monroe had with the Chamber of Commerce. He said he will report on the meeting at the May 23rd Council meeting.

The City Manager said he sent a letter to County Administrative Officer Vic Singh with regard to critical parking issues around City Hall and County facilities currently, and he said he hoped to have this matter as an agenda item for a County/City 2 x 2 meeting. The City Manager also sent a letter to Assembly Member Helen Thomson with regard to the need for funding (dealing with the State surplus) of a regional off-site firefighter training facility and remodeling of Fire Stations 1 and 2.

# PROCLAMATION – PUBLIC WORKS WEEK:

On motion of Council Member Monroe, seconded by Council Member Dote and carried by unanimous vote, the City Council proclaimed May 21 - May 27, 2000 as "Public Works Week." Council Member Monroe presented the proclamation to Gary Wegener, Public Works Director.

## **COMMISSION ON AGING REPORT:**

The Assistant City Manager introduced Betty Martin from the Commission on Aging. Betty Martin gave a brief report on the activities of the Commission. Next month they are holding a joint meeting with the Commissions from Davis, West Sacramento, and Yolo County. Their next major event is a health and fitness faire at the Senior Center on June 24th. She invited Council Members to attend their meetings. She congratulated the new Council Members. Council Member Dote presented her with a proclamation that proclaimed the month of May as "Older Americans Month" (approved by Council on May 2, 2000).

## **CONSENT CALENDAR:**

Vice Mayor Flory said the adoption of an ordinance amending Ordinance No. 1318 (sales tax) is being postponed until the June 6th meeting. Council Member Peart removed the amendment to the Project Programming Summary Sheet for the STIP Paving Project from the Consent Calendar.

On motion of Council Member Dote, seconded by Council Member Peart, and carried by unanimous vote, the Council approved the following consent calendar items:

## RESOLUTION NOS. 4187 – 4192 - LANDSCAPE AND LIGHTING DISTRICTS:

The City Council adopted Resolution No. 4187 initiating proceedings for annual levy and assessments of the North Park Lighting and Landscape District. The City Council adopted Resolution No. 4188 approving the engineer's annual report and setting a hearing on the North Park Lighting and Landscaping District levy for June 20, 2000.

The City Council adopted Resolution No. 4189 initiating proceedings for annual levy and assessments of the Gibson Ranch Landscaping and Lighting District. The City Council adopted Resolution No. 4190 approving the engineer's annual report and setting a hearing on the Gibson Ranch Landscaping and Lighting District levy for June 20, 2000.

The City Council adopted Resolution No. 4191 initiating proceedings for annual levy and assessments of the Streng Pond Landscaping Maintenance District. The City Council adopted Resolution No. 4192 approving the engineer's annual report and setting a hearing on the Streng Pond Landscaping Maintenance District levy for June 20, 2000.

# RESOLUTION NO. 4193 - MEMORANDUM OF UNDERSTANDING WITH POLICE SUPERVISORS ASSOCIATION:

The City Council adopted Resolution No. 4193 entitled "A Resolution of the City Council of the City of Woodland Approving Certain Terms and Conditions for Police Supervisors Association" and directed the City Manager to take the necessary steps to implement this resolution.

REVISED POSITION DESCRIPTION FOR ADMINISTRATIVE ASSISTANT TO THE CITY COUNCIL:

The City Council approved the revised position description for the Administrative Assistant to the City Council.

## RESOLUTION NO. 4194 - DEFERRED COMPENSATION ALTERNATIVE:

The City Council adopted Resolution No. 4194 establishing an additional deferred compensation plan for City of Woodland employees with the California Public Employees' Deferred Compensation Plan (the "Cal PERS Plan").

RESOLUTION NO. 4195 - COOPERATIVE AGREEMENT WITH STATE FOR I-5 SOUTHBOUND RAMP AND COUNTY ROAD 102:

The City Council adopted Resolution No. 4195 approving the Right-of-Way Cooperative Agreement between the City of Woodland and the State Department of Transportation (Caltrans) for the Interstate 5 (I-5) and County Road 102 (CR 102) on-ramp and authorized the City Manager to sign the Agreement on behalf of the City.

## RESOLUTION NO. 4196 - RECYCLING GRANT APPLICATION:

The City Council adopted Resolution No. 4196 approving the submittal of the funding request form to the Department of Conservation's Division of Recycling and authorized the Public Works Director to execute all necessary forms on behalf of the City of Woodland.

## RECEIVE UPDATE ON EMERGENCY UTILITY LINE REPAIR:

The City Council received an emergency utility line repair update (repair to street, water, sewer and storm drainage facilities on East Street).

#### TOY LIBRARY PROGRAM:

The City Council approved the inclusion of the Toy Library Program under the auspice of the Woodland Parks, Recreation and Community Services Department.

## COMPLETION OF PUBLIC IMPROVEMENTS - SUBDIVISION NO. 4084:

The City Council accepted as complete the public improvements constructed as part of Subdivision No. 4084 for developer Robert Gillette; directed the City Clerk to file a notice of completion; and authorized the City Manager to sign the notice of completion.

# AGENDA ITEMS REMOVED FROM CONSENT CALENDAR:

## STIP PAVING PROJECT:

Council Member Peart removed this item from the consent calendar to allow himself to abstain from voting on it due to the fact that he owns property facing this street (Alice Street). (The project will require the closure of Alice Street, El Dorado Drive, Industrial Way, Lincoln Avenue and West Street to through traffic.)

On motion of Council Member Monroe, seconded by Council Member Dote and carried by unanimous vote with Council Member Peart abstaining, the City Council approved the revised Project Programming Summary Sheet for the Road Rehabilitation State Transportation Improvement Program (STIP), Project No. 99-03.

The City Manager asked for clarification from the City Attorney regarding whether or not Council Members and/or Commissioners need to remove themselves from voting on road improvement issues that affect the City generally. The City Attorney stated that if it is a maintenance program that affects the City generally the Council Member would not need to disqualify himself or herself because it affects him or her the same way it affects everyone else.

Public Works Director Gary Wegener pointed out that Project No. 99-03 will be the first of the road projects for which the City will be using Measure H funding.

PUBLIC HEARING - COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) 5-YEAR CONSOLIDATED PLAN UPDATE:

The first public hearing was to receive comments regarding the Community Development Block Grant (CDBG) Five-Year Consolidated Plan update.

The City Manager said he carefully reviewed this issue and paid particular attention the language that was giving the Council some flexibility with regard to how this plan deals with density. He said the language as amended does reflect the Council's interests of remaining flexible. He said he reviewed Appendix E which deals with the Turn of the Century discussion which the Council had at the May 2 meeting. He said that the City's General Plan has a Housing Element. Furthermore, any specific

plan must meet the conditions of the General Plan Housing Element. The CDBG Consolidated Plan reflects what is already in the City's General Plan. The City Manager noted that there is a gap between the desire of the Council to amend the General Plan in the coming year and the need to adopt the CDBG Plan now, which is consistent with the existing General Plan. The City Manager further noted that the Planning Commission will be acting on a specific plan for the Turn of the Century Project in June and that also must be in compliance with the General Plan's Housing Element. Given that, the City Manager stated that the CDBG Plan is consistent with the current General Plan so there is not a conflict. The Council next year will amend the Housing Element.

Vice Mayor Flory asked the City Manager if he feels comfortable that the Council and Planning Commission will be able to make amendments to the density issue.

The City Manager replied that the Council and the Planning Commission may make specific comments with regard to the density and how the properties can be developed. The Council also does not have to approve a particular multiple housing unit or a large 250-unit complex such as what has occurred. The Council can ask that Planning staff be careful and cautious in the design review process of how the density applies itself in the specific plan area. He said the Council may give direction with regard to these issues knowing that they will get to the point of making an amendment to the General Plan.

City Attorney Ann Siprelle said the specific plan could be adopted with language regarding multi-family that is consistent with the existing General Plan Housing Element but does not lock us into requiring the 35 percent within the plan area.

Council Member Peart asked if the General Plan can be amended four times a year. The City Attorney said the General Plan may be amended three times a year. The City Manager reiterated that specific plans must be consistent with the current General Plan.

Council Member Dote stated that she believes it is important to move the grant application forward to the Federal government. Council Member Dote inquired as to the number of multi-family dwellings citywide, understanding that multi-family is a density designation and not necessarily apartments.

The City Manager said the City needs to get accurate information from SACOG regarding the City's housing compliance. He said there are some poor examples from our past as to affordable housing.

Vice Mayor Flory opened the public hearing. There being no comments, he closed the hearing.

On motion of Council Member Monroe, seconded by Council Member Dote and carried by unanimous vote the City Council adopted the City of Woodland's 2001-2006

Consolidated Plan and directed staff to forward the adopted Consolidated Plan to the Department of Housing and Urban Development (HUD).

## PUBLIC HEARING - DOMESTIC ANIMAL KEEPING:

The City Attorney said a public hearing is necessary on the proposed domestic animal keeping ordinance because it is an amendment to the Zoning portion of the City Code.

Vice Mayor Flory opened the public hearing.

Evelia Genera from 604 Woodland Avenue stated that she and other citizens in the Beamer Park area are pleased with the ordinance.

Vice Mayor Flory thanked Evelia Genera for her work on this issue.

There being no further comments Vice Mayor Flory closed the public hearing.

Ordinance No. 1323:

On motion of Council Member Dote, seconded by Council Member Peart and carried by the following roll call vote, the Council adopted Ordinance No. 1323, adding Sections 3-4-1 through 3-4-11 to the Woodland Municipal Code enacting regulations pertaining to domestic animal keeping within the City limits of Woodland.

AYES: COUNCIL MEMBERS: Dote, Monroe, Peart, Flory

NAYS: COUNCIL MEMBERS: None ABSENT: COUNCIL MEMBERS: Borchard

REPORTS OF THE CITY MANAGER:

REGULAR CALENDAR:

PURCHASE OF POLICE VIDEO/AUDIO EQUIPMENT FOR PATROL VEHICLES:

Police Lt. Dan Bellini made a presentation on the proposed audio/video equipment purchase. He stated that it is the goal of the Woodland Police Department to install invehicle video cameras into each of the vehicles in their patrol fleet. He showed a videotape of footage shot by a Kustom Signal Eyewitness Video System. He stated there are several advantages to using the in-vehicle video camera system. It allows for unbiased audio and visual recording of contacts and enforcement activity conducted by officers in the field. The recordings can be used for enforcement activities regarding

pursuits, traffic stops or field sobriety tests. The recordings can be used in Court to help increase conviction rates and also be used to help dismiss frivolous claims against the City. He informed the Council that there are currently three producers of in-vehicle video cameras on the market today. The product preferred by the Woodland Police Department is Kustom Signal Eyewitness Video Systems. It is the only system that uses an industrial grade VCR recorder. It is built to withstand heat, moisture, vibration, and impact. The signal recorder enclosure has been built to ensure the life of the videotape in case of catastrophic event. Kustom Signal has the only enclosure built to provide bulletproof protection and fireproof insulation. Lt. Bellini further stated that it is the only system that can be interfaced with compatible radar. This allows the system to be used during traffic enforcement where radar is utilized. Finally, it allows for consistency in the type and location of equipment.

In terms of cost, Lt. Bellini noted that the Kustom Signal Eyewitness Video System has in excess of forty features that are considered standard that the other systems do not have. Additionally, the Kustom Eyewitness System is less expensive than the other two systems on the market. There are currently 18 vehicles in the patrol fleet. Three of those vehicles already have the Kustom Signal Eyewitness Video System. Lt. Bellini asked for approval for a sole source purchase of an additional eight (8) units. He stated that it is the Department's intention to furnish the remainder of the seven vehicles with funds from a State technology grant.

Council Member Dote stated that she was impressed with the fact that the system has an automatic back light compensation feature. She inquired as to whether one needs to manually set that feature. Lt. Bellini stated that the camera automatically senses when the feature is needed. Council Member Dote further inquired as to whether the camera is always pointed out through the windshield. Lt. Bellini stated that the camera could be rotated 360 degrees within the patrol vehicle. Council Member Dote stated that having ridden with a patrol officer she knows that the central console has no space for any more equipment.

Council Member Peart verified that the three systems already in place have been effective. Council Member Peart noted that this system has the lowest price of the three.

Vice Mayor Flory thanked Lt. Bellini for his presentation.

On motion of Council Member Monroe, seconded by Council Member Dote and carried by unanimous vote, the City Council voted to authorize the sole source purchase of \$46,109 in video camera equipment for patrol vehicles from Kustom Signal Inc.

# RECEIVE ANNUAL REPORT FROM WAVE PUBLIC ACCESS TELEVISION:

The Assistant City Manager introduced Brian Kreuser, the Executive Director of Woodland Access Visual Enterprises (WAVE), the public access television station in

Woodland. He said a Council resolution was adopted about seven years ago recommending that WAVE do an annual report to Council.

Mr. Kreuser stated that the original funds received by WAVE from the City have been depleted due to the purchase and maintenance of equipment. According to Mr. Kreuser the equipment being used by WAVE has reached its life span of five years. He further stated that the equipment being used by WAVE is only one step above consumer level equipment due to the prohibitive costs of professional level television equipment. In the beginning WAVE had a membership of 43 members and many people were using the equipment differently, making the equipment wear out faster. He said now they need to replace the equipment and start moving forward. Mr. Kreuser commented that WAVE has attempted to be innovative in its fundraising efforts, using their raffle at last year's County Fair as an example. He stated that at this point WAVE has four staff persons with total hours equating staff time to 1.25 staff people. He said he cut back his hours and took another job at the Red Cross to bring additional money back to the WAVE and hired an additional part time person at a lower cost to WAVE.

Vice Mayor Flory noted that most of WAVE's funds are derived from franchise fees.

Mr. Kreuser responded that Charter Communications pays franchise fees to the City for the use of the right-of-way on the public access. He said they did have a meeting with the Cable Committee and the Assistant City Manager pointed out the fact that the City does not have to support public access; however, he said it was the City that formed the group of public access and got it going. He said they are a group trying to carry on what the City started.

Council Member Peart asked for verification that the City recently authorized \$8,500 for WAVE equipment. Mr. Kreuser responded that those monies were authorized last year just for equipment including the purchase of a playback computer for the bulletin board. In addition, a camera and a couple of VCR's were purchased for the playback station.

Council Member Dote asked what equipment needs to be replaced. Mr. Kreuser responded that all of WAVE's cameras, VCRs used for editing, and monitors used for editing need to be replaced at this point. Council Member Dote asked what the dollar total would be for replacement of that equipment. Mr. Kreuser stated that the dollar total for the video equipment would be roughly \$19,480 with some office equipment also needed.

The City Manager clarified that the request is for an appropriation of an additional \$8,800 for the operations. The other portion of the request is for the Council to set aside \$25,000 every five years for replacement of WAVE equipment. He also noted that the Council will be addressing budgetary issues on May 23rd and that the Council can take this into consideration then. He further noted that even though there may have been previous policy or Council comments regarding an allocation from the franchise fee, the franchise ordinance

does not specifically state that, and the City does not earmark the fee revenue. He said the fees go to the general fund.

Vice Mayor Flory thanked the City Manager for his comments noting that in the past the public and the Council have associated the franchise fees with the WAVE even though the franchise fees are a general fund contribution.

Council Member Dote asked the City Manager about the current level of funding. She verified that the current level of funding is \$46,200 and that the request is for an additional \$8,800, making the total level of funding \$55,000. The City Manager referred the question to the Assistant City Manager who responded that \$55,000 is correct excluding the Capital Fund.

Vice Mayor Flory said no one can deny that WAVE is an asset to our community as it would be to any community. He said a lot of the work is a labor of love and not for monetary return.

Jack Devine, President of WAVE, said anything the Council could do to give WAVE some additional funding would be greatly appreciated.

Vice Mayor Flory said this matter will be coming before the Council on May 23, 2000 when the Council starts reviewing the Budget.

## **ECONOMIC DEVELOPMENT:**

The City Manager said this year's budget is a policy-based document, and read the City Council Policy Statements of April 1, 2000: "The Community should have a marketing plan, promote downtown and our historical heritage, improve our employment base and improve the attractiveness of Woodland. The Council desires a business plan that emphasizes a return on the public investment. A solid plan for private business financing for WERC should be developed by WERC for City Council consideration. Policy decisions need to be developed to allow a transition from warehouse industry to high tech; business park developments for higher wage jobs. Woodland's image needs to diversify and continue to improve to attract family wage jobs." He said the City Council also established nine economic development goals:

- 1. Economic development goals depend on a solid marketing plan
- 2. The community should have a marketing plan, promote downtown and our historical heritage, improve our employment base and improve the attractiveness of Woodland.
- 3. The Council desires a business plan that emphasizes a return on the public investment. A solid plan or private business financing for

- WERC should be developed by WERC for City Council consideration.
- 4. Transition from warehouse industry to high tech, business park developments for higher wage jobs -- promote knowledge based jobs.
- 5. Create economic opportunity, and take care of the quality of life for citizens in the present and prepare for the future.
- 6. Improve Downtown Parking.
- 7. Work with downtown businesses -- sustain and improve retail opportunities.
- 8. Redevelop East Street.
- 9. Improve downtown appearance -- trees, etc.

He stated that on April 13, 2000 the California Economic Development (CALED) Group visited the City and met with Council Members and members of the business community to understand Woodland's economic development process. A Professional Advisory Service (PAS) Team consisted of Wayne Schell, President of CALED, Trish Kelly, Economic Development Consultant, Ned Madonia of Madonia & Associates, Inc., and Sean Quinn, Director of Department of Planning & Development from the City of Fairfield. This independent team reviewed the status of the Woodland Economic Renaissance Corporation (WERC) work program including funding support. Furthermore, he stated that there were four principal issues developed from this visit and report. One was a Strategy Action Plan. An independent, neutral third party is to develop this Strategy Action Plan. Another issue is analysis of the City's economic base. A third issue is a feasibility study for a technology park, ag-biotech incubator, and identification of constraints in the business park activities. He said an inventory is needed to develop the product to market. Furthermore, WERC funding should be guided by the Strategy Action Plan, and WERC, the Chamber of Commerce, Downtown, SBDC should be involved in business to business cooperation and outreach is needed. In summary PAS said that all partners should find a common ground, should develop strategic process,, should use City leadership to bring the partners together, and the WERC program should reflect the findings and direction provided by the strategy -- under contract with the City.

The City Manager noted that currently the City is contributing \$163,890 to economic development activities. Additional monies are being requested in the amount of \$75,900 - \$107,000. He said the Chamber of Commerce is requesting \$20,800, and if approved that would increase the City's contribution by approximately another \$100,000, which is not in the 2000-01 budget. The City Manager further noted that the City in its General Plan has an economic element and there is an Economic Development Strategy Action Plan that needs to be reviewed and revised.

The City Manager recommended that the City Council review the information it has. He stated that there are two alternatives the Council could act

on at this meeting. The first would be to appoint a Council sub-committee to meet with all parties and to prepare a recommendation to consider a Strategy Action Plan, WERC funding and business partnership relationships and opportunities. He recommended this course of action. The second alternative would be to direct the City Manager to proceed with request for qualifications.

The Vice-Mayor asked the Council for comments. Council Member Dote stated that she hopes all elements in the community working on this issue move in the same direction.

Council Member Peart stated that when WERC was established several years ago it was set up to be public/private with the private sector lead and the public to follow. Council Member Peart stated that he was disappointed that the private sector had not taken over a majority of the funding. However, he stated that the representatives from the California Economic Development Group told them that it usually does not work that way. He said CALED indicated that the public side does have to subsidize these types of programs.

The Vice-Mayor invited Bryce Birkman, the Executive Director of the Woodland Economic Renaissance Corporation (WERC), to speak to the Council. Mr. Birkman said the CALED PAS team indicated the community does have momentum. Summarizing the last couple of days Mr. Birkman stated that an electronics firm that manufactures hardware, proprietary software, and is a research and development company was asked by its venture capitalists to move to Pleasanton. The company responded that they wish to remain in Woodland due to the support they have had. He said Woodland has the labor force (60 to 100 jobs with an average salary of \$60,000). He stated that a big box retailer representative has been speaking to him which would bring in \$200,000 -\$300,000 in sales tax revenue. This retailer would establish at least 140 full-time jobs between \$12.00 and \$22.00 per hour. Another big box retailer with similar statistics and proportions is also looking at Woodland, and Woodland is at the top of their list. He will be giving a tour to a soy beverage company. They are eager to look at what Woodland has to offer and would establish approximately 250 to 350 positions. He said there is a pharmaceutical research and development company that is looking at Woodland. He stated that the City needs to encourage the growth of its local businesses. He said WERC has a consortium of local contractors, which are looking at going forward with some new housing. He stated that overall there is momentum to have return on the City's investments and the ability to meet the City's goals.

Don Sharp, the chairperson of WERC, stated that WERC has focused on the creation of jobs and the recruiting of business. He further stated that the establishment of warehouse jobs is not developing the community with the amenities he hears discussed. He also noted that he heard from the California Economic Development Group that this has to be a partnership. He commented that the most important element to their success is the participation of the Board

members. He stated that he is concerned that if WERC is underfunded from the public resources they will lose such experts as Bryce Birkman. They are requesting \$150,000 of public funding. He further stated that they are pursuing an aggressive private funding drive.

Council Member Peart stated that there are some companies in Woodland because of Bryce Birkman. He further stated that economic development is changing constantly. Additionally, he hopes that the Council will continue to support the momentum of WERC.

On motion of Council Member Dote, seconded by Council Member Flory and carried by unanimous vote, the City Council appointed Council Members Peart and Monroe to a sub-committee to meet with all parties and prepare a recommendation to consider a strategy action plan, work funding, and business to business partnerships, relationships and opportunities.

#### UPDATE ON FLOOD WORKSHOP AND UPCOMING MEETING:

Gary Wegener, Public Works Director, invited all Council Members to the Flood Protection Workshop that will be held at the Heidrick Ag History Museum on May 30th from 7:00 p.m. to 9:00 p.m. He stated that at 7:00 p.m. there will be information displays staffed by FEMA, the Corps of Engineers, and City staff. He further stated that the second hour of the program is intended to be a group participation exercise. He noted that invitations have been mailed to those who live in the flood plain and there will be advertisements in the newspaper.

## UPDATE ON SAND SEAL AND SUMMER PAVING PROJECTS:

Gary Wegener, Public Works Director, stated that there are seven miles of roads on which the sand seal project puts a rejuvenating coat of oil and sand. He pointed out that this extends the life of the road between overlays. He invited the Council Members to go and see the operation in action. Mailers, which will be sent to the public, indicate what the restrictions will be. California Street and Cross Street intersection improvements are scheduled for award in June. Street overlay and construction work is also scheduled for award in June. Mr. Wegener stated that the street overlay and construction contract will have specific restrictions on start and completion dates to minimize disruption.

Council Member Peart suggested that the flyers providing information on street overlay and construction should indicate that they are being funded by Measure H monies as well as some indication at the project sights that the projects are being funded by local sales tax revenues.

Vice Mayor Flory seconded Council Member Peart's comments.

# PUBLIC WORKS ORGANIZATIONAL RESTRUCTURING/NEW/REVISED POSITION DESCRIPTIONS AND SALARY RANGES:

The Assistant City Manager stated that the Council is being requested to both approve new position descriptions and revised position descriptions as well as salary ranges for two restructured positions in the Department of Public Works. There is no increase in the number of individuals employed in the Public Works Department.

The Assistant City Manager stated that the Mission of Public Works Department was analyzed during this reorganizational process. The first question centered around whom Public Works serves: the community, developers, other City departments, the Council, and others. He stated that there were two areas where most work was accomplished. These two areas were (1) engineering and (2) operations and maintenance. The facilitated senior management team of Public Works developed what they believed to be the best structure. The City Manager, the Assistant City Manager, and the Director of Public Works reviewed this structure. This review reaffirmed that the concept developed by the facilitated management group was the best.

The Assistant City Manager then reviewed how the current structure has been altered to develop the new proposed structure of the Public Works Department. Units that are different in terms of size, responsibility, and magnitude are reporting to the Director. He stated that there is also a need to streamline the organization. They moved all engineering functions into one directorate. They then created operations and maintenance. Thirdly, they consolidated equipment and facility maintenance under the new operations and maintenance function.

The Assistant City Manager said that they then created infrastructure operations and maintenance by consolidating the street maintenance function and the utility maintenance function and putting it all under operations and maintenance. According to the Assistant City Manager these changes help to create a matrix organization, where engineering is in one directorate and operations and maintenance is in another, but there are horizontal crosswalks. They are also considering creating an environmental operations function, then everything relating to the environment would be put in one place, which would be part of operations and maintenance.

The Assistant City Manager enumerated several advantages of this new organizational structure. The first is that it provides easier coordination between the development, planning, and construction functions within public works. The second is it is more consistent with peer groups. It represents a more customer responsive organization. It is easier to implement in terms of facilities and office space. It represents the improved joint use of staff, equipment, and resources throughout all of Public Works. The Maintenance Management System becomes

more focused. It establishes an engineering support function. It improves the use, expertise, and professional development of city engineers. The Environmental Operations branch improves the visibility and the importance of the wastewater treatment plant. It creates an environmental conscience. It provides for better coordination of the streets, water, storm, and sewer operations. It creates a city engineer with responsibility over all of the engineering. Finally, the Environmental Operations Manager can expand his or her knowledge and improve coordination of operations.

The Assistant City Manager then discussed the potential impacts of restructuring. He has met with mid-management. They have identified three positions whose change will have significant impact and therefore these positions will have to be competitively filled. The fourth position description is an update of the Senior Civil Engineer position. It elevates the Design and Construction Associate to a Senior Civil Engineer.

The Assistant City Manager stated that after the Council makes its decision regarding the two Deputy Director positions the staff who developed the reorganization structure would like to immediately start the recruitment for these positions. He pointed that it could take as long as four to six months to fill these positions. He noted that another position that is critical to fill is the Capital Engineer position. The actual transition from the old organizational structure to the new organizational structure will be driven by an implementation plan.

Gary Wegener, Public Works Director, stated the proposed organization is more functionally aligned with the engineering and operations and maintenance separation. He stated that he expects to see better utilization of vehicles and balancing of workload with one Operations and Maintenance Manager. He stated that he expects the Maintenance Management System to expand the streets, utilities and building functions.

The City Manager reiterated that they are not adding personnel and that the reorganization can only be a good improvement. He strongly encouraged the Council to approve the reorganization.

Vice Mayor Flory asked what the reorganization does to the placement of management analysts within Public Works. He also asked how many civil engineers are on staff at Public Works. Thirdly, he asked what the salary compaction of the new Deputy Directors is and how it relates to other departments.

The Assistant City Manager responded that in the reorganization they have placed a management analyst to support each of the two directorates. The third management analyst remains in place to support the entire Department, and remains responsible for Department-wide budgeting.

Vice Mayor Flory asked if the analysts' responsibilities become broader. The Assistant City Manager replied that their responsibilities will change. He further stated that the job description of the Management Analyst is fairly broad in terms of scope. The City Manager stated that with the addition of the Deputy Directors there will be more specificity to the Management Analyst's role.

Gary Wegener, Public Works Director, stated that there are currently ten civil engineers in the Department and that that number will not change with the reorganization.

The Assistant City Manager stated that they are asking the Council to approve the two new Deputy Director positions. He further stated that their salary range should have an appropriate separation between their top step and the top step of the Public Works Director, which would be approximately 15%. Vice Mayor Flory replied that the current Director has seniority. He further asked what would happen if the Deputy Directors were at their top step and a new Director was brought in. The City Manager responded that it is the salary range you deal with on a compaction issue and not where you choose to place someone within the range.

Council Member Peart asked if the Deputy Director positions could be filled internally. The Assistant City Manager replied that according to the City's personnel rules they have to be a competitive fill with a regular recruitment. Council Member Peart asked if the City gives preference points to local employees. The Assistant City Manager responded that the city does not have preference points for local employees, however, some recruitments are internal only.

Council Member Peart subsequently asked if the City could add preference points for local employees. The City Manager replied that there are sensitive legal issues surrounding preference points and that selection would have to be based on qualifications. The Vice-Mayor then asked the City Attorney whether or not the Council could legally make a distinction between internal and external candidates. The City Attorney replied that the City would have to treat all applicants the same.

On motion of Council Member Peart, seconded by Council Member Dote and carried by unanimous vote, the City Council approved the new/revised position descriptions and salary ranges of the Public Works Department.

#### APPOINT NEW MEMBERS TO CITY BOARDS AND COMMISSIONS:

Council Member Monroe reported that he and Council Member Peart interviewed Suzi Ishikawa to be on the Tree Commission and that he recommends her appointment. He further reported that Mayor Borchard and Vice Mayor Flory interviewed Miguel Perez to be on the Tree Commission and

recommended his appointment upon his return as a resident of Woodland. (The City Clerk had advised the Council in her staff report that Mr. Perez does now reside in Woodland.)

On motion of Council Member Monroe, seconded by Council Member Peart and carried by unanimous vote, the City Council appointed Suzi Ishikawa and Miguel Perez to the Tree Commission for terms ending December 31, 2001, and December 31, 2000, respectively.

Council Member Monroe then discussed the Planning Commission appointments. The first applicant was Kevin Bryant. He is a registered architect with expertise in residential communities. The second applicant was Jim Staker who has an MBA in Finance and experience in flood control. Council Member Monroe stated that he and Council Member Peart's original recommendation was to appoint Kevin Bryant now and appoint Jim Staker upon the next opening on the Planning Commission. Now they would like to open discussion up to the Council. Vice Mayor Flory stated that Mayor Borchard has requested that the Council delay the Planning Commission appointment until he can be a part of the discussion. Vice Mayor Flory verified that all Council Members have the Planning Commission applicants' applications. Vice Mayor Flory postponed voting on Planning Commission appointments until the meeting on the 23rd of May.

## ORDINANCE NO. 1322 - FILMING PERMITS:

The City Clerk stated that Ordinance No. 1322 would establish procedures for review and issuance of permits to allow work associated with the production of commercial filming activities within the City. She stated that a summary of the ordinance has been published.

On motion of Council Member Peart, seconded by Council Member Dote and carried by the following roll call vote, the City Council adopted and read by title only Ordinance No. 1322, adding Sections 15-51 and 15-52 to Chapter 15 of the Woodland Municipal Code relating to issuance of filming permits and disruptions of filming activities.

AYES: COUNCIL MEMBERS: Dote, Monroe, Peart, Flory

NAYS: COUNCIL MEMBERS: None ABSENT: COUNCIL MEMBERS: Borchard

## **ADJOURNMENT:**

At 9:14 p.m. the regular meeting was adjourned to May 23, 2000, 6:00 p.m.

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	City Clerk of the City of Woodland	_