

**CITY OF HEALDSBURG
CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY
REGULAR MEETING MINUTES**

October 21, 2013

**Healdsburg City Hall Council Chamber
401 Grove Street, Healdsburg**

Present: Councilmembers/: Chambers, McCaffery, Plass, Wood, and Mayor Jones
Board Members

Absent: Councilmembers/: None
Board Members

CALL TO ORDER

Mayor/Chairperson Jones called to order the concurrent regular meeting of the City Council and Redevelopment Successor Agency of the City of Healdsburg at [6:02:13 P.M.](#)

APPROVAL OF AGENDA

The agenda was revised to add under City Manager Reports an update on the Electric Utility outages.

On a motion by Councilmember Plass, seconded by Vice Mayor Wood, approved the October 21, 2013 City Council/Redevelopment Successor Agency meeting agenda as revised. The motion carried on a voice vote. (Ayes 5, Noes 0, Absent – None)

APPROVAL OF MINUTES

On a motion by Councilmember Chambers, seconded by Councilmember McCaffery, approved the October 7, 2013 regular meeting minutes as submitted. The motion carried on a voice vote. (Ayes 5, Noes 0, Absent – None)

PROCLAMATION – DOMESTIC VIOLENCE AWARENESS MONTH

Mayor Jones, with Council concurrence, issued a proclamation declaring October 2013 as Domestic Violence Awareness Month in the City of Healdsburg and presented Mary Beth Cerjan with the proclamation.

Ms. Mary Beth Cerjan, YWCA, thanked Council for the proclamation and invited Council to wear the purple ribbons to make everyone aware of the campaign and to attend the last event scheduled for October 24, 2013 in Sebastopol.

PRESENTATION – PAWS AND PAWSTA COMMITTEE

Mr. Pete Foppiano, Paws and Pawsta Committee Member, thanked Council for its support of the fundraiser and reported that the event raised close to \$90,000 to be split between the County and the City of Healdsburg to be used for animal care and sheltering.

BADGE PRESENTATION – RESERVE FIREFIGHTERS

Fire Chief Adams presented Jacob Bridges, Christopher Meza, Alex Miller, Michael Price, and Nicole Ferland with Reserve Firefighter badges after successfully completing the Reserve Firefighter training and elaborated on their commitment and dedication to the City.

OATH OF OFFICE – FIREFIGHTER MONTANYE

Fire Chief Adams introduced newly hired Mack Quin Montanye and presented him with his Fire Engineer badge.

City Clerk Curiel administered the Oath of Office to Firefighter Montanye.

COUNCIL REPORTS

Councilmember Chambers reported he attended the Sonoma County Transportation Authority/ Regional Climate Protection Agency meeting and informed Council that he had nominated Linda Collister, Craig Herrington, and Rody Jonas as Healdsburg's representatives on the Climate Action 2020 Stakeholder Advisory Group.

Vice Mayor Wood reported he participated in the Foss Creek clean-up and that he attended the Sonoma County Waste Management Agency Board meeting.

Councilmember Plass reported on the Foss Creek clean-up and elaborated on the high turn-out and the prizes given. Councilmember Plass further reported that the first meeting of the Medical Marijuana Cultivation Ordinance Ad Hoc Committee was held on October 2, 2013 and the next meeting is scheduled for October 23, 2013.

Councilmember McCaffery reported that as part of the Foss Creek clean-up the Wetzel Native Plant garden was also pruned. Councilmember McCaffery further reported that he attended: (1) the Healdsburg Library Advisory Board meetings in September and October; (2) a Junior High construction meeting regarding the closure of College Street; (3) the strategic planning session on September 26, 2013; (4) the Paws and Pawsta fundraiser on September 22nd; (5) the Mexican Heritage festival in Plaza Park; (6) a Russian River Watershed Association meeting; (7) the Community Expo in Plaza Park on October 9th; (7) the Sonoma County Mayors' and Councilmembers' Association dinner meeting on October 10th; (8) the Fire Department's open house on October 12th; (9) the Hispanic Chamber of Commerce mixer at the Alliance Medical Center on October 17th, and (10) the Foss Creek clean-up on October 19, 2013.

Mayor Jones reported that she participated in the Boys and Girls Club's young journalist program and she attended the Senior Citizen Advisory Commission meeting. Mayor Jones further reported that the North County Hospice Light Up a Life is going to be hosting the tree lighting this year on December 1, 2013 and invited Council to attend.

Mayor Jones informed Council that correspondence had been received from Senator Alex Padilla asking Council support SB 405 which would phase out single-use plastic bags in California. Mayor Jones inquired if Council was willing to consider supporting the bill.

It was Council's consensus to consider the issue at the next meeting.

CITY MANAGER REPORTS 6:38:39 PM

Strategic Planning Update – City Manager Pettus reported that the strategic planning session scheduled for October 23, 2013 has been rescheduled to November 20, 2013 and added a Webpage had been developed for residents to track the progress.

Taxi Service – Chief of Police Burke discussed the complaints received regarding the level of taxi service that is being provided by the Healdsburg taxi and the approval process to obtain a certificate of necessity to operate a taxi business in Healdsburg. Chief Burke noted that Healdsburg Taxi does not have an exclusive franchise agreement to operate taxi cabs in Healdsburg and that if there are other operators interested in having a taxi business in Healdsburg they can go through the process.

Chief Burke further noted that the Municipal Code does not contain regulations pertaining to standards of service as it relates to insufficient supply of taxis relative to demand.

Discussion ensued regarding the demand for taxi service and lack of competition.

Electric Power Outages – Utility Director Crowley reported that normally the City does not have many power outages; however, last week there were three. The first outage occurred on October 14, 2013 and was caused by equipment failure, the second on October 17, 2013 due to human error and the third on October 18, 2013 due to a squirrel coming in contact with a high voltage riser.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Dr. Richard Andolsen, Healdsburg Medical Plaza, addressed Council regarding the increase in their sewer rates because they could not separate the irrigation use from their normal water use. Dr. Andolsen stated that they estimate that they have overpaid an estimated \$6,000 over the last six months and asked that Council direct staff to work with them to resolve the issue.

City Manager Pettus stated a lot of people have expressed dissatisfaction with the rate increase; however, the City does not have a policy for refunds when rates are increased.

Discussion ensued regarding how rates are calculated based on winter water use.

It was Council's consensus to agendize the matter for further discussion at the next Council meeting.

Ms. Lisa Steinkamp requested to be placed on the agenda to discuss measures to help pilots that use the Healdsburg Municipal Airport adhere to the flight path.

Mayor Jones suggested that she appear before the Transportation Advisory Commission, who is the appropriate body to discuss and consider her suggestions.

Councilmember Chambers asked that the Commission also discuss the monitoring of the flight school lease agreement and to report back to Council.

Mr. Warren Watkins, representing Healdsburg Citizens for Sustainable Solutions, discussed the City's development approval process and suggested Council request that Kessler downsize its proposal and relocate it away from the downtown.

CONSENT CALENDAR

On a motion by Councilmember McCaffery, seconded by Councilmember Chambers, approved the Consent Calendar as follows:

A. CHECK DISBURSEMENT REPORT

By motion, approved the check disbursement report for checks issued by the City of Healdsburg during the month of September 2013. (Ayes 5, Noes 0, Absent – None)

B. PLANNING COMMISSION ACTIONS

Noted receipt of and accepted the Planning Commission actions taken at its October 8, 2013 meeting. (Ayes 5, Noes 0, Absent – None)

C. FIRST CARBON SOLUTIONS PSA

Adopted Resolution No. 120-2013 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH FIRST CARBON SOLUTIONS AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY (KESSLER HOTELS LTD)" (Ayes 5, Noes 0, Absent – None)

The motion to approve the Consent Calendar as submitted carried on a roll call vote. (Ayes 5, Noes 0, Absent – None)

PUBLIC HEARINGS

None.

HEALDSBURG VOLUNTEERS GROUP

Ms. Gail Jonas, on behalf of the Healdsburg Neighbor Network, asked Council for an informal endorsement of their volunteer program that offers help with chores and errands for up to one month before and one month after medical procedures. Ms. Jonas added volunteers are needed and there is no age limit to volunteer. Ms. Jonas introduced three young volunteers Julia Doll, Sophia Jonas and Rody Jonas who would be helping with watering plants, walking dogs and mowing lawns.

Councilmembers expressed their support and thanked Ms. Jonas for starting the program.

REPORT – DRAFT AMENDED LIBRARY JOINT POWERS AGREEMENT 7:10:06 PM

City Manager Pettus provided background information on the current JPA which was established in 1975 and the Library JPA Review Committee which has been meeting since October 2012 and it includes representatives from all cities, County and the Library Commission.

City Manager Pettus gave an overview of the key features of the current JPA as well as the proposed key changes and additions, as follows:

Key features of current JPA to be retained:

- One County-wide system which provides economies of scale
- Dedicated funding stream from a portion of property taxes
- Independent government body focused on an integrated regional library system
- Commitment to collaboration
- Library Advisory Boards (LABs) in each community to provide a local voice for library patrons
- Continuing a commitment to equitable services throughout the County

Proposed Changes/Additions:

1. Expanding membership to include representatives from all cities and the County so that all jurisdictions have a role in decision-making, with each member having one vote on a new Library Commission
2. Providing the Library with full budget and employment authority, removing the Board of Supervisors from the role of providing final budget approval
3. Making explicit the Library's authority to levy taxes, with a 2/3 vote of the Commission and subject to other legal requirements
4. Requiring approval from the relevant jurisdiction before exercising powers of eminent domain
5. Requiring leases for buildings not owned by the Library, with the exception of the Central Library branch

6. Requiring an equal number of core hours
7. Allowing local communities to fund additional services, including hours that are open to all residents
8. Requiring an appeals process for the Library Director's decisions on key issues such as collections and facilities
9. Requiring the preparation of a strategic plan at least once every ten years
10. Increasing the role for the LABs including a designated liaison and annual reports from each LAB to the Commission
11. Requiring a review of the JPA every ten years

Discussion ensued regarding the ability to levy taxes and raise funds, and the concerns expressed by the members of the local LAB.

In response to Vice Mayor Wood's inquiry, City Manager Pettus stated that a unanimous vote by the founding JPA members (Healdsburg, Sonoma, Petaluma, Santa Rosa and the County) is required in order for the revised JPA to move forward.

Mr. Richard Burg opined it was important to give a voice to those cities that are not represented currently and spoke against using bond funds for operating expenses. Mr. Burg was supportive of local libraries being able to raise funds, of restoring the library hours and of requiring the library to provide a budget.

Ms. Carolyn Harrison, Library advisory Board Member, stated the Healdsburg Library Advisory Board (LAB) opposes the amended JPA as it pertains to allowing individual libraries to raise funds to increase hours, which will undermine one of the strengths of the current JPA. The LAB also opposes the change regarding appointment of commissioners and allowing City staff and Councilmembers to serve as commissioners.

Ms. Rebecca Goodsell, as an individual, stated her main concern was free and equal access to the libraries and added the Friends of the Library don't want to raise funds for staff's salaries.

Mr. Mike Fairchild stated he was opposed to inequity of services and suggested that, instead of the proposed representation on the Commission, each Supervisor appoint a member.

Mr. Paul Grill stated the old JPA has worked well and opined that any needed changes can be dealt with by the existing Commission.

Mr. Bo Simons, Manager of the Healdsburg Library, stated that he hoped that the new JPA is as good as or better than what it is in place. Mr. Simons stated the equity of service was a deal breaker and that he could live with the other provisions if this one is taken out.

In response to Vice Mayor Wood's inquiry, Mr. Simons stated that in addition to how commissioners are selected and the level of service, there is concern that allowing elected

officials and increasing the number of commissioners will render the Commission ineffective. Discussion ensued regarding equal representation on the Commission and the speakers' desires to include representation from the unincorporated areas.

Supervisor McGuire recalled the JPA Review Committee was established by the Mayors' and Councilmembers' Association to review the existing JPA which has not been reviewed since its inception 37 years ago. The Review Committee has sought and received extensive public input from Library Advisory Boards, library advocates, library managers and staff, as well as patrons.

Supervisor McGuire outlined the strengths of the current JPA structure and expressed his commitment to retain those provisions. Additionally, Supervisor McGuire reviewed the areas that needed improvement, such as: representation on the Library Commission; budget and employment authority; appeal process for Director's decisions on policies, materials and facilities; requirement of equal number of "core" hours; and requirement of a Strategic Plan.

Discussion ensued regarding the length of the Commission terms and the fact that no change is being proposed to the existing appointment language, the cities' option to appoint a Commissioner who resides outside the respective city limits but within the service area, the number of County and Santa Rosa representatives, and the provision to allow the Commission to levy taxes on a countywide basis.

Councilmember Chambers stated that generally he was supportive of moving forward with the revised JPA with the exception of the provision to allow local communities to raise funds for additional services as long as the Friends of the Library can still continue to raise funds. Councilmember Chambers stated he was supportive of each city having a representative on the Commission and that each City be allowed to appoint a qualified representative whether it is an elected official or someone who resides outside the City limits.

Vice Mayor Wood stated that equality of service makes sense from an operational standpoint and that he was supportive of having representation on the Commission from each City and the County and of not restricting elected officials from serving on the Commission.

Councilmember Plass stated he was supportive of having a representative from every City, and added that the provision to allow local communities to raise funds should be taken off the table. Councilmember Plass was also supportive of allowing elected officials to serve on the Commission.

Councilmember McCaffery stated that he did not have a strong opinion regarding whether elected officials should be allowed to participate on the Commission; however, he did have issues with having a representative from each City and added that he was supportive of the existing composition and appointment process. In regards to the concerns of equity of service, Councilmember McCaffery was supportive of eliminating the provision that would allow local communities to raise funds for additional services.

Councilmember McCaffery reviewed the eleven (11) changes proposed and stated that: (a) he was not supportive of Item 1 (representation from each city and the County) and opined it should be deleted; (b) he was supportive of Items 2, 3, 4, 5, and 6 which address financial oversight; (c) Item 7, regarding ability to raise funds, should be deleted; (d) Item 9 (strategic plan) and Item 11 (JPA review every ten years) are not needed because they are covered by Item 2 and opined that it should be at the discretion of the Commission as to whether those are needed; and (e) Item 10 was also not necessary since that reporting is already taking place. Councilmember McCaffery reiterated that for him the representatives and where they come from is the biggest issue.

Councilmember Plass stated he was supportive of each City having a seat at the table and of equal representation.

Councilmember Chambers stated he was in favor of having a representative from each city and of requiring the preparation of a strategic plan.

Vice Mayor Wood stated he was supportive of equal representation.

Mayor Jones stated she was supportive of each City having a seat at the table.

It was Council's consensus that they were supportive of the proposed changes with the exception of Item 7 and Section XB2 of the revised JPA.

In response to Vice Mayor Wood's comment, City Manager Pettus stated that the appointments and qualifications for Commissioners could be spelled out in the bylaws.

BID AWARD – POWDER COATING OF CAST IRON STREETLIGHT POLES

Utility Director Crowley provided project background on the need for repainting and restoring the downtown streetlight poles and added that two bids were received by the deadline from Nor-Cal Powder Coating, Inc. in the amount of \$143,625 and Miller Manufacturing, Inc. in the amount of \$176,525.

Discussion ensued regarding: (1) the reasons for recommending that the poles be painted black instead of green, which is consistent with the streetscape plan; and (2) the additional benefits in regards to maintenance and repair as well as reducing the amount of poles in inventory. It was Council's consensus to paint the poles black as proposed.

On a motion by Vice Mayor Wood, seconded by Councilmember Chambers, adopted Resolution No. 121-2013 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG CONDITIONALLY AWARDED A CONTRACT FOR THE POWDER COATING OF CAST IRON STREET LIGHT POLES AND ATTACHMENTS AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH NOR-CAL POWDER COATING FOR AN AMOUNT OF \$143,625." The motion carried on a roll call vote. (Ayes 5, Noes 0, Absent – None)

QUARTERLY FINANCIAL UPDATE 8:44:32 PM

Administrative Services Director Hayes reviewed the estimated v. actual General Fund revenues and expenditures for FY 2012-13 noting that the revenues were up 3% and the expenditures were reduced by 6% due to salary and benefit savings. Director Hayes provided a financial update of the General Fund for the first quarter of FY 2013-14 noting that revenues are higher than projected and expenditures are in line with the budgeted amount.

UTILITY DEPARTMENT RESTRUCTURING

Utility Director Crowley provided background information on the staffing levels for the Public Works and Electric Departments and the reductions in staff over the last few years noting that at this time the employee count is the lowest since FY 2003. Director Crowley added that since 2003 the City has added a water treatment plant as well as a wastewater treatment plant and that additional staff time is required to operate and maintain both facilities and to comply with the increasing regulatory reporting requirements. Additionally, customer growth and aging infrastructure are also straining existing staff time.

Director Crowley stated that the proposed organization structure will match the staffing needs of the Public Works and Electric Divisions, as follows:

<u>Existing Position</u>	<u>Proposed Modification</u>
Public Works Director	Public Works Engineering and Operations Manager
Utility Maintenance Supervisor	Streets and Storm Drains Superintendent
Utility Worker	Utility Maintenance Superintendent
Deputy Electric Director	Electric Engineering and Operations Manager

In response to Councilmember Plass' inquiries, Director Crowley stated that not all the positions were included in the functional organization chart and that there would be an average of 1 to 10 ratio of managers to employees. Regarding the fiscal impact, Director Crowley noted that there would not be an increase in the department's budget for FY 2013-14.

Director Crowley, in response to Councilmember Chambers' inquiry, stated that the rate study would support the proposed positions.

On a motion by Councilmember McCaffery, seconded by Councilmember Chambers, adopted Resolution No. 122-2013 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG APPROVING THE RESTRUCTURING AND AUTHORIZE FILLING OF FULL TIME POSITIONS WITHIN THE UTILITY DEPARTMENT." The motion carried on a roll call vote. (Ayes 5, Noes 0, Absent – None)

CLOSED SESSIONS [9:08:14 PM](#)

The City Council/RSA, recessed to the conference room to meet in closed session to discuss the following:

A. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8

Property: Foss Creek School, 1557 Healdsburg Avenue
Agency Negotiator: Assistant City Manager Mickaelian
Negotiating Party: Healdsburg Unified School District
Under Negotiation: Price and terms of payment

B. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8

Property: APN 002-311-003
Agency Negotiator: Assistant City Manager Mickaelian
Negotiating Party: John R Soracco Trust
Under Negotiation: Price and terms of payment

C. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8

Property: APN 088-170-024 and APN 088-170-042
Agency Negotiator: Assistant City Manager Mickaelian
Negotiating Party: County of Sonoma
Under Negotiation: Price and terms of payment

D. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8

Property: APN 088-170-003
Agency Negotiator: Assistant City Manager Mickaelian
Negotiating Party: John Franklin Blum
Under Negotiation: Price and terms of payment

E. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8

Property: APN 002-311-004 and APN 088-170-014
Agency Negotiator: Assistant City Manager Mickaelian
Negotiating Party: Trowbridge Recreation, Inc.
Under Negotiation: Price and terms of payment

F. Conference with Real Property Negotiator pursuant to Government Code Section 54956.8

Property: APN 088-170-015
Agency Negotiator: Assistant City Manager Mickaelian
Negotiating Party: Raphael & Elvia Alvarez
Under Negotiation: Price and terms of payment

G. Conduct Public Employee Performance Evaluation, pursuant to Government Code Section 54957 - **Title:** City Manager

No action was taken during or following the closed session only direction was given to the Real Property Negotiator regarding Closed Session Items A through F.

ADJOURNMENT

There being no other City Council business to discuss, the meeting was adjourned at approximately 10:15 P.M.

APPROVED:

ATTEST:

Susan E. Jones, Mayor

Maria Curiel, City Clerk