

**PLACENTIA CITY COUNCIL
PLACENTIA REDEVELOPMENT AGENCY
PLACENTIA INDUSTRIAL COMMERCIAL DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES – EXECUTIVE SESSION
August 16, 2011
5:30 p.m. – City Council Chambers
401 E. Chapman Avenue, Placentia, CA**

CALL TO ORDER: Mayor/Board Chair Nelson called the meeting to order at 5:32 p.m.

ROLL CALL:

PRESENT: Council/Agency Members Nelson, Yamaguchi, Aguirre, Underhill, Wanke

ABSENT: None

ORAL COMMUNICATIONS: None

CITY COUNCIL:

1. Pursuant to Government Code Section 54956.9(a) for Conference with Legal Counsel Regarding Existing Litigation – Two (2) Items
 - a. Placentia Police Officers Association v. City of Placentia, Orange County Superior Court, Case No. 30-2011-00485327
 - b. Mega Lighting, Inc./Norris-Repke v. City of Placentia, Orange County Superior Court No. 30-2010-00385719
2. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding the Initiation of Litigation – Two (2) Items
3. Pursuant to Government Code Section 54956.9(c) for Conference with Legal Counsel Regarding Potential Litigation – Two (2) Items
4. Pursuant to Government Code Section 54957 for Public Employee Performance Evaluation
 - a. City Administrator
 - b. City Attorney

RDA: None

ICDA: None

RECESS: The City Council/Redevelopment Agency/ICDA recessed to Regular Meeting at 7:05 p.m.

CALL TO ORDER:

PRESENT: Council/Agency Members Nelson, Yamaguchi, Aguirre, Underhill, Wanke

ABSENT: None

STAFF PRESENT: City Administrator/Executive Director, Troy L. Butzlaff; City Attorney/Agency Counsel, Andrew V. Arczynski; Assistant City Administrator, Ken Domer; Director of Administrative and Community Services, Steve Pischel; Public Works Director, Steve Drinovsky; Finance Director, Karen Ogawa; Police Chief, Rick Hicks; Management Analyst, Maggie Le; Management Analyst, Eddie De La Torre; Neighborhood Services

Coordinator, Jeannette Ortega; City Clerk Specialist, Kelliagh Brown; Deputy City Clerk, Tania Moreno

INVOCATION: Gary Drabek, Police Chaplain

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Yamaguchi

PRESENTATION:

- a. Quarterly Code Enforcement Update
Presenter: Environmental and Code Compliance Supervisor Bob Makowski

City Administrator Butzlaff provided a brief introduction.

Environmental and Code Compliance Supervisor Bob Makowski provided a quarterly code enforcement update. He provided a PowerPoint presentation. The PowerPoint presentation slides included: Spotlight on Code Enforcement, Code Enforcement Process, Enforcement, and Hoarding. He noted that the object is to resolve the situation and have a positive outcome.

EXECUTIVE SESSION REPORT: City Attorney/Agency Counsel Arczynski reported the Council/Agency met in Executive Session to discuss the items listed on the agenda. He noted that there was no reportable action from Executive Session this evening.

CITY ADMINISTRATOR REPORT: City Administrator Butzlaff reported on the following items: He noted that the City Hall main lobby will open to the public on August 17, 2011 and the restroom renovation will require additional time. He announced the Movies in the Park and Concerts in the Park series events.

Chief Hicks informed the public of a missing person by the name of Robert M. Harrod and asked the public to contact the Police Department with any information regarding the disappearance.

ORAL COMMUNICATIONS:

Jeff Buchanan, resident, expressed his concerns regarding the Citizens Task Force, informed City Council the consensus of the community group is to not become a formal Committee.

Pat Alvarez, Representative of American Legion, invited the public and City Council to attend the Patriot Day Ceremony on September 11, 2011 at 7 p.m. at City Hall courtyard.

Craig Green, resident, thanked City Administrator Butzlaff for the information regarding items 1.g., 1.j, and 4.b. He noted that he has received documents from the Finance Department and will continue working on the City Treasurer Report update.

Greg Sowards, Secretary for the Downtown Merchants Association, invited the public and City Council to attend the Association's monthly meetings.

CITY COUNCIL/BOARD MEMBERS COMMENTS AND REPORTS:

Councilmember Underhill commented and reported as follows: She attended the Placentia Library Summer Reading event, attended the Orange County Sanitation District meeting, and noted the importance of remembering September 11th.

Mayor Pro Tem Yamaguchi commented and reported as follows: He attended the Yorba Linda Water District meeting and volunteered at the Placentia Library Summer Reading event.

Mayor Nelson commented and reported as follows: He attended the Placentia Library Summer Reading event and the American Cancer Society Relay for Life event. He thanked Environmental and Code Compliance Supervisor Bob Makowski and his Staff for all their hard work. He thanked Chief of Police Hicks for the update on the missing person case of Robert Harrod. He noted the importance of remembering September 11th.

1. CONSENT CALENDAR (Items 1.a. through 1.k.):

A motion was made by Councilmember Underhill, seconded by Councilmember Aguirre, to approve Consent Calendar Item Nos. 1.a. through 1.k. Mayor Pro Tem Yamaguchi abstained from voting on item 1.j. and affirmative on the balance of the consent calendar items

COUNCIL/AGENCY/ICDA CONSENT CALENDAR:

- a. **Consideration to Waive Reading in Full of all Ordinances and Resolutions**
Financial Impact: None
Recommended Action: Approve
(APPROVED 5 – 0, as recommended)

- b. **Minutes**
City Council/RDA/ICDA Regular Meeting – August 2, 2011
Recommended Action: Approve
(APPROVED 5 – 0, as recommended)

- c. **City Fiscal Year 2010-2011 Warrant Register for August 3, 2011 Through August 16, 2011**
Financial Impact: \$327,611.09
Recommended Action: Approve
(APPROVED 5 – 0, as recommended)

- d. **Agency Fiscal Year 2010-2011 Warrant Register for August 3, 2011 Through August 16, 2011**
Financial Impact: \$524.38
Recommended Action: Approve
(APPROVED 5 – 0, as recommended)

- e. **City Fiscal Year 2011-2012 Warrant Register for August 3, 2011 Through August 16, 2011**
Financial Impact: \$345,948.20
Recommended Action: Approve
(APPROVED 5 – 0, as recommended)

- f. **Agency Fiscal Year 2011-2012 Warrant Register for August 3, 2011 Through August 16, 2011**
Financial Impact: \$480.53
Recommended Action: Approve
(APPROVED 5 – 0, as recommended)

COUNCIL CONSENT CALENDAR:

g. Declaration of Surplus Property

Financial Impact:

Positive revenue gain from the sale of surplus property

Recommended Action: It is recommended that the City Council:

- 1) Declare the list of equipment identified in Exhibit A as surplus property and approve their disposition pursuant to the City's Purchasing Policy
- 2) Authorize the City Administrator or his designee to execute all applicable documents necessary to effectuate this action

(APPROVED 5 – 0, as recommended)

h. Award of Contract for Integrated Network Telephone System

Financial Impact:

Expense: \$175,223.12

Budgeted: \$170,000.00 Account No.: 333523-6840

\$6,000.00 Account No.: 422023-6135

Recommended Action: It is recommended that the City Council:

- 1) Approve a contract with Integrated Computer Technologies (ICT), in the amount not to exceed \$38,795.00, for the installation of an integrated computer network upgrade and Cisco VOIP telephone system
- 2) Approve the five (5) year financing lease agreement with Key Government Finance, Inc. at an estimated monthly lease payment of \$3,000.92 (beginning in December 2011 and ending August 2016)
- 3) Approve a contract with Global Cabling, in an amount not to exceed \$13,533.28 to install ninety-two (92) additional computer ports and certification of all computer cabling throughout City Hall

(APPROVED 5 – 0, as recommended)

i. Request to Prohibit Parking During Certain School Hours on Golden Avenue East of Valencia Avenue

Financial Impact: Minimal

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. R-2011-40, A Resolution of the City Council of the City of Placentia, California prohibiting parking on Golden Avenue during certain school hours and authorizing and directing the City Engineer to mark said area accordingly

(APPROVED 5 – 0, as recommended)

j. Memorandum of Understanding for North Orange County Economic Development Partnership

Financial Impact: Not applicable

Recommended Action: It is recommended that the City Council:

- 1) Approve the Memorandum of Understanding for the North Orange County Economic Development Partnership
- 2) Authorize the City Administrator, or his designee to execute the Memorandum of Understanding on behalf of the City, in a form approved by the City Attorney

(APPROVED 4 – 0 – 1, Mayor Pro Tem Yamaguchi abstained)

k. Response to Grand Jury's Compensation Study of Orange County Cities

Financial Impact: Not applicable

Recommended Action: It is recommended that the City Council:

- 1) Approve and authorize the Mayor to sign a letter to the Presiding Judge that responds to the findings and/or recommendations of the Grand Jury's Compensation Study

(APPROVED 5 – 0, as recommended)

AGENCY CONSENT CALENDAR: None

ICDA CONSENT CALENDAR: None

2. PUBLIC HEARINGS:

COUNCIL/AGENCY/ICDA: None

COUNCIL: None

AGENCY: None

ICDA: None

3. OLD BUSINESS:

COUNCIL/AGENCY/ICDA OLD BUSINESS: None

COUNCIL OLD BUSINESS:

a. **Second Reading and Adoption of an Ordinance Amending Chapter 10.26 of Title X of the Placentia Municipal Code Relating to Bingo Games and Regulations for Remote Caller Bingo**

Financial Impact: Not applicable

Recommended Action: It is recommended that the City Council:

- 1) Conduct second reading by title only and adopt, Ordinance O-2011-09, An Ordinance of the City Council of the City of Placentia, California, amending Chapter 10.26 of the Placentia Municipal Code regarding the licensing and regulation of bingo games within the City

(APPROVED 5 – 0, as recommended)

City Administrator Butzlaff provided a brief introduction of the item. He reviewed the recent changes in State Law and noted the ordinance will modify and allow for remote caller bingo.

Discussion ensued among Council and City Staff regarding this item.

A motion was made by Mayor Nelson, seconded by Councilmember Underhill, and carried (5 – 0) to conduct second reading by title only and adopt, Ordinance O-2011-09, An Ordinance of the City Council of the City of Placentia, California, amending Chapter 10.26 of the Placentia Municipal Code regarding the licensing and regulation of bingo games within the City.

AYES: Aguirre, Underhill, Wanke, Yamaguchi, Nelson

NOES: None

b. **Formation of Citizens Task Force**

Financial Impact: Not applicable

Recommended Action: It is recommended that the City Council:

- 1) Approve the formation of an Ad-hoc Citizens Task Force consisting of community members and one (1) representative from each of the four (4) City Commission/Committees as determined by the Mayor
 - 2) Review the proposed workplan and provide appropriate direction to Staff
- (APPROVED 4 – 1)**

City Administrator Butzlaff provided a brief introduction of the item.

Discussion ensued among Council and City Staff regarding this item.

Councilmember Underhill asked Jeff Buchanan to inform Council why the community group is not interested in becoming a formal Ad-hoc Citizens Task Force. She recommended delaying the formation of the formal committee.

Jeff Buchanan noted that the community group wishes not to be under the jurisdiction of the Brown Act or under the control of the City Staff.

Mayor Pro Tem Yamaguchi motioned to move forward with the formation of an Ad-hoc Citizens Task Force consisting of three (3) community members and four (4) City Council selected City Commissioners, conduct a cost of trimming trees analysis, sidewalk condition assessment and special district formation analysis.

Mayor Pro Tem Yamaguchi's motion died for a lack of a second.

Discussion ensued among Council and City Staff regarding this item. They noted that if the studies are conducted they will become public records and the community group may review the studies.

A motion was made by Councilmember Underhill, seconded Councilmember Wanke, and carried (4 – 1) to delay the formation of the Ad-hoc Citizens Task Force for sixty days and then revisit the item.

AYES: Aguirre, Underhill, Wanke, Nelson
NOES: Yamaguchi

City Administrator Butzlaff noted that Staff is proposing to conduct a basic assessment engineering study, sidewalk inventory study and community survey on the concept of an assessment district. He requested that City Council directs Staff to move forward with the preliminary engineering study.

Discussion ensued among Council and City Staff regarding this item. City Council directed Staff to move forward with the preliminary engineering study.

c. **Selection of Information Technology Support Services**

Financial Impact:

Expense: Not to exceed \$92,250.00

Budgeted: \$147,000.00 Account No.: 422023-6290

Recommended Action: It is recommended that the City Council:

- 1) Approve a Professional Services Agreement with Synoptek, Inc. to provide IT Support Services for the remainder of Fiscal Year 2011-12 and Fiscal

- Year 2012-13 with a one (1) year extension option, at an estimated annual cost of \$88,800.00
- 2) Approve a 30 day extension of contract with City of BreaIT Solutions, in an amount not to exceed \$3,450.00, for transition services
- (APPROVED 4 – 1)**

City Administrator Butzlaff provided a brief introduction of the item.

Councilmember Underhill noted her concerns regarding the approval of IT services agreement with Synoptek, Inc.

Discussion ensued among Council and City Staff regarding this item.

A motion was made by Mayor Pro Tem Yamaguchi, seconded by Councilmember Wanke, and carried (4 – 1) to approve a professional services agreement with Synoptek, Inc. to provide IT support services for the remainder of Fiscal Year 2011-12 and Fiscal Year 2012-13 with a one (1) year extension option, at an estimated annual cost of \$88,800.00 and approve a 30 day extension of contract with City of Brea IT Solutions, in an amount not to exceed \$3,450.00, for transition services.

AYES: Aguirre, Wanke, Yamaguchi, Nelson
NOES: Underhill

AGENCY OLD BUSINESS: None

ICDA OLD BUSINESS: None

4. NEW BUSINESS:

COUNCIL/AGENCY/ICDA NEW BUSINESS: None

COUNCIL NEW BUSINESS:

a. **Approve Resolution Authorizing the Preparation of a Procedure for Pre-Qualification of Contractors**

Financial Impact: None

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. R-2011-41, A Resolution of the City Council of the City of Placentia authorizing and directing Staff to prepare a procedure for pre-qualification of contractors seeking to bid on specified public works projects

(APPROVED 5 – 0, as recommended)

City Administrator Butzlaff provided a brief introduction of the item.

Director of Public Works Steve Drinovsky provided a staff report regarding the item. He provided a brief background on the preparation of the procedure for pre-qualification of contractors and noted the recommended action.

Discussion ensued among Council and City Staff regarding this item.

City Attorney Arczynski commented that the process can be difficult and the benefits of having a pre-qualification procedure will benefit the City.

A motion was made by Mayor Nelson, seconded by Councilmember Underhill, and carried (5 – 0) to adopt Resolution No. R-2011-41, a resolution of the City Council of the City of Placentia authorizing and directing Staff to prepare a procedure for pre-qualification of contractors seeking to bid on specified public works projects.

AYES: Aguirre, Underhill, Wanke, Yamaguchi, Nelson
NOES: None

AGENCY NEW BUSINESS:

b. **Redevelopment Agency Enforceable Obligation Payment Schedule**

Financial Impact: Not applicable

Recommended Action: It is recommended that the City Council:

- 1) Adopt Resolution No. RA-2011-11, A Resolution of the Board of Directors of the Redevelopment Agency of the City of Placentia establishing an initial Enforceable Obligation Payment Schedule pursuant to California Health and Safety Code § 34169 (g)(1)

(APPROVED 5 – 0, as recommended)

City Administrator/Executive Director Butzlaff provided a brief introduction of the item.

Discussion ensued among Council and City Staff regarding this item.

A motion was made by Mayor/Board Chair Nelson, seconded by Councilmember/Agency Member Aguirre, and carried (5 – 0) to adopt Resolution No. RA-2011-11, a resolution of the Board of Directors of the Redevelopment Agency of the City of Placentia establishing an initial Enforceable Obligation Payment Schedule pursuant to California Health and Safety Code § 34169 (g)(1).

AYES: Aguirre, Underhill, Wanke, Yamaguchi, Nelson
NOES: None

ICDA NEW BUSINESS: None

CITY COUNCIL/BOARD MEMBERS REQUESTS:

Mayor Nelson requested that Council give direction to Staff to insure that the Orange County Transportation Authority and the City work together to assist business owners on Orangethorpe adjacent to the project area during the Grade Separation Project.

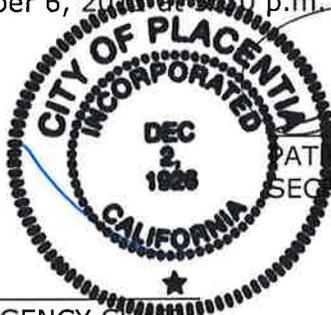
City Administrator Butzlaff noted that the Orange County Transportation Authority places contractors in a performance schedule.

ADJOURNMENT:

The City Council/Redevelopment Agency/ICDA Board of Directors adjourned at 8:30 p.m. to a regular meeting on September 6, 2011 at 8:30 p.m.

ATTEST:

SCOTT W. NELSON, MAYOR/AGENCY CHAIR



PATRICK J. MELIA, CITY CLERK/AGENCY SECRETARY