

CITY OF WOODLAND

CITY COUNCIL STUDY SESSION AGENDA

AUGUST 28, 2012

2:30 P.M.

Community & Senior Center – Banquet Room 3
2001 East Street

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. COMMUNICATIONS-PUBLIC COMMENT

This an opportunity for the public to speak to the Council on any item other than those listed for public hearing on this agenda. Speakers are requested to use the microphone in front of the Council and to begin by stating their name, whether they reside in Woodland and the name of the organization they represent if any. The Mayor may impose a time limit on any speaker depending on the number of people wanting to speak and time available for the rest of the agenda. In the event comments are related to an item scheduled on the agenda, speakers may be required to wait to make their comments until that item is considered.

E. COMMUNICATIONS–COUNCIL/STAFF STATEMENTS AND REQUESTS

This is an opportunity for the Council Members and Staff to make comments and announcements, to express concerns, or to request Council's consideration of any items a Council Member would like to have discussed at a future Council meeting.

- F. APPROVAL OF AGENDA
- G. Introduction
 - G.1. Purpose of Study Session
 - G.2. Desired Outcomes
 - G.3. Framework for Integrating Strategic Planning Goals with Budget Process and City Workplans
- H. Priorities and Goals for the 2012-2014 Council Session
 - H.1. Starting Point – Mayor's July 10th Inaugural Address
 - H.2. Priority Projects & Initiatives

******* BREAK *******

updated a/o 10/10/2018



- I. Organizing for Success
 - I.2. Role of Committees and Commissions
 - I.3. City Council Agendas / Long-Range Calendar/ Study Sessions
- J. Council Protocols
 - H.1. Brown Act
 - H.2. Public Records / Correspondence
 - H.3. Conflict of Interest Considerations
 - H.4. Communications Staff and Public
- K. Next Steps
 - Distill / Summarize Council Goals/Priorities
 - Continued Refinement of Objectives, Strategies and Initiatives
 - Tools to Track and Monitor Progress and Outcomes
 - City Manager Performance Plan / Expectations
- L. ADJOURN (To Closed Session)

***** **BREAK** *****

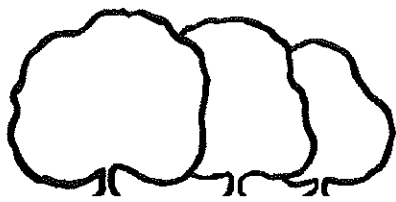
M. CLOSED SESSION

- B.1 Conference with Labor Negotiators, Pursuant to Section 54957.6
Agency Designated Representatives: Paul Navazio, Amy Buck
Kimberly McKinney and Dania Torres-Wong
Employee Organization(s): Professional Police Employees' Association, Police Supervisors Association, Police Mid-Management Employees, Professional Firefighters' Association, Fire Mid-Management Employees, Woodland City Employees' Association, Mid-Management Association and Confidential Employees

I declare under penalty of perjury that the foregoing Agenda for the City Council Study Session of the City of Woodland scheduled for Tuesday, August 28, 2012 was posted on August 24, 2012 in the outside display case at City Hall, 300 First Street, Woodland, CA, and at the Woodland Community and Senior Center, 2001 East Street, Woodland, CA and was available to the public during normal business hours.

Ana B. Gonzalez, City Clerk

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the Office of the City Clerk of the City of Woodland. Requests will be valid for the calendar year in which the request is received, and must be renewed prior to January 1st. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the Office of the City Clerk (530-661-5806) at least 48 hours prior to the meeting.



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR

DATE: August 28, 2012

SUBJECT: City Council Retreat / Study Session: Priority Goals for 2012 – 2014

The City Council has scheduled a Study Session / Retreat to initiate establishment of priority goals and objectives for the 2012-2014 Council session. The scheduling of this study session coincides with the constitution of the new City Council and officers, formally sworn-in on July 10, 2012.

Establishing clear and explicit City Council goals and priorities for the next two years (and beyond) is important in several respects. First, the goals to be set by the Council will form the basis for assessing progress made in addressing the most important issues facing the City and community. In addition, clearly articulated Council priorities will also assist in ensuring that the City's limited resources are focused on those initiatives and programs that contribute most directly to the outcomes envisioned in advancing city priorities. Finally, when these goals are effectively integrated into the City's overall work plan, consistent with available resources, they then form the basis for expectations and accountability for the City's staff, management team and, most appropriately, evaluation of the City Manager.

Starting Point

In his inaugural address, Mayor Davies identified an initial set of goals and priorities intended to serve as a starting point for the Council's consideration (see Attachment 1). Tonight's study session provides an opportunity for the entire Council to contribute additional thoughts and ideas, as the next step in establishing consensus on the highest priorities for the City over the next two years. Additional study sessions may be required to further refine emerging Council goals and priorities, as well as inform development of the process by which the Council will monitor progress and effectiveness of these priorities in achieving desired results and outcomes.

Framework for Integrating Goals and Priorities

Prior to commencing discussions aimed at establishing specific City Council goals and priorities, it may be useful to consider the context and framework in which strategic goals can best be integrated into the planning, budgeting and work plans of the organization. Goals and priorities are most likely to be accomplished - and result in their intended outcomes - if they are used to establish the foundation of an effective organization's performance management system.

Such systems require not only establishment of clear goals and objectives, but also the development of management tools, and metrics needed to track progress and monitor results and outcomes. Effective strategic planning and performance management also requires feedback to ensure that expected outcomes are indeed being realized. More often than not, absent effective management tools and quantifiable metrics, organizational goal setting processes result in little more than expansive “to do” lists and tasks which strain and diffuse organizational resources, and may or may not result in achieving ultimate desired outcomes.

As we begin this goal setting process, some definitions and concepts may be useful in organizing the Council’s consideration of goals and priorities (see Attachment 2):

Staff Contribution to Goal-Setting Exercise

In preparation for tonight’s Council study session, the Executive Management Team convened to review departmental goals and priorities as well as assess the organization’s strengths and weaknesses in relation to our ability to maintain effective delivery of City services, as well as our capacity to support the Council’s goals and priorities anticipated to result from this discussion.

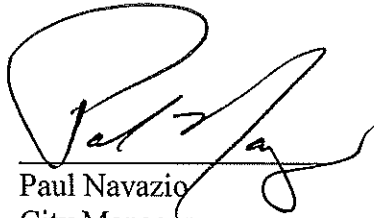
Staff generally concurs with the major goal areas articulated by Mayor Davies, and offers the following observations and suggestions:

- *Organizational Effectiveness.* We believe it is important for the Council to recognize and support establishing goals in the area of Organizational Effectiveness. This would include a number of specific initiatives aimed at strengthening the organization, building capacity and key competencies, and improving the effectiveness and efficiency of city services to the community.
- *Maintain Quality of Life.* It is generally acknowledged that the majority of existing city services and programs fall neatly within the category of Maintaining Quality of Life. As a result, it may be useful to include appropriate sub-categories within this goal area, to include: Health and Safety, Recreation, Arts & Culture, Library Services, and Environmental Sustainability.
- *Infrastructure.* In addition to including priorities related to City utilities (water, sewer, storm drain) streets and roads, sidewalks, and City facilities, this goal area may also include selected Council priorities in the areas of parks, trees/urban forest, housing and transportation.
- *Inter-Agency Collaboration.* Staff recommends including goals and priorities related to inter-agency collaboration with a broader goal category of Governance/Engagement. This would not only include engagement with other agencies and organizations, but also include initiatives related to community engagement, open-government, transparency and accountability.

Finally, within each of the potential goal categories, staff has identified a number of specific projects, initiatives and programs that reflect many of the departmental goals and priorities that are either currently underway, or are perceived as needed to advance community and organizational goals. These lists are far from all-inclusive, but are being shared with the Council in order to spur consideration and discussion of possible Council goals and priorities (see Attachment 3).

Conclusion

Staff applauds the Council's interest and desire to establish goals and priorities for the 2012-14 Council session. We hope to assist not only in providing support to this effort, but also commit to building the organizational capacity critical to accomplishing the Council's priority goals, as well as developing the necessary management tools to track and demonstrate progress and efficacy of our efforts.



Paul Navazio
City Manager

Attachments

- 1) Initial Goals and Priorities – Mayor's Inaugural Address (July 10, 2012)
- 2) Framework for Establishing Goals and Priorities – Foundation for Performance Management
- 3) Staff Brainstorming List – Goals and Priorities

Attachment 1

Initial Set of Council Goals and Priorities

Excerpts from Mayor Davies' Inaugural Address – July 10, 2012

- 1) Fiscal Responsibility
 - Balanced Budget
 - Prudent Reserves
 - Fair and Sustainable Employee Compensation
 - Effective staff assignments
- 2) Maintain Quality of Life
 - Fully-staffing Public Safety Departments
 - Well-trained and equipped Public Works Department
 - Full-functioning Library
 - Upgrades to Brooks Pool facility
 - Complete Community & Senior Center and Sports Complex
 - Clark Field Improvements
- 3) Economic Development / Job Creation
 - General Plan Update
 - Climate Action Plan
 - Update Codes and Regulations
 - Establishment of Council Sub-Committee (Davies / Stallard)
- 4) Strong Downtown
 - Establishment of Council Sub-Committee (Hilliard / Denny)
- 5) Infrastructure
 - Surface Water Project
 - Cache Creek Flood Protection Project
 - Street Repair and Maintenance
 - Technology Infrastructure
- 6) Inter-Agency Collaboration
 - State-Local Relationship
 - Yolo County and neighboring cities
 - Woodland Community College
 - Woodland Joint Unified School District
 - Non-Profit Service Organizations

Attachment 2

Framework for Establishing Goals and Priorities
(Foundation of Performance Management)

Goal Areas: *What are the major policy areas for which goals and priorities are to be set?*
(i.e. Fiscal Responsibility, Economic Development, Strengthen Downtown, etc.)

Goal Statements: *What outcomes are we hoping to accomplish in each Goal Area?*
(i.e. Fiscal Stability – Achieve a structurally balanced-budget where current service-levels can be sustained over time with recurring revenues, while maintaining prudent reserves and adequately funding long-term infrastructure maintenance and replacement needs.)

Strategies: *How are we hoping to achieve the desired outcomes?*

Projects / Initiatives – *What specific projects or initiatives need to be undertaken in order to implement each strategy and achieve the outcomes envisioned within each goal area?*

Projects/Initiatives can be further organized as follows:

Short-Term (<12 months)

Medium-Term (12 – 24 months)

Long-Term (> 24 months)

As well as:

Policy Initiatives – General Plan, Climate Action Plan, Zoning Ordinance Update

Priority Projects – Surface Water Project, State Theater, Downtown Streetscape

Program/Process Improvements – Permit Streamlining, EMS Response Time, etc.

Performance Indicators: *What metrics will be used to assess the extent to which the outcomes within a goal area are achieved?*

SAMPLE

GOAL AREA: FISCAL RESPONSIBILITY
Goal Statement / Objective(s) - <i>What are we trying to accomplish?</i>
Goal Strategies: <i>How do we envision accomplishing this goal / objective(s)</i> A B C D E F
Critical Initiatives / Special Projects - <i>What specific workplan efforts are most likely to advance this goal and related strategies?</i> 1 2 3 4 5 6 7 8 9 10
Performance Indicators (TBD) - <i>What are the best indicators to use in assessing progress toward this goal?</i> <i>How will we know when this goal has been achieved?</i>

SAMPLE

GOAL AREA: ECONOMIC DEVELOPMENT / JOBS

Goal Statement / Objective(s) - *What are we trying to accomplish?*

Goal Strategies: *How do we envision accomplishing this goal / objective(s)*

A
B
C
D
E
F

Critical Initiatives / Special Projects - *What specific workplan efforts are most likely to advance this goal and related strategies?*

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2
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4
5
6
7
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Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

SAMPLE

GOAL AREA: STRENGTHEN DOWNTOWN

Goal Statement / Objective(s) - *What are we trying to accomplish?*

Goal Strategies: *How do we envision accomplishing this goal / objective(s)*

- A
- B
- C
- D
- E
- F

Critical Initiatives / Special Projects - *What specific workplan efforts are most likely to advance this goal and related strategies?*

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Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

SAMPLE

GOAL AREA: INFRASTRUCTURE

Goal Statement / Objective(s) - *What are we trying to accomplish?*

Goal Strategies: *How do we envision accomplishing this goal / objective(s)*

- A
- B
- C
- D
- E
- F

Critical Initiatives / Special Projects - *What specific workplan efforts are most likely to advance this goal and related strategies?*

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- 4
- 5
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- 10

Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

SAMPLE

GOAL AREA: MAINTAIN QUALITY OF LIFE

Goal Statement / Objective(s) - *What are we trying to accomplish?*

Goal Strategies: *How do we envision accomplishing this goal / objective(s)*

- A
- B
- C
- D
- E
- F

Critical Initiatives / Special Projects - *What specific workplan efforts are most likely to advance this goal and related strategies?*

- 1
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Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

SAMPLE

GOAL AREA: INTER-AGENCY COLLABORATION

Goal Statement / Objective(s) - *What are we trying to accomplish?*

Goal Strategies: *How do we envision accomplishing this goal / objective(s)*

- A
- B
- C
- D
- E
- F

Critical Initiatives / Special Projects - *What specific workplan efforts are most likely to advance this goal and related strategies?*

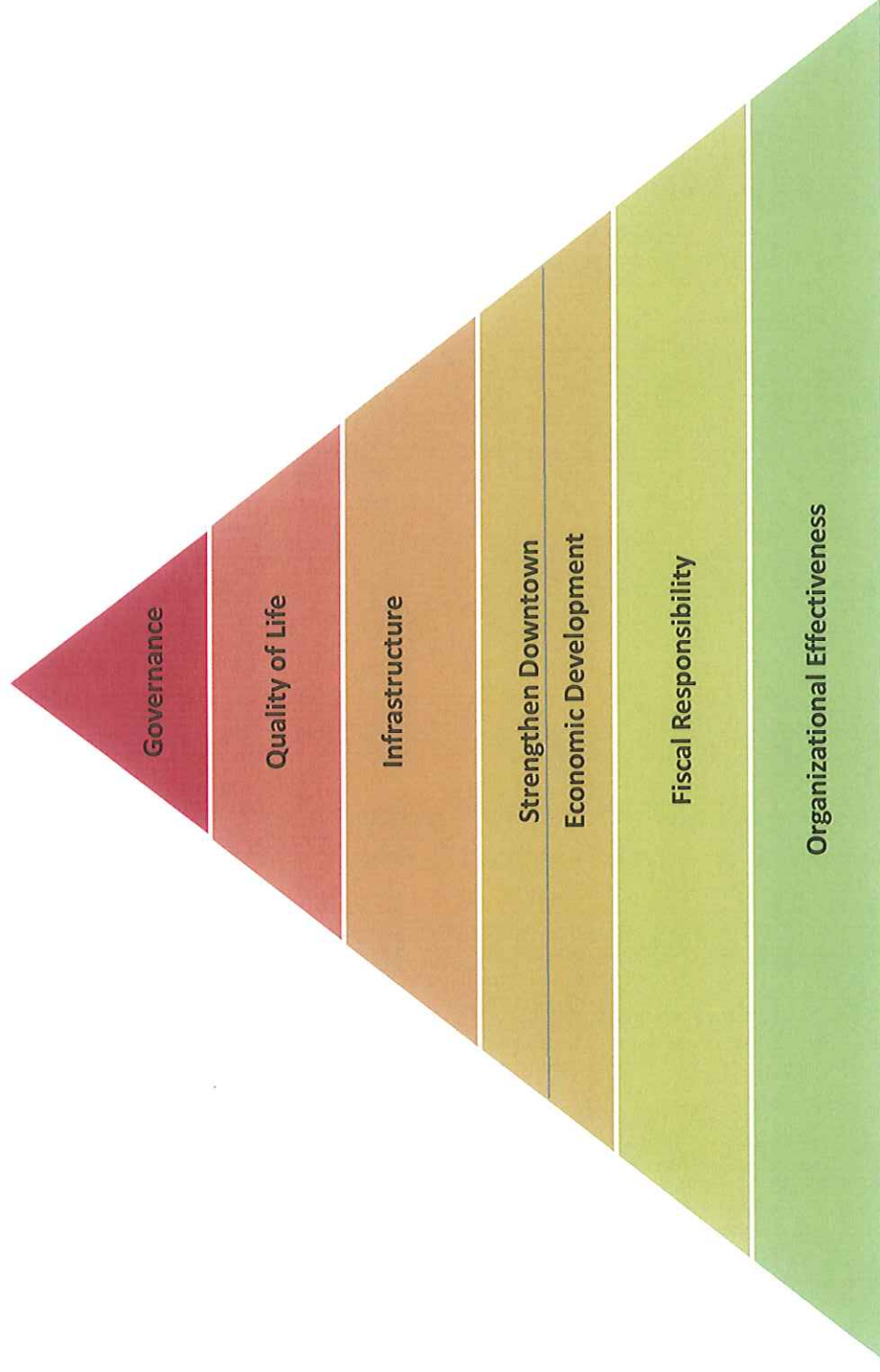
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Performance Indicators (TBD) - *What are the best indicators to use in assessing progress toward this goal?*
How will we know when this goal has been achieved?

SAMPLE

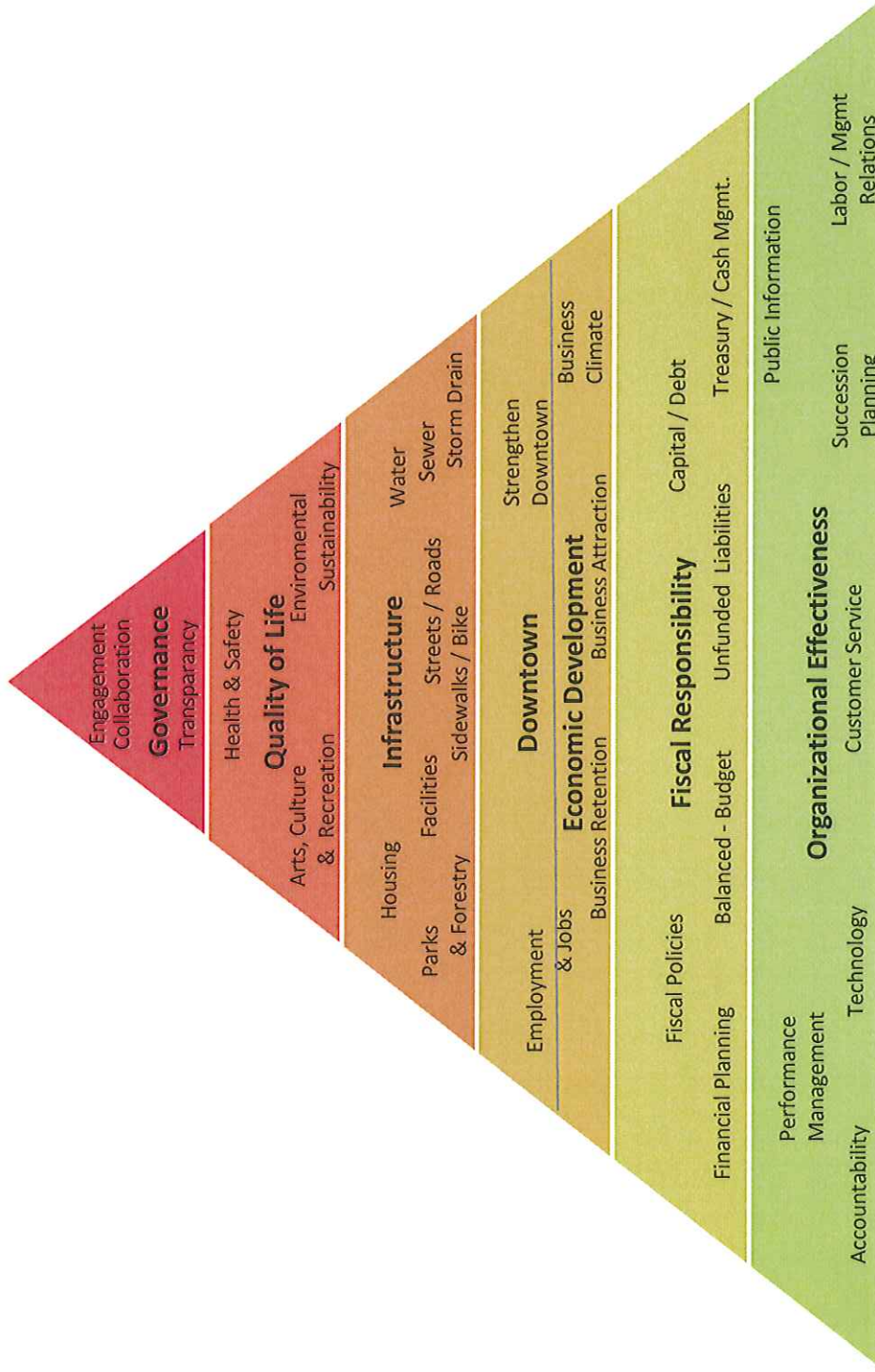
GOAL AREA: ORGANIZATIONAL EFFECTIVENESS
Goal Statement / Objective(s) - <i>What are we trying to accomplish?</i>
Goal Strategies: <i>How do we envision accomplishing this goal / objective(s)</i> A B C D E F
Critical Initiatives / Special Projects - <i>What specific workplan efforts are most likely to advance this goal and related strategies?</i> 1 2 3 4 5 6 7 8 9 10
Performance Indicators (TBD) - <i>What are the best indicators to use in assessing progress toward this goal?</i> <i>How will we know when this goal has been achieved?</i>

MAJOR GOAL AREAS



MAJOR GOAL AREAS

With Sample Sub-Categories



QUALITY OF LIFE	INFRASTRUCTURE	ECONOMIC DEVELOPMENT / JOBS	STRENGTHEN DOWNTOWN
<i>Health / Safety, Arts / Culture, Library, Recreation, Environmental Sustainability</i>	<i>Water, Sewer, Storm Sewer, Streets, Sidewalks, Parks, Urban Forest, Facilities, Housing, Transportation</i>	<i>Business Attraction / Retention, Marketing, Business Climate, Support Svcs.</i>	<i>Business Retention / Attraction, Special Events, Streetscapes, Create "Place"</i>
Fully-staffed Public Safety Depts. Trained / Equipped PW Dept. Full-Functioning Library Upgrades to Brooks Pool Facility Complete Comm. Ctr. / Sports Park Clark Field Improvements	Surface Water Project Lower Cache Creek Flood Study Street Repairs & Maintenance Technology Infrastructure	General Plan Update Climate Action Plan Update City Codes and Regulations ED Council Sub-Committee	Downtown CC Sub-Committee
Youth Gang Reduction and Prevention Initiative (YGRIP)	Water Meter Project- Phase 3	Asset Inventory	Main Street Beautification
Problem-Oriented Policing	Ground-level Storage Tank	Zoning Code Update	State Theater Rehab
Downtown POP	Water System Maint.	Marketing / Branding	Entertainment Venue / Multiplex Theater
Citywide POP		City Entrance(s) / Gateway	Gorman's Restaurant
Repeat Offender Program (ROP)	Annual Sewer Repairs	Business Friendly Climate	First Friday Artwalk
Special Enforcement Team (SET)	Water Pollution Control Facility (WPCF) Improv.	Organize Focused Staff Resources	Parking Improvements / Surface Lots / Other
Crime Prevention / Neighborhood Watch		Inter-disciplinary ED Team	Lighting
Emergency Preparedness Training	Storm Sewer - Funding Mech.	On-Line Permitting	Facade Improvements
Interoperability / Communications	Pioneer Widening	City / County Tax-Sharing Agreement	Signage
Reverse 9-1-1	Kentucky Ave. Rehabilitation	Gateway II	Wi-Fi/Hot Spot
Fire Training	Sidewalk Repairs	Knaggs Property	Business Improvement Dist.
Emergency Medical Services (EMS)	Parks / Irrigation Rehab	Courthouse Project	Business Support Services
Graffiti Abatement	Tree Pruning / Maint Program	Velocity Island (Wakeboard)	Update Downtown Specific Plan
Adopt-a-Park	Facility Repair / Replacement	Auto Dealerships	Successor Agency
Neighborhood Park "events"		Yolo Rail Relocation	Access to RDA Bond Proceeds
Expand Recreational Opportunities	Housing Stock	Re-purpose City Surplus Real Property	Downtown Economoc Task Force
2nd Pool Complex (Re-establish)	Code Compliance	City 22 Acre (NWP) Property	
Climate Action Plan (CAP)	Affordable Housing (post-RDA)		
Energy Program	GIS Database (Physical Assets)		
PACE Programs			
Renewable Energy Projects			
Water Conservation			
Promote Healthy Lifestyles			
Alternative Transportation Modes			
Bicycle facility planning			

FISCAL RESPONSIBILITY		GOVERNANCE		ORGANIZATIONAL EFFECTIVENESS		OTHER	
<i>Financial Planning, Budget, Unfunded Liabilities, Capital Planning, Debt, Treasury</i>		<i>Inter-Jurisdictional Collaboration, Accountability, Transparency, Engagement</i>		<i>Customer Service, Performance Management, Succession Planning, Public Information, Labor/Mgmt., Technology, Accountability</i>			
<i>Balanced-Budget Prudent Reserves Fair and Sustainable Contracts Effective Staff Assignments</i>		<i>State/Local Relationship Yolo County / Neighboring Cities WCC WJUSD Non-Profit Service Organizations</i>					
<i>Sustainable Labor Contracts Unfunded Liabilities / Pension / OPEB</i>		<i>Shared Services Update Municipal Code</i>		<i>Performance Management Alternative Service Delivery Models</i>			
<i>Budget Policies Review Reserve Policies</i>		<i>Records Management</i>		<i>Improved Customer Service Organize/Consolidate Functions</i>			
<i>Purchasing Policy</i>		<i>Public Records</i>		<i>Review Process / Procedures - Update City's "Business Model"</i>			
<i>Debt Policy / Admin.</i>		<i>WEB Page E-Government / Services / Public Information</i>		<i>Change in Organizational Culture</i>			
<i>Cost-reduction / Efficiencies Eliminate Duplication / Redundancy</i>		<i>Community Outreach Public Engagement</i>		<i>Employee Engagement</i>			
<i>Measure V (2014) Measure E (2018)</i>		<i>City Staff Speakers' Bureau</i>		<i>Labor / Mgmt Relations Alternative Work Schedules Training / Professional Development Succession Planning</i>			
<i>Tyler-Eden Implementation Project Accounting System Budget Controls</i>		<i>Establish Community Survey</i>		<i>Assess Staff Leadership Positions/Needs</i>			
<i>Springlake Building Unit Allocation (BUA)</i>		<i>Neighborhood Town Hall Mtgs.</i>		<i>Technology / Automation Recruitment / Retention</i>			
<i>Comprehensive Fee Study Update AB1600 Impact Fees Fixed Assets</i>				<i>Employee Activities / Recognition Simplify Job Classifications Rotate staff assignments</i>			
<i>Surplus Property-Dispositon Commodities and Equipment</i>				<i>City Hall "makeover" CM Brownbag lunches</i>			

**CITY OF WOODLAND AND
CITY COUNCIL APPOINTMENTS
2012-2014**

INTER-JURISDICTIONAL BODIES	MAYOR DAVIES	VICE MAYOR STALLARD	COUNCIL MEMBER MARBLE	COUNCIL MEMBER HILLIARD	COUNCIL MEMBER DENNY	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
LOCAL AGENCY FORMATION COMMISSION (LAFCO)	P				A			
SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG)		P		A		3 rd Thursday	9:00 a.m.	Legislative coordination & information provision of areas of interest to Cities in the region.
YOLO COUNTY TRANSPORTATION DISTRICT (YCTD)			P		A	2 nd Monday	7:00 p.m.	Established in 1998 by State legislation. Administers countywide transit (YOLOBUS) system & related planning services.
YOLO SOLANO AIR QUALITY MANAGEMENT DISTRICT (Yolo/Solano AQMD)	P				A	2 nd Wednesday	9:00 a.m.	Bi-county regional air quality district (the County and City representatives).
WATER RESOURCES ASSOCIATION OF YOLO COUNTY (WRA)			P	A		Quarterly as needed on Monday at Leake Room	3:00 p.m. -5:00 p.m.	Discusses countywide water availability, quality & transfer issues; representatives from Cities, County, Water Agencies & other interested organizations.
WOODLAND/DAVIS CLEAN WATER AGENCY (JPA)	P		P	A		3 rd Thursday	3:00 p.m.	
NATURAL COMMUNITIES CONSERVATION PLAN (JPA)		A			P			Joint Powers Board charged with preparation & implementation of a Natural Communities Conservation Plan to preserve habitat & open space.

LIAISON APPOINTMENTS	MAYOR DAVIES	VICE MAYOR STALLARD	COUNCIL MEMBER MARBLE	COUNCIL MEMBER HILLIARD	COUNCIL MEMBER DENNY	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
YOLO COUNTY 2X2 - YOLO COUNTY/COURTS 2X2X2	P	P			A	Usually meets monthly	4:00 p.m.	Discusses issues of mutual interest & keep regular dialog.
WJUSD/WOODLAND COMM COLLEGE 3X2X2	A	P			P	3 rd Tuesday	8:00 a.m.	Discusses issues of mutual interest with School Board and City Council Representatives.
CHAMBER OF COMMERCE 2X2	P		A	P		1 st Tuesday	9:15 a.m.	Discusses issues of mutual interest & maintains regular dialog.
DOWNTOWN BUSINESS DEVELOPMENT TASK FORCE				P	P			Work with all Downtown Businesses to enhance and improve business climate in Downtown Woodland
YOLO COUNTY ECONOMIC DEVELOPMENT COUNCIL	P	P				3 rd Wednesday	7:30 a.m. YC Administration Building	Formed in early 1998 by Yolo County, combines representatives from all communities and many agencies to enhance economic development County Wide.
YOLO COUNTY CRIMINAL JUSTICE CABINET					P	3 rd Thursday	3:30 p.m.	Established in 1997 by Yolo County, to enhance existing levels of cooperation among all stakeholders to criminal justice system.
YOLO COUNTY COMMUNITY CHOICE AGGREGATION TASK FORCE				P	A			
LEAGUE OF CALIFORNIA CITIES - VOTING DELEGATE			P	A				Beginning 1/1995, this is a League of California Cities program for regular communication between Cities & their State legislative representatives.

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STANDING COMMITTEES	MAYOR DAVIES	VICE MAYOR STALLARD	COUNCIL MEMBER MARBLE	COUNCIL MEMBER HILLIARD	COUNCIL MEMBER DENNY	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
CITY OF WOODLAND SUSTAINABILITY COMMITTEE	A	P		P		On-call	On-call	Coordinates City efforts to address local, state and federal goals related to environmental sustainability. Merges former Solid Waste and Energy Committees.
INFRASTRUCTURE SUB-COMMITTEE	P	P			A	On-call	On-call	Meets to review Capital Plans & facilities & related subdivision infrastructure needs.
FLOOD/WATER COMMITTEE			P	A		On-call	On-call	Communication with Chamber and Community Groups regarding water and flood issues.

OTHER COMMITTEES - AD-HOC	MAYOR DAVIES	VICE MAYOR STALLARD	COUNCIL MEMBER MARBLE	COUNCIL MEMBER HILLIARD	COUNCIL MEMBER DENNY	MEETING DATES	MEETING TIME	COMMITTEE DEFINITION/PURPOSE
ART IN PUBLIC PLACES						On call	On-call	To be determined.
SPRING LAKE SPECIFIC PLAN & FINANCING SUB-COMMITTEE						On-call	On-call	Reviews issues related to implementation of the Spring Lake Specific Plan. Re-evaluate financial constraints of Spring Lake development.
CITY OF DAVIS						On call	On-call	Discusses issues of mutual interest
UNIVERSITY OF CALIFORNIA AT DAVIS						On-call	On-call	Discusses issues of mutual interest
CITY OF WEST SACRAMENTO						On-call	On-call	Discusses issues of mutual interest

NOTES:

- 1 Combines Prior City/County 2x2 with County/Courts 2x2x2
- 2 Replaces former Downtown Business Association 2x2
- 3 DELETE - City of Woodland Investment - Scope is provided for in Quarterly Treasurer's Report to full Council
- 4 Combines Specific Plan Sub-Committee w/ SL Financial Focus Working Group
- 5 NOT A RECOGNIZED LIAISON BODY

Board of Appeals

Sec. 2-7-12. - Jurisdiction.

The board of building appeals shall hear and act upon appeals from determinations by city building officials concerning the suitability of alternate materials and methods of construction and questions of interpretation arising under the Uniform Building Code, the Uniform Mechanical Code, the Uniform Electrical Code, the Uniform Plumbing Code and the Uniform Fire Code, as these codes may be amended from time to time.

Sec. 2-7-13. - Powers and duties.

The board of building appeals shall have such powers and duties set forth in the Uniform Building Code, the Uniform Mechanical Code, the Uniform Electrical Code, the Uniform Plumbing Code and the Uniform Fire Code, as amended from time to time, and may recommend to the council such new legislation as is consistent therewith. Actions of the board in the execution of such powers and duties shall be reviewable by the city council, which reserves the right to affirm, reverse or modify any such act of the board as the council may deem just or equitable. The board shall inform the planning commission of actions which may affect the planning program of that commission. In addition, during April of each year, a board representative shall appear before the city council to report on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required in writing.

Planning Commission

Sec. 2-7-20. - Jurisdiction.

Except as otherwise specified in this code, the planning commission shall conduct hearings and shall make recommendations to the council on all planning matters, and, when so provided, the planning commission shall make determinations on planning matters which shall be final unless timely appeal is made to the council.

Sec. 2-7-21. - Powers and duties.

The planning commission shall:

- (1) Assist in developing and maintaining the general plan;
- (2) Assist in developing such specific plans as may be necessary or desirable;
- (3) On or before March 1st of each year, review and make recommendations to the council concerning the deletion, addition and priority of items in the city's capital improvement program;

(4) Recommend to the council the initiation of ordinances, resolutions, agreements, or programs concerning planning matters;

(5) During April of each year, a commission representative shall appear before the city council to report on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required to be submitted in writing;

(6) Perform such other functions as the council and the law may provide.

Parks & Recreation Commission

Sec. 2-7-28. - Jurisdiction.

The parks and recreation commission shall act as the tree commission in an advisory capacity in matters pertaining to the planting and maintenance of trees growing on public property, including public easements, but excluding city parks, and within tree maintenance strips as defined in Section 20A-1-20.

Sec. 2-7-29. - Powers and duties.

The parks and recreation commission shall have the following powers and duties:

(1) To provide a forum for community discussion of current and future city-wide child care, youth, teen and adult recreation and community services programs as well as parks and recreation facility needs;

(2) To anticipate, with recommendations, the city's need to acquire, develop and maintain parks and recreation facilities;

(3) To make recommendations on policies, program direction, and financial matters pertaining to the parks, recreation and community services department under the commission's jurisdiction;

(4) To review the portion of the city budget related to parks, recreation and community services as developed by the department staff (with the exception of senior citizen center and services) and make recommendations to the city council;

(5) To advise the city council on all matters related to parks and recreation facilities, child care information services, youth, teen and adult recreation and community services programs;

(6) To analyze local, state and national child care, parks, recreation and community services legislation;

(7) To conduct surveys to assess the parks, recreation and community services needs of the community;

(8) To advocate for the continued growth, availability and quality of the city parks, recreation and community services programs, services and facilities;

(9) To conduct hearings and to act upon matters within the tree commission's jurisdiction as set forth in Sections 2-7-28 and 20A-1-80;

(10) To recommend to the council ways to improve the appearance of the city by planting and maintaining trees;

(11) To have a representative report to the council during April of each year on work accomplished in the past year and to outline work to be done in the coming year. Such report, at the discretion of the council, also may be required to be submitted in writing; and

(12) To exercise such powers and perform such other duties as the council may direct.

Traffic and Safety Commission

Sec. 2-7-43. - Jurisdiction.

The traffic safety commission shall advise and make recommendations to the council on all traffic, circulation and traffic safety matters within the sphere of influence of the city as defined by the city's general plan.

Sec. 2-7-44. - Powers and duties.

At the minimum, the commission shall submit written minutes of each of its meetings to the council. Any recommendations of the commission shall be contained in its written minutes. In addition, a representative of the commission shall also periodically make oral reports to the city council.

Undergrounding Committee

Sec. 2-7-50. - Jurisdiction.

The committee shall advise and make recommendations to the city council on all matters concerning the undergrounding of electric utilities within the city limits.

Sec. 2-7-51. - Powers and duties.

The committee shall seek to obtain funds and to develop programs for the undergrounding of electric utilities.

Commission on Aging

Sec. 2-7-85. - Jurisdiction.

The commission on aging shall advise, and make recommendations to, the city council on all matters pertaining to senior citizens of this city.

Sec. 2-7-86. - Powers and duties.

The commission on aging shall have the following powers, functions and duties:

- (1) To act as advisory body to the city council by studying, evaluating, and making recommendations on grant and program proposals affecting the well being of senior citizens' programs in the city;
- (2) To define unmet needs of senior citizens and to identify ways to meet these needs;
- (3) To identify and inventory various services available to senior citizens;
- (4) To disseminate information to senior citizens regarding the availability and uses of the various activities and services;
- (5) To lend strength and support to existing programs;
- (6) To discuss and recommend appropriate action on all legislative bills concerning senior citizens;
- (7) To recommend and coordinate senior citizens' programs or services of general interest, including, but not limited to, nutrition, transportation, health, housing and recreation;
- (8) To act as advisory body to the city council concerning the operation and maintenance of the senior center;
- (9) To review the portion of the city budget related to senior programs as developed by the department staff and make recommendations to the city council.

Library Board

Sec. 2-7-64. - Rules, regulations and by-laws.

Pursuant to the provisions of Education Code Section 18910, et seq., as amended from time to time, the board of library trustees may make and enforce all rules, regulations, and by-laws necessary for the administration, government, and protection of the libraries under its management, and all property belonging thereto.

Sec. 2-7-65. - Administration of trusts and property.

The board of library trustees may administer any trust declared or created for the library, and receive by gift, devise, or bequest and hold in trust or otherwise, property situated in this state or elsewhere, and where not otherwise provided, dispose of the property for the benefit of the library.

Sec. 2-7-66. - Officers and employees.

The board of library trustees may prescribe the duties and powers of the librarian, secretary, and other officers and employees of the library. Pursuant to Government Code Section 45007 and Education Code Section 18921, the city librarian shall be appointed by the board and shall serve at its pleasure. Pursuant to Government Code Section 45005, all library employees other than the city librarian shall be appointed by the city manager and shall serve subject to the personnel rules of the city. The number of, and the compensation for, library employees shall be fixed by resolution of the city council. The compensation for the library services director shall be fixed by resolution of the board within the fiscal limitations previously established by the city council.

Sec. 2-7-67. - Purchase of personal property.

The board of library trustees may purchase necessary books, journals, publications, and other personal property.

Sec. 2-7-68. - Purchase of real property and construction and rental of equipment and buildings.

The board of library trustees may purchase real property and erect or rent and equip, such buildings or rooms, as may be necessary, when in its judgment a suitable building, or portion thereof, has not been provided by the city council for the library.

Sec. 2-7-69. - State publications.

The board of library trustees may request the appropriate state officials to furnish the library with copies of any and all reports, laws, and other publications of the state not otherwise disposed of by law.

Sec. 2-7-70. - Borrowing.

The board of library trustees may borrow library materials from, lend library materials to, and exchange library materials with other libraries, and may allow nonresidents to borrow library materials upon such conditions as the board may prescribe.

Sec. 2-7-71. - Incidental powers of board.

The board of library trustees may do and perform any and all other acts and things necessary or proper to carry out the provisions of Education Code Sections 18900 through 18965, as the same may be amended from time to time.

TENTATIVE CITY COUNCIL MEETING SCHEDULE

Items subject to removal and/or rescheduling

Tuesday, September 4, 2012

Regular Meeting

CONSENT CALENDAR

Final Acceptance and Notice of Completion for South Sewer Pond #11 Soil Cement Treatment
Swim Team Lease Agreement (Charles Brooks Aquatics Center)
Fourth Quarter FY11-12 Investment Report

REGULAR

Planning Commission Appointment (CC Sub-Committee)

Tuesday, September 18, 2012

Regular Meeting

- Annual Report from Library Board (LIB)
- Update of City Purchasing Ordinance (CMO)
- State Theater Management Group – MOU (CDD)
- Sanitary Sewer Management Plan (PW)
- Quarterly Public Works Status Report (PW)

Tuesday, September 25, 2012

Study Session

Tuesday, October 2, 2012

Regular Meeting

- California Voting Rights Act (CMO)
- Shared Services Presentation (LAFCO)
- Velocity Island Lease Agreement – Dubach Park (CDD)

Tuesday, October 16, 2012

Regular Meeting

- Appoint Nominating Committee – Community Service Awards
- Spring Lake Community Facilities District Accountability Report (FIN)
- Quarterly Community Development Status Report (CDD)
- Quarterly Capital Improvement Plan Status Report (CDD)

Tuesday, October 23, 2012

Study Session

Tuesday, November 6, 2012

Regular Meeting

- First Quarter Investment Report (FIN)
- First Quarter FY2012-13 Budget Update (FIN)

Tuesday, November 20, 2012

Regular Meeting

- Measure E and Measure V Annual Report (CMO)

Tuesday, November 27 2012

Study Session

Tuesday, December 4, 2012

Regular Meeting

- Annual Status Report – Major Projects Financing Plan
- Annual AB1600 Report
- Development Impact Fee Update

Tuesday, December 18, 2012

Regular Meeting

FUTURE AGENDA ITEMS (TBD):

Annual Housing Element Progress Report (Jan)
Annual General Plan Progress Report (Jan)
FY2012-13 Mid-Year Budget Update (Feb)

FUTURE STUDY SESSIONS (TBD):

Storm Sewer NPDES Permit / Program
City Council Goals / Progress Report
Street / Sidewalk Annual Status Report
Climate Action Plan
Budget Workshop (March)

COUNCIL CALENDAR

September 2012

September 2012

October 2012

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 26	27	28	29	30	31	Sep 1
2	3	4	5	6	7	8
	LABOR DAY HOLIDAY 7:30pm 8:30pm LB (Library)	Chamber 2x2 CITY COUNCIL		League of CA Cities Annual Conference (San Diego, CA)		
9	10	11	12	13	14	15
	YCTD		YSAQMD 6:00pm 7:00pm HPC (Chambers)	3:30pm 4:30pm COA (C&SC)		
16	17	18	19	20	21	22
	7:30pm 8:30pm LB (Library)	CITY COUNCIL		SACOG Wldld/Davis Water JPA 6:30pm 7:30pm PC (Chambers)		
23	24	25	26	27	28	29
	6:30pm 7:30pm P&R (C&SC)					
30	Oct 1	2	3	4	5	6

COUNCIL CALENDAR

October 2012

October 2012							November 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	8	9	10	11	12	13	4	5	6	7	8	9	10
7	14	15	16	17	18	19	11	12	13	14	15	16	17
21	28	29	30	31			18	19	20	21	22	23	24
							25	26	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sep 30	Oct 1	2	3	4	5	6
	7:30pm 8:30pm LB (Library)	Chamber 2x2 CITY COUNCIL				
7	8	9	10	11	12	13
	YCTD		YSAQMD 6:00pm 7:00pm HPC (Chambers)	3:30pm 4:30pm COA (C&SC)		
14	15	16	17	18	19	20
	7:30pm 8:30pm LB (Library)	CITY COUNCIL		SACOG Wdld/Davis Water JPA 6:30pm 7:30pm PC (Chambers)		
21	22	23	24	25	26	27
	6:30pm 7:30pm P&R (C&SC)					
28	29	30	31	Nov 1	2	3

Sep 30 - Oct 6

Oct 7 - 13

Oct 14 - 20

Oct 21 - 27

Oct 28 - Nov 3

COUNCIL CALENDAR

November 2012

November 2012							December 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Oct 28	29	30	31	Nov 1		3
4	5 7:30pm 8:30pm LB (Library)	6 Chamber 2x2 CITY COUNCIL	7	8 3:30pm 4:30pm COA (C&SC)	9	10
11	12 YCTD	13	14 YSAQMD 6:00pm 7:00pm HPC (Chambers)	15 SACOG Wldld/Davis Water JPA 6:30pm 7:30pm PC (Chambers)	16	17
18	19 7:30pm 8:30pm LB (Library)	20 CITY COUNCIL	21	22	23	24
25	26 6:30pm 7:30pm P&R (C&SC)	27	28	29	30	Dec 1

Oct 28 - Nov 3

Nov 4 - 10

Nov 11 - 17

Nov 18 - 24

Nov 25 - Dec 1

Woodland, California, Code of Ordinances >> - THE CODE OF THE CITY OF WOODLAND, CALIFORNIA
>> **CHAPTER 2. - ADMINISTRATION.** >> **Article I. - City Council.** >> **Part A. - Council Meetings.** >>

Part A. - Council Meetings.

- Sec. 2-1-1. - Regular and adjourned meetings.
- Sec. 2-1-2. - Study sessions.
- Sec. 2-1-3. - Special meetings.
- Sec. 2-1-4. - Meetings to be public—Exception for closed sessions.
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- Sec. 2-1-23. - Disqualification for conflict of interest.
- Sec. 2-1-24. - Failure to vote.
- Sec. 2-1-25. - Tie vote.
- Sec. 2-1-26. - Changing vote.
- Sec. 2-1-27. - Reconsideration.
- Sec. 2-1-28. - Reading of ordinances and resolutions.
- Sec. 2-1-29. - Unauthorized absence of council member.
- Sec. 2-1-30. - Adjournment.
- Sec. 2-1-31. - Time limits for meetings.

Sec. 2-1-1. - Regular and adjourned meetings.

The city council shall hold regular meetings on the first and third Tuesdays in each month at the hour of 6:00 P.M. in the council chambers of the City Hall, located at 300 First Street in the city. Any regular meeting may be adjourned to a date certain, which shall be specified in the order of adjournment, and when so adjourned, such adjourned meeting shall be a regular meeting for all purposes. Such adjourned meetings may likewise be adjourned and any so adjourned shall be a regular meeting for all purposes. If by reason of an emergency it is unsafe or impossible to meet in the City Hall, the meetings may be held for the duration of the emergency at such other place as is

designated by the mayor or, if he or she fails to act, by three members of the city council. When the day for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the following business day.

(Ord. No. 935, § 2 (part); Ord. No. 1251, § 2 (part); Ord. No. 1317, § 2 (part); Ord. No. 1471, § 3 (part).)

Sec. 2-1-2. - Study sessions.

The city council may conduct study sessions for the purpose of considering particular issues in depth. Such sessions shall be regular meetings for all purposes, but shall be limited in both scope and duration. Study sessions shall convene at 6:00 P.M. and adjourn no later than 9:00 P.M. unless extended by a majority vote of the council.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part); Ord. No. 1471, § 3 (part); Ord. No. 1475, § 3 (part).)

Sec. 2-1-3. - Special meetings.

Special meetings may be called at any time by the mayor, or by three or more council members, by delivering written notice to each council member and to each local newspaper of general circulation, radio or television station requesting notice in writing and by posting notice pursuant to Section 1-3-12 of this code. Notice must be delivered personally or by any other means and shall be received at least twenty-four hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered. Written notice may be dispensed with as to any council member who at or prior to the time the meeting convenes files with the city clerk a written waiver of notice. Such waiver may be given by telegram. Written notice also may be dispensed with as to any council member who is actually present at the meeting at the time it convenes.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-4. - Meetings to be public—Exception for closed sessions.

All regular and special meetings of the city council shall be public. However, the city council may hold closed sessions during a regular or special meeting, from which the public may be excluded, for the purpose of considering matters that are authorized to be considered in closed session pursuant to the Ralph M. Brown Act (Government Code Section 54950, et seq. (hereinafter "the Brown Act")). No member of the city council, employee of the city, or any other person present during any closed session of the council shall disclose to any person the content or substance of any discussion which took place during the closed session unless the city council authorizes the disclosure of the information by affirmative vote of at least three council members, and any person making such an unauthorized disclosure shall be subject to prosecution for a misdemeanor.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-5. - Agenda.

All reports, communications, ordinances, resolutions, contract documents or other matters to be submitted to the council at a regular meeting shall be delivered to the city clerk not later than 5:00 P.M. on the Tuesday two weeks preceding the meeting; however, for good cause the city manager may extend this deadline. The city manager or the city clerk, under the direction of the city manager, shall prepare the agenda. The agenda shall be delivered to councilmembers no later than

the Friday preceding the regular Tuesday council meeting to which it pertains and shall be made available to the public no later than 10:00 A.M. on the day of the meeting. Agenda items submitted later than the agenda deadline shall not be placed on the agenda except in the manner authorized by the Brown Act.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part); Ord. No. 1496, § 2.)

Sec. 2-1-6. - Council correspondence.

- (a) Availability to the Public. Correspondence addressed to the city council that is received by the city clerk or any other officer or employee of the city does not become a public record until received and filed by the council at a regular, special or adjourned meeting of the council.
- (b) Authority of City Manager. The city manager is authorized to open and examine all mail and other written communications addressed to the city council and to give it immediate attention, to the end that all administrative business referred to in the communications and not necessarily requiring council action may be acted upon between council meetings.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-7. - Order of business.

- (a) The business of the council, including the following items, as applicable, shall be taken up for consideration and disposition in the order as jointly determined by the mayor, city manager and city clerk for each meeting agenda.
 - (1) Pledge of allegiance;
 - (2) Roll call;
 - (3) Approval of the minutes;
 - (4) Communications;
 - (A) Written communications,
 - (B) Committee reports,
 - (C) Public comment,
 - (D) Council staff statements and requests;
 - (5) Presentations;
 - (6) Consent calendar;
 - (7) Public hearings;
 - (8) Redevelopment agency board meeting (when required);
 - (9) Reports of the city manager; and
 - (10) Adjournment.
- (b) The order of business, as determined pursuant to subsection (a), shall not be changed except by affirmative vote of a majority of council members present at the meeting, with the exception that items may be removed from the consent calendar for separate consideration upon request of a council member.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part); Ord. No. 1345, § 1.)

Sec. 2-1-8. - Quorum.

Three members of the council constitute a quorum. A quorum must be present to conduct council business.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-9. - Preparation of minutes.

The city clerk shall have responsibility for preparation of the minutes, and directions for changes in the minutes shall be made only by majority action of the council or pursuant to the legal direction of the city attorney.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-10. - Reading of minutes.

Unless the reading of the minutes of a council meeting is ordered by a majority vote of the council, the minutes may be approved without reading if the city clerk has previously furnished each council member with a copy.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-11. - Presiding officer.

- (a) Regular, Adjourned Regular and Special Meetings. The mayor is the presiding officer at all regular, adjourned regular and special meetings of the city council. In the absence of the mayor, the mayor pro tempore shall preside.
- (b) Study Sessions. The mayor pro tempore is the presiding officer at all study sessions of the city council. In the absence of the mayor pro tempore, the mayor shall preside.
- (c) Absence of Mayor and Mayor Pro Tempore. In the absence of the mayor and the mayor pro tempore, the city clerk shall call the council to order, and a temporary presiding officer shall be elected by the council members present to serve until the arrival of the mayor or mayor pro tempore or until adjournment.

(Ord. No. 935, § 2 (part); Ord. No. 1279, § 2; Ord. No. 1317, § 2 (part).)

Sec. 2-1-12. - Powers and duties of presiding officers.

- (a) Participation. The presiding officer may move, second, debate and vote from the chair.
- (b) Seating Arrangement for City Council. The mayor shall, following each council election and at such other time as he or she may deem it necessary, establish the seating arrangement of the members of the council and of the city staff.
- (c) Question to be Stated. The presiding officer or such member of the city staff as he or she may designate shall verbally restate each question immediately prior to calling for the vote. Following the vote, the city clerk shall announce whether the question carried or was defeated. The presiding officer, in his discretion, may publicly explain the effect of a vote for the audience, or he or she may direct a member of the city staff to do so, before proceeding to the next item of business.
- (d) Signing of Documents. The presiding officer shall sign all ordinances, resolutions, contracts and other documents necessitating his signature which were adopted in his presence, unless he or she is unavailable, in which case the signature of an alternate presiding officer may be used.
- (e) Sworn Testimony. The presiding officer may require any person addressing the city council to be sworn as a witness and to testify under oath, and the presiding officer shall so require if directed to do so by a majority vote of the council. The city clerk shall swear in any witness

the city council directs to be sworn in, by addressing the witness as follows: "You do solemnly swear that the evidence you shall give in this matter shall be the truth, the whole truth, and nothing but the truth, so help you God."

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-13. - Rules of debate.

- (a) Getting the Floor. Every council member desiring to speak shall first address the chair, gain recognition by the presiding officer, and shall confine himself to the question under debate, avoiding personalities and indecorous language.
- (b) Questions to Staff. Every council member desiring to question the city staff shall, after recognition by the presiding officer, address his questions to the city manager or the city attorney, who shall either answer the inquiry himself or designate a member of his staff for that purpose.
- (c) Interruptions. A council member, once recognized, shall not be interrupted when speaking unless called to order by the presiding officer, unless a point of order or personal privilege is raised by another council member, or unless the speaker chooses to yield to a question by another council member. If a council member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined and, if determined to be in order, he or she may proceed. Members of the city staff, after recognition by the presiding officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the presiding officer.
- (d) Points of Order. The presiding officer shall determine all points of order subject to the right of any council member to appeal to the council. If an appeal is taken, the question shall be, "Shall the decision of the presiding officer be sustained?" A majority vote conclusively determines the question of order.
- (e) Point of Personal Privilege. The right of a council member to address the council on a question of personal privilege is limited to cases in which his integrity, character or motives are questioned or where the welfare of the council is concerned. A council member raising a point of personal privilege may interrupt another council member who has the floor only if the presiding officer recognizes the privilege.
- (f) Privilege of Closing Debate. The council member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing debate.
- (g) Limitation of Debate. No council member shall be allowed to speak more than once upon a particular subject until every other council member desiring to do so has spoken.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-14. - Remarks of council member and synopsis of debate.

A council member may request, through the presiding officer, the privilege of having an abstract of his statement on any subject under consideration by the council entered in the minutes. If the council consents, the statement shall be entered in the minutes.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-15. - Protest against council action.

Any council member shall have the right to have the reasons for his dissent from, or his protest against, an action of the council entered in the minutes. The dissent or protest to be entered

in the minutes shall be made in the following manner: "I would like the minutes to show that I am opposed to this action for the following reasons...."

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-16. - Rules of order.

Except as provided in this chapter and Chapter 1, other rules adopted by the city council and applicable provisions of state law, the procedures of the council shall be governed by majority vote of the council.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-17. - Failure to observe rules of order.

Rules adopted to expedite the transaction of the business of the council in an orderly fashion are procedural only and the failure to strictly observe such rules does not affect the jurisdiction or authority of the council or invalidate action taken at a meeting that is otherwise held in conformity with law.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-18. - Addressing the council.

- (a) **Manner of Addressing Council.** Each person desiring to address the council at a meeting shall first be encouraged, but not required, to fill out a speaker card on which to state his or her full name and home address. When the person's name is called, he or she shall step to the microphone at the lectern, state his or her name, state whether he or she resides in the city, state the subject he or she wishes to discuss, and state whom he or she is representing if he or she represents an organization or other persons. The time for each speaker to address the council shall be limited to three minutes. The presiding officer may grant additional time to any speaker, but such action may be appealed to the full council. All remarks shall be addressed to the council as a whole and not to an individual member. No question shall be asked a council member or a member of the city staff without the permission of the presiding officer.
- (b) **Spokesperson for Group of Persons.** In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the council on the same subject matter, the presiding officer may request that a spokesperson be chosen by the group to address the council and, in case additional matters are to be presented by any other member of the group, to limit the number of persons addressing the council.
- (c) **Germane Comments.** No person will be permitted during the hearing to speak about matters of present evidence that is not germane to the matter being considered. A determination of relevance shall be made by the presiding officer, but may be appealed to the full council.
- (d) **After Closing of Public Hearing.** After a public hearing is closed by the presiding officer after stating that "if there is no objection by a council member, the public hearing is closed," or the public hearing is closed upon motion, second, and majority vote of the council, no member of the public shall address the council from the audience on the matter under consideration unless the public hearing is re-opened upon motion, second, and majority vote of the council.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part); Ord. No. 1385, § 3.)

Sec. 2-1-19. - Rules of decorum.

- (a) Council Member. While the council is in session, the members must preserve order and decorum, and a member may, neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, nor disturb a member while speaking or refuse to obey the orders of the presiding officer.
- (b) Staff. Members of the city staff and employees shall observe the same rules of order and decorum applicable to the city council.
- (c) Persons Addressing the Council. A person making impertinent, slanderous or profane remarks, or who becomes boisterous while addressing the council shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer be ordered barred from further audience before the council during the meeting.
- (d) Members of the Audience. A person in the audience who engages in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling, and similar demonstrations, which conduct disturbs the peace and good order of the meeting, or who refuses to comply with the lawful orders of the presiding officer, is guilty of a misdemeanor, and upon instructions from the presiding officer, such member of the police department who is designated by the presiding officer as the sergeant-at-arms shall remove the person from the council chambers and place him or her under arrest.
- (e) Persons Authorized to be Within Rail. No person except members of the council, the city staff and the press shall be permitted within the rail without the consent of the presiding officer.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-20. - Enforcement of decorum.

The chief of police, or such member of the police department as he or she may designate, is sergeant-at-arms of the city council and shall carry out all orders given by the presiding officer for the purpose of maintaining order and decorum at the council meetings. A council member may move to require the presiding officer to enforce the rules and affirmative vote if a majority of the council shall require him or her to do so.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-21. - Motions—Second required.

A motion by a member of the council, including the presiding officer, may not be considered by the council without receiving a second.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-22. - Voting procedure.

A vote of the council, including a roll-call vote, may be registered by the members by each member answering "yes" for an affirmative vote or "no" for a negative vote upon his name being called by the city clerk.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-23. - Disqualification for conflict of interest.

Any council member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the presiding officer state the nature of the disqualification in open meeting. Where no clearly disqualifying conflict of interest appears, the matter of disqualification may, at the request of the council member affected, be decided by the other councilmen. A council member who is disqualified by reason of a conflict of interest in any matter shall not remain in his seat, and shall step down from the council table during the debate and not vote on the matter. Except as otherwise provided by law, a council member stating disqualification shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of a vote on the matter.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-24. - Failure to vote.

Every council member should vote unless disqualified by reason of a conflict of interest. A council member who abstains from voting in effect consents that a majority of the quorum may decide the question voted upon.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-25. - Tie vote.

Tie votes shall be lost motions and may be reconsidered.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-26. - Changing vote.

A member may change his vote only if he or she makes a timely request to do so immediately following the announcement of the vote by the city clerk and prior to the time that the next item in the order of business is taken up. A council member who publicly announces that he or she is abstaining from voting on a particular matter may not subsequently withdraw his abstention.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-27. - Reconsideration.

A motion to reconsider or further discuss an item of business previously addressed or acted upon by the council may be made either during the same meeting or at a recessed or adjourned meeting. If the item to be reconsidered was acted upon by a vote of the council, the motion to reconsider may be made only by a council member who voted with the prevailing side. This does not prevent a council member from making or remaking the same or any other motion at a subsequent meeting of the council.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-28. - Reading of ordinances and resolutions.

At the time of adoption of an ordinance or a resolution it shall be read in full unless, after reading of the title, the further reading is waived by unanimous consent of the councilmen present. This consent may be expressed by a statement by the presiding officer that "If there is no objection,

the further reading is waived." If a council member so requests, the ordinance or resolution shall be read in full.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-29. - Unauthorized absence of council member.

Any member of the city council who fails to attend four consecutive regular meetings when neither sick nor absent from the city after receiving consent of the city council shall be deemed to have forfeited his title to the office of city council member, and a majority of the remaining members may cause an action to be brought in the Superior Court of the state to have his office declared vacant.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-30. - Adjournment.

The presiding officer shall adjourn council meetings by stating "If there is no objection by a council member, this meeting is adjourned to closed session or this meeting is adjourned to...." If a council member objects to adjournment, the council meeting shall be adjourned upon motion, a second, and majority vote of the council.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-1-31. - Time limits for meetings.

Unless extended by majority vote of the council, no council meeting shall extend beyond 9:00 P.M.

(Ord. No. 1251, § 2 (part); Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part); Ord. No. 1471, § 3 (part); Ord. No. 1475, § 3 (part).)

Woodland, California, Code of Ordinances >> - THE CODE OF THE CITY OF WOODLAND, CALIFORNIA
>> CHAPTER 2. - ADMINISTRATION. >> Article III. - City Manager. >>

Article III. - City Manager.

Sec. 2-3-1. - Creation of office.

Sec. 2-3-2. - Qualifications for appointment.

Sec. 2-3-3. - Appointment and removal.

Sec. 2-3-4. - Jurisdiction.

Sec. 2-3-5. - Powers and duties.

Sec. 2-3-6. - City manager pro tempore.

Sec. 2-3-7. - Relationship of city manager with council.

Sec. 2-3-1. - Creation of office.

The office of city manager is hereby created.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-3-2. - Qualifications for appointment.

The city manager shall be chosen solely on the basis of his executive and administrative qualifications.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-3-3. - Appointment and removal.

The city manager shall be appointed by the council to serve at its pleasure pursuant to Section 2-1-41 of this chapter.

(Ord. No. 935, § 2 (part); Ord. No. 1035, § 1; Ord. No. 1317, § 2 (part).)

Sec. 2-3-4. - Jurisdiction.

The city manager shall have complete jurisdiction over all departments and agencies of the city, except the city attorney's office, the city clerk's office, the city treasurer's office, the library services director and advisory bodies reporting directly to the council.

(Ord. No. 935, § 2 (part); Ord. No. 1035, § 2; Ord. No. 1317, § 2 (part).)

Sec. 2-3-5. - Powers and duties.

Subject to direction from the council, and requirement of law, the city manager shall have plenary power over all administrative matters within his jurisdiction and it shall be his duty to assure that the work of the city is handled efficiently and effectively. In addition, the city manager shall have the express power and authority to sign contracts involving matters previously approved by the council.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-3-6. - City manager pro tempore.

The city manager, subject to veto of a particular designation by majority vote of the council, shall designate one of the other officers of the city to serve as city manager pro tempore during his absence or disability. During the absence or disability of the city manager, the city manager pro tempore shall have the same powers and duties as the city manager.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)

Sec. 2-3-7. - Relationship of city manager with council.

Except for purposes of inquiry, neither the council nor any of its members shall deal with any city department or agency under the jurisdiction of the city manager by any means except through the city manager.

(Ord. No. 935, § 2 (part); Ord. No. 1317, § 2 (part).)