

"Approved by the City Council/Redevelopment Agency Board on June 13, 2007."

CITY COUNCIL/REDEVELOPMENT AGENCY WESTMINSTER, CALIFORNIA
MINUTES OF AN ADJOURNED REGULAR MEETING May 16, 2007

The City Council/Agency Board of the City of Westminster, California convened on May 16, 2007 at 6:18 p.m. in an Adjourned Regular Meeting in the Council Chamber, 8200 Westminster Boulevard, Westminster, California.

6:00 P. M.

CALL TO ORDER: Mayor Rice called the meeting to order at 6:18 p.m.

PRESENT: RICE, MARSH, FRY, QUACH, TA
ABSENT NONE

SALUTE TO THE FLAG: Council Member Quach

ORAL COMMUNICATIONS - None

1. PRELIMINARY BUDGET STUDY SESSION FOR FISCAL YEAR 2007-08 (105-02) (07)

City Manager Ray Silver stated that the Council will be reviewing the second year of the two-year budget. He began through the use of a PowerPoint slide presentation with the primary goals of the City Council for 2007-2008 year, as determined at the goal setting session held on February 22, 2007. The goals are as follows:

- Complete the design and approve the financial plan for the new Police Facility, including adequate parking for the entire Civic Center.
- Continue activities to be a business-friendly City in the areas of business retention/attraction, including efforts to attract "certain" businesses in various parts of City.
- Explore the feasibility of providing certain city services into outlying areas of Westminster.
- Provide funding for the work with the Chamber of Commerce to replace the Chamber of Commerce's existing building and make necessary site improvements to demonstrate the City's business-friendly environment.
- Maximize revenues received from the existing tax rates for the City's sales tax, bed tax, and property tax; insure a balanced approach to development to enhance revenues to provide services.
- Take action to improve the overall appearance of the City (i.e., streetscape improvements; enforcement of Codes; City efforts to maximize private and public property appearance) for purposes of encouraging positive investment in the City.

- Commission the Urban Land Institute's Technical Advisory Panel to evaluate Little Saigon for its long-term viability.
- Work with all of the school districts that serve Westminster to cooperate more effectively on our mutual goals.

Finance Director Paul Espinoza reviewed the budget highlights, noting that this year he will be focusing on all of the City's resources and expenditures, rather than only on the General Fund budget.

As requested by Mayor Pro Tem Marsh, Mr. Espinoza said that next year's presentation of the pie chart with General Fund appropriations will include a separate breakout item for fire and ambulance services.

Mayor Pro Tem Marsh inquired about the projected decrease to the ending 2007-08 General Fund balance. City Manager Silver explained that in the 2006-07 budget the Council approved a one time appropriation out of the General Reserves (not revenues) to pay off the public safety side fund, which partially explains the reason for the difference. The Finance Director stated that he would research this matter further and provide the answer.

Mr. Espinoza, utilizing a PowerPoint Presentation (on file in the City Clerk's office), presented the budget highlights for the following departments: City Council, City Manager, City Clerk, City Attorney, Personnel, Finance, Police, Fire Community Services, Public Works, Community Development, Redevelopment Agency, and Capital Improvement Projects. Each department presented their supplemental requests.

In regards to the City Manager's Office budget highlights, Mr. Espinoza made a correction to Slide No. 19. The Fiscal Year 2006-07 revised budget should reflect \$889,059, rather than \$899,059.

City Manager Silver explained that the Economic Development Supplemental Request is a recommendation for the Economic Development Manager position to be reduced to an Economic Development Specialist position. It is recommended to outsource the special expertise to the private sector. As mentioned in Council's goals adopted on February 24, 2007, Urban Land Institute has been invited to consider doing a technical advisory panel or advisory services panel.

In response to Mayor Pro Tem Marsh's inquiry that Page 213 of the budget indicating a supplemental request for \$65,000 for an Urban Land Institute (ULI) Advisory Panel for five days, Mr. Silver stated that this was a mistake and that only a three day panel is needed for what the City desires to achieve.

Matt Rader, office of Urban Land Institute (ULI) in Washington D.C., provided a background of what ULI and the ULI Advisory Panel is.

City Manager Silver said that Council directed that an Economic Development Strategy be prepared based upon the market analysis done by ERA. The ULI Panel, if approved by Council with the budget, will be conducted in September or October of this year. The

ULI final report will be completed within the next two months and brought back to the City Council for consideration. If Council approves of the ULI Final Report, it would then be folded into the Economic Development Strategy Business Plan that will likely come to Council for review and consideration in January, 2008.

The City Clerk presented the supplemental request for the City Clerk's office. Mayor Pro Tem Marsh asked the City Clerk if she believed that the functions described of the requested Assistant City Clerk position could not be adequately performed by someone of the Deputy City Clerk level, to which the City Clerk replied no, that a person with a higher level of expertise is needed.

Interim Personnel Director Birch explained the benefits the Supplemental Request for a NEO Gov software purchase. In response to Mayor Pro Tem Marsh's concern with on-line job applications and the integrity of responses, Mr. Birch stated that he shares his concern, and will follow-up on this matter.

The Information Systems Manager presented a supplemental request for internet live video streaming of City Council meetings and other video type services. Council discussion ensued relative to costs associated with internet video streaming, the benefits to the community, etc. Mayor Pro Tem Marsh expressed concern that the \$140,000 cost (the second supplemental request from Information Services) for training and the deployment of Microsoft Office 2007, is not a realistic estimate. City Manager Silver requested that the Police Chief and his staff contact firms to get estimated costs in writing, prior to the June 13, 2007 budget meeting, and provide a memo to Council with detailed costs.

Police Chief Hall reported on the supplemental request for ambulance transportation services. He noted that the current contract with Shoreline Ambulance was extended in order to allow time to develop and send out a Request for Proposals for ambulance transport services.

Mayor Pro Tem Marsh requested that the City Manager ask the City Attorney whether he would have a conflict of interest since his children benefit from the City's recreation programs.

Council Member Fry asked the Director of Community Services when the water park in Sigler Park will be completed. Community Services Director Johnson stated that the final plans and specifications were received today, and they are getting ready to go out to bid. The project has taken longer than anticipated. He said that the water park will not be ready this year, but that the monies have to be spent by June, 2008.

In regards to the supplemental request from Community Services Department to re-establish the Founders' Day Celebration, Mayor Rice stated she did not want the same organization to run the celebration next year. Mayor Rice said that she wants to serve on the Founders' Day Celebration committee. Mayor Pro Tem Marsh commented on the success of the Blessed Sacrament carnival and that perhaps they would be willing to assist in the planning of the City's Founder's Day event.

Public Works Director/City Engineer Marwan Youssef reminded the Mayor and City Council that in 2008-09 a water rate increase of approximately 5% will be proposed. When a water rate study was done in 2005, it was said that water rates would not be raised for three years, and they have not. Water rates were last raised by 7.2% in 2004-05.

City Manager Silver commented that a number of speakers have spoken about, and letters have been received requesting tot lots in various parts of the community. Based upon input received, staff is looking for potential federal and state grants to apply for to fund the tot lots. The City is pursuing funding sources, but until that time, the City does not have the monies to build them.

In regards to Street Improvement Projects (Concrete Sidewalk Improvements), Mayor Rice requested that the Director of Public Works look into sidewalks from Navajo Road to Trask Avenue. Council Member Fry requested to look into sidewalks on the south side of Trask Avenue from Goldenwest Street to Schmitt School.

Mayor Pro Tem Marsh requested that more information be included in the budget on the school locations (referring to Page 203 of the proposed budget).

In regards to the Capital Improvement Redevelopment Project request for \$150,000 for a new Chamber of Commerce building, Director of Community Development Don Anderson said that a project manager would be hired to provide oversight for the project. Once the design is in place, it will come back to Council for the funding. A Committee will be involved in the design which will include Council Members and Chamber members. Input will be sought from those that will be using and occupying the building. City Manager Silver added that this will be a public building which includes a Chamber office.

2. MATTERS FROM COUNCIL/AGENCY MEMBERS - None

COUNCIL/AGENCY ADJOURNMENT: Mayor Rice adjourned the meeting at 8:15 p.m.


Marian Contreras, City Clerk