



**Meeting of the
Administration/Public Works Committee
Record of Proceedings - APPROVED
Tuesday, January 7, 2020 at 6:30 pm
Community Room at 16860 Main Street**

I. Welcome and Roll Call

Chair Garritano called the meeting to order at 6:31 pm. Attendance roll call was taken with following results:

Committee Members in Attendance:

Chair Joe Garritano
Council Member Dave Bertolino
Council Member Larry Brost
Council Member Jon Bopp
Council Member Lauren Edens
Council Member Joe Farmer
Council Member Crystal McCune
Council Member Kenneth Remy

Staff Members in Attendance:

City Administrator Sam Anselm
Director of Public Works Rick Brown
City Attorney John Young
Meeting Recorder Carla Patrick

II. Approval of Meeting Minutes from December 3, 2019

The minutes of the December 3, 2019 meeting were submitted for Committee approval.

Council Member McCune motioned for approval of the December 3, 2019 meeting minutes, and Council Member Brost seconded the motion. A voice vote was taken with unanimous favorable support, excepting abstentions from Council Members Bertolino and Edens. Therefore, Chair Garritano declared the motion passed.

III. Public Participation –

Niles Stephens, 415 Ivy Hill Court, spoke to the proposed e-mail use policy.

Council Member Farmer motioned to advance the agenda to Administration/For Action - Proposed E-mail Use Policy as City Attorney was present for that topic. Council Member McCune seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed. Thereafter, the meeting order returned to posted agenda order.

IV. PUBLIC WORKS

A. For Information - None

B. For Action

1. Consultant Selection for Inspection of Small Bridges and Culverts (Wards – All)

Public Works Director Brown presented a recommendation of contracting with GBA, Inc. for the 2020 inspection of 24 small span bridges and 50 crossroad culverts.

Council Member McCune motioned to recommend contracting with GBA, Inc. to inspect and evaluate 24 small span bridges and 50 crossroad culverts at a not to exceed amount of \$25,000. Council Member Edens seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

2. **Consultant Selection for Material Inspection and Geotechnical Engineering Work (Wards – All)**
Public Works Director Brown presented a recommendation of contracting with both Cochran Engineering and Geotechnology, Inc. for material inspection and geotechnical engineering work as required for capital projects. He provided the Committee with the RFQ from each company.

Council Member Farmer motioned to recommend contracting with both Cochran Engineering and Geotechnology, Inc. for the inspection of materials and geotechnical engineering services relative to various capital projects, and new private development work. Council Member Remy seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

3. **Recommended Projects for February Federal Funding Application (Wards – 1, 3, 7 and 8)**
Public Works Director Brown presented three potential projects to be considered for the upcoming federal funding applications through the East-West Gateway Council. He provided the parameters for the two funding programs available at this time. Discussion included safety as the priority.

Council Member Remy motioned to recommend selection of the Highway 109 at BA South roundabout project for the East-West Gateway Council federal funding in their February 13, 2020 application. Council Member Farmer seconded the motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

V. Administration

A. For Information

1. **Discussion of Board and Commission Meetings Schedule**

City Administrator Anselm presented staff recommendations. Discussion included Committee Chairs to review their meeting schedule, Board of Public Safety schedule, Board of Ethics options, and establishing criteria for creating new committees.

City Administrator Anselm will present staff suggestions for criteria in creating new committees at the February meeting of this Committee.

2. **Discussion of Council and Mayor Salary Reductions (Wards – All)**

Council Member Woerther requested Mayor and Council Member salaries be reduced by one-half. Discussion included potential restoration of recently eliminated resident services/events, cost reductions across City departments, annual Budget process and challenges of such salary reduction.

No motions were presented on this topic. Therefore, no further action will be taken.

B. For Action

1. **Proposed E-mail Use Policy (Wards – All)**

City Attorney Young provided an Email Use Policy draft to initiate policy development. Discussion included definitions, City e-mail use parameters, subscriber e-mail address protection, and public record and retention requirements.

Council Member Remy motioned for policy inclusion prohibiting transfer of e-mail addresses acquired via a City e-mail account to any personal account for private use, unless obtained by Sunshine Law request. Council Member Edens seconded such motion. A voice vote was taken with unanimous favorable support. Therefore, Chair Garritano declared the motion passed.

2. Review of Items Not Ready for Action (Wards – All)

1. Social Media – a voice and hand raise vote indicated keeping this on agenda.
2. Enhancements to the MRIC
Council Member Bertolino motioned, and Council Member Farmer seconded such motion to delete this item from the agenda. A voice vote indicated unanimous support. Motion passed.
3. Elected/Appointed Officials Paying for Records Requests
Council Member McCune motioned, and Council Member Brost seconded such motion to delete this item from the agenda. A voice and hand raise vote indicated a tie. Motion failed. Item will remain on agenda.
4. Use of Prop P Funds for Building Security Enhancements
Council Member Bertolino motioned, and Council Member Remy seconded such motion to delete this item from the agenda. A voice vote indicated unanimous support. Motion passed.
5. Review of Content Requirements for Meeting Minutes
Council Member Remy motioned, and Council Member McCune seconded such motion to delete this item from the agenda. A voice vote indicated unanimous support. Motion passed.
6. Inclusion of Alcohol Drinks at City Sponsored Events
Council Member Bertolino motioned, and Council Member Farmer seconded such motion to keep this item on the agenda. A voice vote indicated majority support. Motion passed.
7. City Membership in Organizations with Political Activity
Council Member Bertolino motioned, and Council Member Edens seconded such motion to delete this item from agenda. A voice vote indicated unanimous support. Motion passed.

VI. Items Not Ready for Action

A. High Priority

1. **Social Media Policy (Wards – All)**
2. **Elected/Appointed Officials Paying for Records Requests (Wards – All)**

B. Medium Priority

1. **Inclusion of Alcoholic Drinks at City-Sponsored Events (Wards – All)**

VII. Miscellaneous

Requests were made for items to be included in next month's agenda as follows:

- 2021 Budget Schedule (Anselm)
- Mayoral appointments to subcommittees (McCune)
- Park Tax on the ballot (Bertolino)

VIII. Next Meeting: February 4, 2020

IX. Adjournment

A motion for adjournment was made by Council Member Bopp and seconded by Council Member Farmer. A voice vote was taken with all members in agreement. Therefore, Chair Garritano declared the meeting adjourned at 9:16 pm.