CONCURRENT MEETING
CITY COUNCIL/COMMUNITY REDEVELOPMENT AGENCY (CRA)/
RANCHO CORDOVA FINANCING CORPORATION (RCFC)

City Hall
2729 Prospect Park Drive, Rancho Cordova

Tuesday, January 19, 2010

5:30 P.M. – Regular Meeting
David B. Roberts Council Chambers

MINUTES

1. REGULAR MEETING – CALL TO ORDER / ROLL CALL

Mayor Cooley called the regular meeting to order in the David B. Roberts Council Chambers at 5:38 p.m.

Council Members Present: Budge, Sander, McGarvey, and Mayor Cooley

Council Members Absent: Skoglund

Staff Present: Gaebler, Lindgren, Chinn, Cuppy, Lehr, Hall, Junker, Petersen, Hadley, Brown, Silva, Santini, Brisco, Meisner, Meeks, Rodriguez, Belgram, Abhar, Ingalls, Lohse, Ingalls, Snyder, Haven, Holt, Dumford, Runner, Blair, McMurtry, and McCoy

2. METRO CABLE TV TELEVISION ANNOUNCEMENT

The City Clerk announced the meetings video recording and playback schedules.

3. PLEDGE OF ALLEGIANCE

The Mayor called on Brad Kilger to lead the Pledge.

4. INVOCATION

Chaplain Frank Russell, Law Enforcement Chaplaincy, gave the invocation.

5. PRESENTATIONS

5.1 Mayor Cooley presented a proclamation to Partner-Up Volunteer Manager Robert Farley in Recognition of National Mentoring Month.

5.2 Report from Acting Executive Director Robert Sanger on Folsom Cordova Community Partnership Annual Update was delayed until February 1, 2010.

5.3 City of Ceres City Manager Brad L. Kilger presented a plaque to City of Rancho Cordova City Manager Ted Gaebler in Recognition of his L.P. Cookingham Award for Career Development from the International City/County Management Association (ICMA).

6. PUBLIC COMMENT

Mayor Cooley opened the public comment period. The following individuals addressed the Council:

- Joy Moon on assistance from the Council to find missing person, Charles W. Lucas

Mayor Cooley closed the public comment period.

7. COUNCIL REPORTS

Council reported on events since the last meeting.

8. CONSENT CALENDAR ITEMS – ROLL CALL VOTE

ACTION: Motion by Budge second by Sander and carried by a 4:0 roll call vote (Skoglund absent) Council approved the Consent Calendar.

8.1 **Subject:** Meeting Minutes:
a) Regular Meeting of December 21, 2009; and
b) Special Meeting of January 4, 2010.
Recommendation: Adopt Minutes.

8.2 **Subject:** Ordinance Approving an Amendment to the Villages of Zinfandel Development Agreement
Recommendation: Waive second reading and adopt Ordinance No. 25-2009. **(Roll Call Vote)**
Result of Recommended Action: Adoption of this ordinance will approve an amendment to the Villages of Zinfandel Development Agreement removing approximately 30 acres of land from the Villages of Zinfandel project. The amendment will not change any substantive provisions of the Development Agreement for the remaining project. This amendment will comply with the previously approved agreement between the City and the State of California.
Staff Report: Adam U. Lindgren, City Attorney's Office, and Joe Chinn, City Manager's Office

8.3 **Subject:** Resolution Authorizing the City Manager to Execute First Contract Amendment No. 1-2010 with Willdan Financial Services for District Administration Services in the Amount of $134,000.
Recommendation: Adopt Resolution No. 1-2010.
Result of Recommended Action: Adoption of this resolution will allow the City Manager to execute first amendment Contract No. 1-2010.
Staff Report: Cyrus Abhar, Public Works Department

8.4 **Subject:** Resolution Authorizing the City Manager to Execute an Agreement with Sacramento Municipal Utility District (SMUD) in the Amount of $159,841 for the Relocation of Transmission and Distribution Facilities for the International Drive Extension Project
Recommendation: Adopt Resolution No. 2-2010.
Result of Recommended Action: Adoption of this resolution will allow the City Manager to execute Contract No. 2-2010 with SMUD for the relocation of power poles and transmission lines.
Staff Report: Cyrus Abhar, Public Works Department

8.5 **Subject:** Resolution Authorizing the City Manager to Execute an Exchange of Funds with the Sacramento Area Council of Governments (SACOG) and Sacramento Metropolitan Air Quality Management District (SMAQMD)
Recommendation: Adopt Resolution No. 3-2010.
Result of Recommended Action: Adoption of this resolution will allow the City Manager to execute an exchange of funding with SACOG and SMAQMD to trade $310,000 of local transportation funds for the same amount in Congestion Mitigation and Air Quality (CMAQ) funding in an effort to save a Bicycle Parking Project that will be completed by SMAQMD. The funding exchange will allow SMAQMD to complete its Bicycle Parking Project with non-federal funding. There will be no adverse effects on the City or SACOG.
Staff Report: Cyrus Abhar, Public Works Department

8.6 **Subject:** Ordinance Amending Section 4.22.155(a) of the Rancho Cordova Municipal Code to Increase the Number of Card Tables that a Licensed Cardroom May Operate or Maintain Within the City from Nine to Ten
Recommendation: Waive first reading and introduce Ordinance No. 1-2010. **(Roll Call Vote)**
Result of Recommended Action: Adoption of this Ordinance will amend Section 4.22.115(a) of the Rancho Cordova Municipal Code. The Ordinance will increase the number of card tables that a licensed cardroom may operate or maintain within the City from nine (9) card tables to a maximum of ten (10) card tables. If table demands meet the operators projections, the card table increase will generate approximately three thousand dollars ($3,000) in additional revenue for the City annually.
Staff Report: Ted Gaebler, City Manager's Office and Adam U. Lindgren, City Attorney's Office

9. CONSENT PUBLIC HEARING ITEMS

NONE

10. PUBLIC HEARING ITEMS

10.1 **Subject:** Resolution Authorizing the Adoption of the Mid-Term Review of the Five-Year Implementation Plan for the Rancho Cordova Redevelopment Project Area
Recommendation: Adoption Agency Resolution No. CRA-1-2010.
Result of Recommended Action: Adoption of this resolution will result in the approval of the Mid-Term Review as an update to the Five-Year Implementation Plan.
Staff Report: Megan McMurtry, Economic Development Department
COUNCIL ACTING AS COMMUNITY REDEVELOPMENT AGENCY

Mayor Cooley opened the public comment period. There were no speakers. Mayor Cooley closed the public comment period.

ACTION: Motion by Budge second by McGarvey and carried by a 4:0 roll call vote (Skoglund absent) Council adopted Agency Resolution No. CRA-1-2010.

11. REGULAR CALENDAR ITEMS

NONE

12. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

NONE

13. CITY MANAGER'S REPORT

City Manager Ted Gaebler reported on trip to South America.

City Manager Ted Gaebler called on staff from Administrative Services to provide the following updates:

Finance Department staff members Donna Silva, Finance Director, Rebecca Santini, Sr. Finance Analyst, Patty Lohse, Sr. Accountant, and Tony Ingalls, Accounting Technician reported on the following:

- Finance Department Functions: long range fiscal planning and oversight; budget management; audit management and financial statement preparation; cash and investment management; processing, recording and reporting transactions; business licensing; grant management; district administration; and risk management
- Accomplishments: improvements to accounting system; revenue sharing agreement with new card room; 3rd Annual Financial Issues Workshop; collections of accounts receivable; award for Excellence in Financial Reporting; worked collaboratively with the departments to maximize revenues and contain expenses; sixth consecutive year of general fund surplus; bond rating upgrade from A- to A+; and garnered positive press
- Sacramento Bee article entitled "Here's one city that has it right"
- Projects: Cost Allocation Plan and User Fee Study; Updated Nexus Study Capital Facilities Fee; Fee Deferral Program; Transient Occupancy Tax (TOT) Audit; and Community Facilities Districts (CFD's) current on all payments
- Developer Billing Statements; project accounting system improvements; providing training on project module for internal project tracking; actuarial study for Other Post-Employment Benefits (OPEB); investments – updating Investment Policy
- Business License Update: rental license renewals; updated ordinance for enforcement purposes; alerts to Code Enforcement and Building for inspections of new applicants; business license online services; welcome packet
- Other Projects: continued improvements to collections: 1) Franchise Tax Board (FTB) Program, and 2) Policies and Procedures; implement electronic timesheets; update purchasing ordinance; potential ballot measures: Utility User Tax (UUT) ordinance and card room tax; User Fee Study; and fiscal management

Human Resources Department staff members Stacey Petersen, Human Resources Manager, Lisa Brown, Human Resources Analyst, and Diana Rodriguez, Human Resources Technician reported on the following:

- Human Resources Strategy
- Employee Survey: 93% agreed HR provides a timely response; 93% agreed HR provides quality interactions; 91% agreed HR provides clear communication; 93% agreed they understand how their individual goals support the mission of the organization; 74% agreed the City recognition program offers a good variety of options for recognition; 98% would recommend a job with the city to a friend
- Recruiting Talent: Recruitment Activities: seven recruitments and 1,042 applications
- Hired four regular employees; hired 12 temporary employees; offered 24 unpaid internships (over 350% increase from last year); and promoted three employees; improved the new employee orientation process
- Training and Development: 12 trainings offered; and completed the Essentials of Effective Management Series
- Engagement of Employees to Excel: maintained a supportive culture: SWEL Award recipient; finalist for the A+ Employer Award; enhanced the employee recognition program; provided guidance to ensure effective performance reviews; implemented new forms to facilitate better feedback; coordinated the City internship program; promoted safety and wellness; and 4% voluntary turnover
- Promote Employee Contributions: created opportunities for employees to make a difference: blood drive: 165 donors, 148 pints, and 20 new participants; and promoted employee community involvement
- Employee Community Involvement: mentored students through the Folsom Cordova Community Partnership; sponsored a Rancho Cordova Relay for Life City team and participated in leadership roles on the Relay for Life Planning Committee; hosted a booth at Kids' Day at Hagan Park; volunteered for E-waste clean-ups; donated socks and shoes for homeless students for Project 680; raised money and awarded a $500 scholarship to a graduating senior at Cordova High; and Cordova Community Council's 2009 Public Service Award Recipient
- Key Initiatives: established more efficient reporting capabilities; expanded the City safety program; continued to develop the HR Intranet; conducted supervisory training; and succession planning

Information Technology Department staff members Jay Hadley, Information Technology Manager, David McCoy, IT Technician, and Mark Dumford, GIS Manager reported on the following:

- Emergency Operations Center (EOC): worked with Facilities and RCPD to design and equip our EOC; completed NIMS / SIMS Training; wired American River Room South for Voice and Data; assigned dedicated phones; programmed phone system with dedicated numbers for each EOC group. (Operations, Logistics, Intel, etc.)
- Capital Air Show: With less than 2 week's notice, the City IT Staff was able to provide internet connections at gates and to vendors. This was accomplished by creating a wireless link from City Hall to the VA Hospital building and down to the Airfield. IT staff was able to do this at no cost as we worked with vendors we currently have relationships with; Fortis Telecom provided the wireless equipment and Comcast provided the internet connection.
- Telecommunications: negotiated new contract with Surewest. This will increase our Internet Bandwidth from 3MB to 20MB. All other services will be duplicated. This new contract will reduce our Telecommunications costs by more than $13,650 per year while providing our users better services. New service will be in place February 2010.

- Lundgren Town Hall Meeting: provided audio service; setup wireless mic system so audience could participate from all rooms and outside; setup wireless outside speakers so citizens standing in parking lot could hear
- Hansen – Code Enforcement Module: general nuisance; rental housing; vacant building; foreclosure; permits (Planning, Building, and Public Works); scavenging; business license
- Hansen – Dynamic Portal: Customer interface into Hansen System: apply online for the following Building processes: reroof permit, plumbing, mechanical or electrical permit, allows the user to schedule inspections, and pay fees online; apply online for the following business license processes: general business license and pay fees online; additional functionality for permitting and general business license: creates a user account online (for business license); automatically sends email to the online applicant with the application number when the application is successfully applied for; automatically sends email to the building and license staff to notify them that an online permit/license has been applied for and the fees have been successfully paid; automatically sends email to the online applicant when the permit/license has been pre-issued (has successfully passed all reviews and is ready for issuance); allows the user to look at the status of all business licenses for the business/applicant; allows the user to look at the status of all building permits for the applicant
- Server Virtualization: server virtualization is a method of running multiple independent virtual operating systems on a single physical computer. Virtualization allows us to maximize physical resources to take best advantage of our hardware investment. This is achieved through the transformation of physical hardware into software, i.e., “virtualize” the CPU, RAM and hard drives. These virtualized pieces of hardware create a single virtual server that can be split and run several independent operating systems and applications at the same time on a single computer; where we started: 20 physical servers, each consuming 500 – 700 Watts of Energy, and each using only 5% - 45% of its resources; where we are today: 3 physical servers, doing the work of 20 physical servers, and still have available resources to grow
- Benefits of Server Virtualization: reduction in operating costs; less power consumption = savings of over $10,500 /yr; lower cooling costs (estimated 30% - 40% savings); better use of available resources; up to 20 virtual servers on a single physical server; centralized management; simplified disaster recovery; high availability – self healing recovery; and scalability
- Desktop Virtualization: desktop virtualization is the process of separating a personal computer desktop (its applications, files and data) from the physical machine. The 'virtualized' desktop is stored on a remote central server instead of on the hard-drive of the local personal computer. This means that when users work from their desktops, all of the programs, applications, processes and data used by the desktop are kept and run centrally, allowing users to remotely access their desktops on any device which is capable of displaying the desktop, such as a PC, laptop, or thin client.
- Benefits of Desktop Virtualization: lower power consumption; uses 5 Watts vs. 300 Watts of energy; saving over $4,500 per year; better use of computing resources; improves the user experience; reduced maintenance costs; reduced purchasing costs; and increased PC security
- City Hallway Intranet: citywide announcements and upcoming events lists; departmental calendars; departmental task tracking and assignment; departmental announcements; quick links to frequently used documents, training & websites; HR documents and forms; employee directory; department specific

contact and website lists; citywide discussion board (post for sale items, carpools, or anything else); online routing of requests and approvals

- Graphic Information Systems (GIS): responsibilities/customers: citywide solutions for City Manager's Office, Economic Development, Housing, and Planning; Types of Service Provided: maps, analysis, reports, data creation/maintenance, system integration, GIS applications/tools for staff; small, medium, and large projects; one-time requests and reoccurring maps/reports
- 2010 Census Support
- Airshow Traffic Flow Maps
- Enterprise Zone Expansion Map/Analysis
- Special Police Tax GIS Audits
- Neighborhood Stabilization Grants Maps/Analysis
- Rancho Cordova Web Mapping

14. ADJOURNMENT OF REGULAR MEETING

Mayor Cooley adjourned the regular meeting to closed session in the Community Board Room at 7:55 p.m.

15. CLOSED SESSION

Mayor Cooley called the closed session to order in the Community Board Room at 8:05 p.m.

The Council went into closed session to discuss the following item:

Conference with Legal Counsel – Anticipated Litigation Government Code 54956.9 (b) (one potential case).

Council Members Present: Budge, Sander, McGarvey, and Mayor Cooley

Council Members Absent: Skoglund

Staff Present: Gaebler, Lindgren, Abhar, and Junker

16. OPEN SESSION – REPORT FROM CLOSED SESSION

City Attorney Adam Lindgren reported there was no reportable action from closed session.

17. ADJOURNMENT OF OPEN SESSION

Mayor Cooley adjourned the open session at 9:12 p.m.

Mindy Cuppy

Mindy Cuppy, City Clerk