

MINUTES

**SPECIAL MEETING OF THE CITY COUNCIL
ELECT
OF THE CITY OF EASTVALE
Wednesday August 18, 2010
6:30 P.M.
6080 Hamner Ave. Suite 100
Eastvale, CA 91752**

1. CALL TO ORDER:

The Special meeting of the City Council Elect was called to order at 6:31 by Chairman Rush

2. ROLL CALL:

Present: Chairman Rush, Council Members Elect Bootsma, DeGrandpre, Howell and Welch

Staff Members Present: Interim City Manager Van Nort, Interim City Attorney Cavanaugh, Municipal Director Michael Kashiwagi, Interim City Clerk Judy Haughney

3. PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Chairman Rush

4. PRESENTATIONS/ANNOUNCEMENTS:

Interim City Attorney John E. Cavanaugh reported that the City Council Elect met in Closed Session at 5:30 p.m. regarding Real Property Negotiations Government Code Section 54956.8 and that there was no reportable action taken.

5. PUBLIC COMMENT:

John Kopp requested information regarding when the Council Elect would start asking for volunteers for the City's various Boards and Commissions. Chairman Rush responded that the Council Elect currently needed help on the Inaugural Committee and that the item would be brought back on a future agenda.

Dickie Simmons noted that there are volunteers in the community and that they are ready to meet with the Sheriff's Department. He added that Public Safety should be a top priority for the City.

6. APPROVAL OF MINUTES:

A. Approval of the minutes of the meeting held August 4, 2010

Council Member Elect Welch noted several corrections to the minutes.

The minutes of the August 4, 2010 Special Meeting of the City Council Elect were approved as corrected.

Motion: Rush/Second: Inaudible

Ayes: Rush, Bootsma, DeGrandpre, Howell, Welch

Noes: None

Abstain: None

Absent: None

7. CONSENT CALENDAR:

There were no Consent Calendar items

8. NEW BUSINESS:

A. Report on Sales Tax Estimate Revision

Interim City Attorney Cavanaugh requested that this item be continued until the Special City Council Elect meeting being held September 1, 2010 as he is still awaiting information on this item.

The City Council Elect approved the request to continue the item until 9-1-10

Motion: Rush/Second: Howell

Ayes: Rush, Bootsma, DeGrandpre, Howell, Welch

Noes: None

Abstain: None

Absent: None

B. Approval of Contract for City Clerk Services with Ms. Judy Haughney, CMC

Interim City Manager Robert Van Nort introduced the item and noted that the LAFCO (Local Agency Formation Commission) conditions authorize the City Manager to appoint a City Clerk and City Treasurer. After extensive analysis it was determined that the City will not need a full time City Clerk initially. The CFA (Comprehensive Fiscal Analysis) indicated that the salary for a full time City Clerk is set at \$90k per year and a full time Deputy City Clerk be set at \$50k per year. He gave an overview of the contract points including a maximum of 12 hours per work in addition to Council meetings and that the Interim City Clerk will be available to train the Deputy City Clerk when that position is filled. He noted that Judy Haughney is currently the City Clerk in the City of Perris and that the contract expires June 30, 2011 at which point the City Council can decide to extend the contract or appoint someone to fill the position. He recommended approval of the contract.

Council Member Elect Welch noted that the CFA indicated full time positions for the City Clerk and Deputy City Clerk. Interim City

Manager Van Nort responded that instead of 1 position the City would have 1 ½. Council Member Elect then inquired what type of record's system the City would have and if it would be basic at first. Interim City Manager Van Nort confirmed and noted that there would be a system, but he did not know what type it would be. Chairman Rush noted that the last sentence in section 4.a of the contract noted that after Oct. 1st the hours were not to exceed 12 hours per week plus Council meetings. He inquired as to prior to Oct. 1st. Interim City Manger responded that it would be whatever was needed.

Council Members Elect Welch and DeGrandpre then asked Judy Haughney if she wished to speak. Judy Haughney noted that she is currently the Elected City Clerk in the city of Perris and looks forward to working with the City Council and serving the citizens of the City of Eastvale.

The City Council Elect approved the contract for City Clerk Services with Judy L. Haughney

Motion: Inaudible Second: Inaudible

Ayes: Rush, Bootsma, DeGrandpre, Howell, Welch

Noes: None

Abstain: None

Absent: None

C. Approval of Contract for Financial Services with Rogers, Anderson, Malody and Scott, LLP

Interim City Manager Van Nort introduced the item noting that currently the City does not have a system in place and they are in need of someone, with integrity, to set up the records system. He noted that he is recommending Terry Shea for the position. Mr. Shea is currently working in neighboring cities and also conducts audits for several cities. He added that the position would be required to attend more meetings per week than that of the City Clerk. He noted that it is most important to focus on the franchise dollars coming into the City after the incorporation. The cost for these services would be approximately \$3k per month, which represented a savings to the City based on the CFA estimate of \$110k per year. He recommended approval of the contract.

Council Member Elect Welch noted that he had the same questions on the scope of services. In reference to the software, he noted that the City could launch into this full blown or have some stop gaps. Interim City Manager Van Nort commented that the City would no doubt have the smallest system possible that was still capable of doing the job. Council Member Elect Welch inquired as to what would be reimbursable to Mr. Shea besides what was noted on the chart in the bottom paragraph. Interim City Manager Van Nort noted that there

would be no travel reimbursement and anything that was not included in the contract would come back for Council approval. Interim City Attorney Cavanaugh confirmed that anything not contained in the contract would be considered separately by the Council. Chairman Rush noted that he had spoken with the Interim City Manager regarding some concerns that he had with the contract. He noted that there were no dates or timeframes included in the contract and that he felt the language was ambiguous. He added that he was aware that Mr. Shea had clarified some of the things that he was concerned with, but still felt that it was not as tight as it could have been, but did not want to hold the contract up. Council Member Elect Howell inquired if there was urgency to approve the contract this evening. Interim City Manager Van Nort responded that yes there was immediate urgency as it was necessary to begin the business of the City. He added that Mr. Shea had agreed to provide the City with additional clarification. Council Member Elect Welch noted that there needed to be checks and balances in the contract. Interim City Attorney Cavanaugh commented that if the Council Elect wished to go forward they could approve the contract subject to any changes or they could direct staff to bring the contract back with any changes.

The City Council Elect approved the contract with Rogers, Anderson, Malody and Scott, LLP for Financial Services with the following changes: That the contract be written not to exceed \$73k and that deadlines be indicated in phase I.

Motion: Welch/Second: Rush

Ayes: Rush, Bootsma, DeGrandpre, Howell, Welch

Noes: None

Abstain: None

Absent: None

D. Approval of contract with HdL for Sales Tax Audit

Interim City Manager Van Nort introduced the item and gave a brief overview noting that the City will not receive Sales Tax revenues until April 1, 2011. He commented that there was no guarantee that the State Board of Equalization would identify all sales tax generated in the City. He added that if the City Council Elect chose to approve the contract with HdL they would not begin until approximately November and there would be no cost until the City receives the first sales tax revenues. He recommended approval of the contract.

Council Member Elect Howell inquired what the cost would be if they found nothing. Interim City Manager Van Nort responded that the 15% would be for any new revenue generated otherwise it was a flat \$325 per month. He added that he felt this was an invaluable service.

Council Member Elect Welch commented that he had no qualms regarding the reputation of the firm, but felt that this was a fairly complex item and would prefer to talk about this first with the Finance Director. He added that he would be more comfortable hearing the item as a workshop. Council Member Elect Howell inquired if the company would research the current taxes. Interim City Manager responded that they would pinpoint all businesses that are sales tax generators and that the LAFCO report does not do that. Chairman Rush inquired as to whether they would survey potential new businesses or only existing businesses. Interim City Manger Van Nort responded that the contract only covers existing businesses and it would be an additional charge for them to include potential businesses. Council Member Elect Welch inquired regarding the role of the Finance Director and indicated that he would like to continue the item.

The City Council Elect approved continuing the item off calendar

Motion: Welch/Second: Rush

Ayes: Rush, Bootsma, DeGrandpre, Welch

Noes: Howell

Abstain: None

Absent: None

**E. Approval of Job Descriptions for Deputy City Clerk
And Accounting Specialist**

Interim City Manager Van Nort introduced the item and noted that the Deputy City Clerk and Accounting Specialist positions would be the first persons the community would see and they would serve as reception for the City. He commented that he was not requesting approval to advertise the positions this evening as there were still questions to be answered regarding compensation and start date. He recommended approval of the job descriptions.

Council Member Elect Welch noted that the description seemed closer to a clerk typist than a Deputy City Clerk and that it seemed basic. He felt that the description should be more specific to warrant the salary of \$50k per year. Chairman Rush inquired as to why a college degree was not being required. Interim City Manager Van Nort responded that he was not familiar with any city that did require it, but that the City could require it if desired.

Chairman Rush called for any public comment on the item. Max Wagner commented that very few employers require a college degree and requiring one could be viewed as discrimination.

Chairman Rush noted that it could be a college degree or the equivalent experience. Council Member Elect DeGrandpre requested any input from Interim City Clerk Haughney. Interim City Clerk Haughney noted that although a college degree was important it was

more critical for a Deputy City Clerk to have a Certified Municipal Clerk certification or Master Municipal Clerk certification. She added that it was very important that a candidate possess the necessary experience and knowledge of a City Clerk's office. She offered to re-write the job description for the Deputy City Clerk and bring it back to the Council Elect at their next meeting.

The City Council Elect approved the job description for Accounting Specialist

Motion: DeGrandpre/Second: Bootsma

Ayes: Rush, Bootsma, DeGrandpre, Howell, Welch

Noes: None

Abstain: None

Absent: None

The City Council Elect approved continuing off calendar the job description for Deputy City Clerk

Motion: DeGrandpre/Second: Bootsma

Ayes: Rush, Bootsma, DeGrandpre, Howell, Welch

Noes: None

Abstain: None

Absent: None

F. Report on Work Program for Transition of Public Works, Planning, Building and Safety and Code Enforcement Services

Michael Kashiwagi, Municipal Director, Interwest Groups, introduced the item and noted that this item was for informational purposes only. He noted that he had put together areas of primary focus and had developed a check list. He added that he would keep the Council Elect informed along the way. He pointed out that establishing a City Hall was the first priority and noted that Council Member's Elect Welch and DeGrandpre sat on the sub-committee that had been formed. He noted the various areas that needed to be identified and added that he would be meeting with Riverside County Planning staff to identify the transition funding. He added that he would be putting together a Measure A spending plan. Council Member Elect Welch inquired as to the significance of March or April and noted that the report mentions March. Municipal Director Kashiwagi noted that we will receive the funds in April 2011. He then added that at the next meeting he would bring back information describing the various boards and commissions and their functions. The Council Elect will then need to decide which boards and commissions they wished to sit on. He also added that he was in the process of developing a GIS (Geographical Information System) for the City of Eastvale. Council Member Elect Welch noted that he was in favor of IT being in place

early on so that the City is not back tracking. He added that he did not want to plan for a system that the City could not afford. Municipal Director Kashiwagi noted that the cost for the GIS system would be minimal as the County has a good system. He added that the Interim City Manager had requested the scope of work and cost estimate before moving forward.

9. OLD BUSINESS ITEMS:

A. Sub-Committee Report-City Offices

City Council Member Elect DeGrandpre reported that the City was in negotiation for the space being utilized for the Council Elect meetings, unit 100. He noted that there were 2 options to consider. The first option is to lease unit 100 and use for City Hall. This option would be good for 3-5 years. The second option was to incorporate the space in unit 103. This would necessitate moving a wall, but would allow them to have a Council Chamber. Another option would be to move into temporary or modular facilities. This option would also be good for 3-5 years, but carries additional issues such as whether the land is level and utilities. He noted that he had an appointment with the County and would compare the costs. Chairman Rush noted that Council Members Welch and DeGrandpre would be having a meeting with the Lewis Co. and would bring the agreement back to the Council Elect.

B. Sub-Committee Report-Roosevelt High School Theater

Interim City Manager Vann Nort reported that the City Council Elect had requested that Council Member's Elect DeGrandpre and Welch meet and assess the facilities at Eleanor Roosevelt High School. The assessment included the stage height, sound system, lighting and parking. He noted that there is Bingo on the same night at 5 pm but felt that there would be sufficient parking available. He added that the total cost per month would be projected at less than \$400 per month. He also noted that the City Council could change the meeting place at any time, but felt that the High School was a viable meeting site.

City Council Member Elect Welch inquired if it was possible to get the dollar amount in writing from the school. He felt that it was not consistent with the district policy of \$150 per hour. He added that at that rate it would well exceed the \$400 per month. Council Member Elect DeGrandpre stated that he was not comfortable with the height of the stage at the High School. He felt that the accommodations at Rosa Parks Elementary School worked better. He suggested that the Council could try it and that maybe the October 1st incorporation meeting was a good time as it would accommodate more people. Council Member Elect Bootsma stated that it was uncomfortable in the current room and that they needed to make the change soon. Council Member Elect Welch noted that Interim City Manager had indicated

that there was a space in front of the stage on the floor. Council Member Howell added that the elementary school had chairs and lunch tables and that the High School would be more comfortable. Several members of the audience noted that the cost for the elementary school is approximately \$90 and that covers everything. They stated that at the High School a price had been quoted to them for a function, but when the bill was received it was a higher amount. It was also noted by a member of the audience that the stage at the High School was difficult to see from the front rows, due to the height. It was also noted that at the High School the seats have tables attached which is very convenient. It was suggested that the space in front of the stage be measured to make sure that there was enough room so as to not violate fire regulations.

The City Council Elect approved continuing the item and directed that negotiations continue with the High School and Elementary School

Motion: Rush/Second: DeGrandpre

Ayes: Rush, Bootsma, DeGrandpre, Welch

Noes: Howell

Abstain: None

Absent: None

C. Sub-Committee Report-Opening Ceremony

Chairman Rush reported that he and Council Member Elect met for their 1st meeting. They had invited all to attend and there were 12-14 people in attendance. He announced that the festivities would be held on the High School football field and that they were initiating a contest at the schools to design the City logo. City Council Member Howell noted that there would be three art contests, one at the elementary level, one at the middle school level and one at the high school level and there would be awards of 1st, 2nd and 3rd place given at each level. She added that they were still putting together the requirements and hoped to have them on the website. The final design would be able to be reproduced. It was explained that the final design would be professionally done and have elements of each of the three winning designs. Chairman Rush added that they planned to start the program at 6:30 in the evening and would need to have the Council meeting earlier in the day so that it would not conflict with the inaugural. He added that they were looking at possibly having a parade on the following Sunday in conjunction with the Fall Festival that was scheduled for Saturday. He noted that they were currently looking for vendors and that it would be a good opportunity for the area organization to raise funds. He stated that their next meeting would be Thursday at 7 pm at the home of Council Member Elect Howell and added that they could use more volunteers as this is a huge effort and

added that they were seeking donations as the City does not have any funding for the event. Council Member Elect Howell thanked all of the volunteers for their assistance and hoped to have as many people involved as possible. Council Member DeGrandpre noted the need to have the Council meeting that day and suggested that it should be at 4 pm.

Chairman Rush asked for any public comment on the item. Mr. Newberry stated that they may want to consider having the parade on October 9th as the streets will already be closed down for a 5k race that is already scheduled.

D. Sub-Committee Report- TLMA meeting with County

Council Member Elect Howell reported that she and Council Member Elect Bootsma attended their 1st TLMA (Transportation and Land Management Agency) meeting the day before. She reported that they were given updates from each group. The updates included a map and a report on major jobs in the City as well as information regarding an off ramp and bridge at Archibald that would be built in 2014. She noted that they informed the County about a manure pond on Limonite and were told it would be taken care of. They also reported to the County that there were numerous potholes on Hellman Rd. The County noted that they were working with the City of Chino to repair the road, but the City of Chino was not ready to develop that part of the City. She noted that they had a concern that the County wouldn't finish the projects that they had started once Eastvale incorporated. She reported on the County's Code Enforcement and Planning efforts and the number of cases currently attributed to the City of Eastvale. She added that the 4 active planning cases included a cell phone tower, a community center, an Arco gas station and a General Plan Amendment of which they did not know the intent. She reported that they were given an overview of the Building and Safety division that included information regarding a requirement of fire sprinklers in all new residences after December 30 and that fact that there was no Business License division. She also noted that they were reminded that the County had reduced the DIF (Development Impact Fees) by 50 % until December 31st. She noted that there are still questions regarding where the fees are collected, what staff is available, where plans will be filed, how the City of Eastvale will receive the City's files. She added that the cost of electronically transferring the files would be high. Chairman Rush noted that he would give clarification to Interim City Manager Van Nort, but he had several concerns regarding in-process projects and the pro-rata amount of Eastvale's fees. He added that it was important to understand what had been spent and what the County was holding in regards to TUMF (Transportation Uniform Mitigation Fee) and DIF. Interim City

Manager noted that Eric Norris was present to give the Council Elect binders that included a guide for the transition.

10. COUNCIL COMMUNICATIONS:

Council Member Elect Howell reported that she had received an email from a fireman informing her about a little girl who had called 911 and had saved the life of her grandmother. She noted that there was a great fire system in Eastvale and thanked the little girl for her heroic actions. She added that she would like to recognize Katie at the next City Council Elect meeting.

Council Member Elect DeGrandpre welcomed the Interim City Clerk, City Manger, City Attorney and Mike Kashiwagi. He added that he was excited for the future of the City of Eastvale.

Chairman Rush requested that a "Meet and Greet" be set up with SCAG (Southern California Association of Governments). He also requested that all of the information contained in the agenda packets be placed on the website with the agenda. He announced that he would be speaking at an event in Corona regarding planning and the cost was \$35 for those who wished to attend.

Council Member Elect Howell requested that an Ad-Hoc Committee be formed to conduct the negotiations for the City Hall and meeting place.

The City Council Elect approved forming an Ad-Hoc committee consisting of Council Members Elect DeGrandpre and Welch.

Motion: Howell/Second: Rush

Ayes: Rush, Bootsma, DeGrandpre, Howell, Welch

Noes: None

Abstain: None

Absent: None

Council Member Elect Welch requested that there be a workshop on the business of the Council. He noted that it was not clear on how things should be disseminated.

11. CITY MANAGER'S REPORT:

Interim City Manager Van Nort had no report

12. CLOSED SESSION:

There was no Closed Session

13. ADJOURNMENT:

The meeting was adjourned at 8:23 p.m. by Chairman Rush and noted that the next meeting would be held on August 25, 2010 at the Corona-Norco USD at 5:00 p.m.

