



CITY OF RIDGECREST

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100 West California Avenue, Ridgecrest, California 93555-4054

NOTICE AND CALL OF SPECIAL JOINT SESSION MEETING OF THE RIDGECREST CITY COUNCIL / REDEVELOPMENT AGENCY/FINANCING AUTHORITY

TO THE MEMBERS OF THE RIDGECREST COUNCIL / REDEVELOPMENT
AGENCY/FINANCING AUTHORITY AND CITY CLERK:

PUBLIC NOTICE that a **SPECIAL JOINT SESSION MEETING** of the Ridgecrest City Council/Redevelopment Agency/Financing Authority is hereby called to be held on **Monday, July 11, 2011, at 5:30 p.m.**, in the **Council Chambers**, 100 W. California Avenue, Ridgecrest, California.

Said **SPECIAL JOINT SESSION MEETING** shall be for the purpose of:

1. **Workshop Discussion Of Red Oak Wastewater Proposal**
2. **Workshop Discussion And Staff Presentation Of Committee Structure**

Dated: July 8, 2011

Ronald H. Carter, Mayor / Chair

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Rachel J. Ford, CMC
City Clerk

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City Council

Redevelopment Agency

AGENDA

Monday

Special

Special Session 5:30 p.m.

Closed Session 7:30 p.m.

July 11, 2011

City Hall

100 West California Avenue

Ridgecrest CA 93555

(760) 499-5000

Ronald H. Carter, Mayor

Marshall G. Holloway, Mayor Pro Tempore

Jerry D. Taylor, Vice Mayor

Steven P. Morgan, Council Member

Jason Patin, Council Member

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CITY OF RIDGECREST

CITY COUNCIL RIDGECREST REDEVELOPMENT AGENCY FINANCING AUTHORITY

AGENDA

Special Council/Agency Meeting
Monday July 11, 2011

CITY COUNCIL CHAMBERS CITY HALL

100 West California Avenue
Ridgecrest, CA 93555

Special Session – 5:30 p.m.

This meeting room is wheelchair accessible. Accommodations and access to City meetings for people with other handicaps may be requested of the City Clerk (499-5002) five working days in advance of the meeting.

In compliance with SB 343. City Council/Ridgecrest Redevelopment Agency Agenda and corresponding writings of open session items are available for public inspection at the following locations:

1. City of Ridgecrest City Hall, 100 W. California Ave., Ridgecrest, CA 93555
2. Kern County Library – Ridgecrest Branch, 131 E. Las Flores Avenue, Ridgecrest, CA 93555
3. City of Ridgecrest official website at <http://ci.ridgecrest.ca.us>

Pursuant To California Government Code 54953 (B) (1) An Additional Call In Location Has Been Established For Council Members Who Will Attend This Meeting Via Teleconference At 3471 Cashill Blvd, Reno, Nevada.

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

SPECIAL SESSION – 5:30 p.m.

- Pledge Of Allegiance
- Invocation

AGENDA - CITY COUNCIL / REDEVELOPMENT AGENCY - SPECIAL

July 11, 2011

Page 2

WORKSHOP DISCUSSION

1. **Workshop Discussion Of Red Oak Wastewater Proposal**
2. **Workshop Discussion And Staff Presentation Of Committee Structure**

PUBLIC COMMENT

CLOSED SESSION

GC54957

Personnel Matters – Public Employee Performance
Evaluation – City Manager

ADJOURNMENT

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CITY COUNCIL/REDEVELOPMENT AGENCY AGENDA ITEM

SUBJECT: Presentation of Wastewater Financial Plan by Red Oak Consultants
PRESENTED BY: Mark Hildebrand, Red Oak Consultants
SUMMARY: Representatives from the Consulting Firm, Red Oak, the Management Consulting Practice of Malcolm Pirnie/ARCADIS, will be giving a power point presentation regarding the Financial Plan for the Wastewater Treatment Facility and the Sanitary Sewer Collection System.
FISCAL IMPACT: None
Reviewed by Finance Director
ACTION REQUESTED: None
CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION: Action as requested:

Submitted by: Dennis Speer
(Rev. 6/12/09)

Action Date: July 11, 2011

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CITY COUNCIL/REDEVELOPMENT AGENCY/FINANCING AUTHORITY AGENDA ITEM

SUBJECT:

This discussion item is intended to evaluate the benefits of and alternatives to the current council committee structure.

PRESENTED BY:

Kurt Wilson – City Manager

SUMMARY:

The Council participated in a strategic planning session prior to the start of the current calendar year and identified a series of items to be accomplished or evaluated in 2011. One of these items included the evaluation of the committee structure.

Many components of the current structure are derived from statute so any prospective changes would require a more detailed process than can be accomplished in one meeting. If the council chooses to give direction to staff about a specific alternative, the necessary changes can be made at a subsequent council meeting.

FISCAL IMPACT:

No Fiscal Impact

Reviewed by Finance Director

ACTION REQUESTED:

Discussion and Direction to Staff

CITY MANAGER / EXECUTIVE DIRECTOR RECOMMENDATION:

Action as requested:

Submitted by: Kurt Wilson

Action Date: July 11, 2011

(Rev. 6/12/09)

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COUNCIL COMMITTEES AND COMMISSIONS
JANUARY 1, 2011 – DECEMBER 31, 2012

Infrastructure Committee

Members: Steve Morgan, Jerry Taylor, Craig Porter, James Sanders
Meeting: 2nd Wednesday of the month at 5:00 p.m., Council Conference Room

Quality of Life

Members: Chip Holloway, Jason Patin, Craig Porter, Carter Pope
Meetings: 1st Thursday of every even month at 12:00 p.m.; Kerr-McGee Center

City Organization

Members: Ron Carter, Jerry Taylor, Lois Beres, Christopher LeCornu
Meeting: 2nd Monday of the month at 5:00 p.m.; Council Conference Room

Community Development Committee

Members: Steve Morgan, Jason Patin, Christopher LeCornu, James Sanders
Meetings: 1st Thursday of the month at 5:00 p.m.; Council Conference Room

Activate Community Talents and Interventions For Optimal Neighborhoods Task Force (ACTION)

Members: Ron Carter, Chip Holloway, Ron Strand
Meetings: 2nd Monday of odd numbered months at 6:00 p.m., Kerr-McGee Center

Planning Commission

Members: Carter Pope, Christopher LeCornu, Craig Porter, Lois Beres, James Sanders
Meetings: 2nd and 4th Tuesday of the month at 6:00pm, Council Chambers

Personnel Commission

Members: Eddie Edwards, Michael Whalan, Craig Porter, Mike Smith, _____
Meetings: On Request

Construction Appeals Board

Members: Ron Brigham, Craig Porter, _____, _____, _____
Meetings: On Request

Handicap Appeals Board

Members: _____, _____, _____, _____, _____
Meetings: On Request

Kern Council of Government (KernCOG)

Members: Steve Morgan, Chip Holloway
Meetings: 3rd Thursday of the month

Navy Community Council

Members: Mayor Carter (per municipal code), _____
Meetings: On Request

Kern County Air Pollution Control District (KCAPD)

Members: Chip Holloway
Meetings: 1st Thursday of the month

Ridgecrest Area Convention and Visitors Bureau (RACVB)

Members: Chip Holloway, Jason Patin
Meetings: 1st Wednesday of the month, 8:00 a.m.

IWV Groundwater Management Committee

Members: Jerry Taylor
Meetings: To Be Determined

League of California Cities – Desert Mountain Division

Members: Ron Carter
Meetings: Quarterly on the 4th Friday every 3rd month

Disaster Council

Members: Mayor, City Manager, Chief of Police, All Department Heads
Meetings: On Request

City Organization and Services Committee

February 15, 2011

Discussion: **Potential Changes to City Council Committee Structure**

Background

The current committee structure was adopted several years ago, presumably in recognition of the benefits of a diverse opinion pool and in an effort to promote inclusion and transparency throughout the municipal decision-making process. The current system served the City well under the organizational structure and needs of the time period during which it was enacted. Based on changing needs and organizational structure, the current committee structure is inadequate in the following areas:

Structure

As the needs of the organization have changed, the City has several committees who's dwindling relevance has caused them to seldom, if ever, meet. A cleaner and more efficient process would be to eliminate and/or consolidate unnecessary committees and add committees where applicable.

Scope

The current system requires committees to perform duties that are inconsistent with the current structure that restricts City Council members from directing staff or accessing the administrative structure other than through the chief executive officer. In the case of the Personnel Committee, the current system requires recommendation to be made directly to the City Council regarding sensitive personnel matters which is in direct conflict with the current structure that removes any supervisorial link between staff and the City Council.

Membership

The membership of most of the active committees is comprised of City Council members and Planning Commissioners. This finite pool of participants places an undue burden on the members and deprives the City of the benefits of a broad-based set of perspectives. It causes a redundant scenario with members serving on multiple committees based on their availability and willingness to serve rather than their genuine expertise in a specific area.

Recommendation

Align with the more traditional municipal structure of Commissions appointed by the City Council and comprised of a balanced set of non-elected stakeholders from the community. Each Committee would serve at the pleasure of, and for the benefit of, the City Council in an advisory capacity. Items referred, at the discretion of the City Council, could then be vetted in a more detailed way with the input of various stakeholders outside of the political influences that accompany elected officials. It would also allow greater opportunities for members of the public to participate in local government which could provide a training ground for those future city leaders who aspire to local office in the future.

Article 3. - Agencies, Commissions, Boards and Committees

2-3.101. - General.

2-3.102. - Redevelopment Agency.

2-3.103. - Planning Commission.

2-3.104. - Personnel Commission.

2-3.105. - Construction Appeals Board.

2-3.106. - Handicap Access Appeals Board.

2-3.107. - Council Committees.

2-3.108. - Additional Council Appointments.

2-3.109. - Disaster Council.

2-3.101.- General.

- (a) This Article sets forth provisions which are common to all agencies, commissions, boards and committees.
- (b) Commissions and boards shall consist of five (5) members who shall be registered voters within the City and who shall be appointed on the basis of their qualifications for their duties. Each member of the Council shall nominate one (1) Commissioner or board member. The Council shall confirm or reject the nomination.
- (c) Commission and board members shall serve for two-year terms which expire on the last day of November of even-numbered years. Each Councilmember shall nominate a commissioner who shall be confirmed by a majority of the City Council. Should a vacancy occur, either by resignation or by Council action, the vacancy shall be filled by a nomination from the Councilmember whose Commissioner position is vacant and confirmed by a majority of the City Council. Commissioners may be removed at any time, without cause, by a four-fifths (4/5) vote of the Council.
- (d) The City Administrator shall appoint a secretary for each commission who shall maintain the records of the commission and the minutes of the meetings. The secretary shall receive such compensation as may be fixed from time to time by the Council by resolution.
- (e) At its first meeting in the month of December of each even-numbered year, each commission shall elect one (1) of its members as chair and one (1) of its members as vice-chair. If the chair is absent or unable to act, the vice-chair shall conduct the meeting of the commission and exercise the powers of the chair.
- (f) Each commission shall provide for the time and place of its regular meetings.
- (g) Each commission shall act only by resolution or motion. A majority of the Commissioners shall constitute a quorum for the transaction of the Commission's business; however, no motion or resolution shall be passed and become effective without the affirmative vote of at least a majority of the Commissioners.
- (h) Each commission shall keep written records of its proceedings which shall be open at all times for public inspection. Each commission shall also file its recommendations with the Council.
- (i) The Council shall approve the budget for the work of each commission.
- (j) Upon request by the Commission, the City Administrator shall furnish to each commission within a reasonable time, such information as may be required for the work of the Commission. Each commission shall cooperate with commissions of other agencies charged with similar responsibilities in the formulation of its plans and recommendations to the Council.
- (k) On or before December 31 of each year, the Council shall prepare an appointments list of all regular and ongoing boards, commissions and committees which are appointed by the Council. The list shall identify all appointed terms which will expire during the next calendar year with the name of the incumbent, the date of the appointment, the date the term expires and the necessary qualifications for the position. The list shall also include all boards, commissions and committees whose members serve at the will of the Council.
- (l) Whenever an unscheduled vacancy occurs in any board, commission or committee for which the Council has the appointing power, whether due to resignation, death, termination or other causes, a special vacancy notice shall be posted in the office of the City Clerk not earlier than twenty (20) days

before nor later than twenty (20) days after the vacancy occurs. Final appointment to the Board, Commission, or Committee shall not be made by the Council for at least ten (10) working days after the posting of the notice unless the Council finds that an emergency exists. A person appointed to fill a vacancy in an emergency shall serve only on an acting basis until the final appointment is made pursuant to this section.

(Ord. No. 96-03)

2-3.102.- Redevelopment Agency.

The Redevelopment Agency of the City of Ridgecrest is hereby established. The Council shall act as the governing body of the Redevelopment Agency as defined in the Health and Safety Code section 33200.

(Ord. No. 96-03)

2-3.103.- Planning Commission.

- (a) Pursuant to the provisions of Chapter 3 of Title 7 (commencing with Section 65100) of the Government Code, there is hereby established a planning agency for the City. The planning agency shall be the Planning Commission composed and organized as set forth in this Article.
- (b) Planning Commission Salary. Commissioners shall receive monthly compensation in an amount established by resolution of the City Council. Commissioners may also receive traveling and other expenses incurred on City planning business.
- (c) The Planning Commission shall:
 - (1) Develop and maintain a general plan, zoning and subdivision ordinances;
 - (2) Develop such specific plans as may be necessary or desirable;
 - (3) Periodically review the capital improvement program of the City;
 - (4) Prepare, review and recommend to the Council plans and drafts of such regulations, programs and legislation as may, in its judgment, be required for the systematic execution of the general plan;
 - (5) Act as the agency for the Council in connection with Subdivision Map Act;
 - (6) Investigate and recommend plans to the Council for the improvements and/or beautification of the City, including matters such as the opening, straightening, widening, closing of or parking on streets, improvement and development of public streets, improvement and development of public buildings and works the subdivision of lands and the supplementation or the change of zoning regulations and districts;
 - (7) Act as the zoning board of adjustment;
 - (8) Perform such other functions and duties as may be imposed by law or as the City Council may provide.
- (d) The Planning Commission shall have the powers necessary to enable it to fulfill and carry out its planning functions as provided by law and as set forth herein. In the performance of its functions, Planning Commission personnel may enter upon any land to make examination and surveys provided such entries, examination and surveys do not interfere with the use of land by those persons lawfully entitled to the provisions thereof.
- (e) The Director of Community Development shall assist the Commission with the performance of its duties.

(Ord. No. 96-03; Ord. No. 99-01, § 2)

2-3.104.- Personnel Commission.

- (a) The Personnel Commission is hereby established.
- (b) Commissioners shall receive no compensation, but shall receive reimbursement for expenses incurred while on City business, provided such expenses are authorized by the Council.
- (c) The Personnel Commission shall hear appeals by employees in the competitive service concerning appointments, promotions, demotions, suspensions and discharge; and make recommendations to the Council.
- (d) The Personnel Officer shall assist the Personnel Commission in the performance of its duties.

(Ord. No. 96-03)

2-3.105.- Construction Appeals Board.

- (a) The Construction Appeals Board is hereby established. The Board shall be constituted as set forth in the Uniform Building Code as it pertains to the Contractors Appeals Board.
- (b) Boardmembers shall receive no compensation but shall receive reimbursement for expenses incurred while on City business, provided such expenses are authorized by the Council.

- (c) The Board shall undertake the tasks specified in the Uniform Building Code for the Board of Appeals, in the Uniform Housing Code for the Housing Advisory and Appeals Board and in the Uniform Code for the Abatement of Dangerous Buildings for the Board of Appeals.
- (d) The Building Official shall assist the Board in performance of its duties.
(Ord. No. 96-03)

2-3.106.- Handicap Access Appeals Board.

- (a) The Handicap Access Appeals Board is hereby established. The Board shall be appointed and constituted as follows: Two (2) members of the Board shall be physically handicapped persons, two (2) members shall be persons experienced in construction and one (1) member shall be a public member.
- (b) Boardmembers shall receive no compensation but shall receive reimbursement for expenses incurred on City business, provided such expenses are authorized by the Council.
- (c) The Board shall conduct hearings on written appeals made under the State Handicapped Access Standards and may approve or disapprove interpretations of these Standards and enforcement actions taken by the Building Official. The Board shall adopt regulations establishing procedural rules and criteria for carrying out its duties.
- (d) The Building Official shall assist the Board in the performance of its duties.
(Ord. No. 96-03)

2-3.107.- Council Committees.

The Council shall establish committees by resolution. Committee members shall be appointed by the Mayor with the advice and consent of the Council. The Committee shall select a chair. If the Committee cannot select a chair within sixty (60) days from the date of appointment, the Mayor shall nominate a chair who shall be confirmed by a majority of the Council. Meetings of standing committees are open to the public. Committees shall make their recommendations to the Council.

(Ord. No. 96-03; Ord. No. 99-01, § 3)

2-3.108.- Additional Council Appointments.

The following additional appointments shall be made by the Council to conduct the business of the City. These are listed below with the appropriate assignments.

- (a) Kern Council of Governments (KernCOG). One (1) representative and one (1) alternate from the City Council appointed by a majority of the Council in December of even-numbered years for a two-year appointment.
- (b) Navy Community Council. The City has two (2) representatives. The Mayor serves as a permanent member. Additionally, one (1) representative from the City Council, approved by a majority of the Council for a six-month term appointed in December and May.
- (c) Kern County Air Pollution Control District (KCAPCD). One (1) representative from the City Council, appointed by a majority of the Council in December for a two-year term.
- (d) Ridgecrest Area Convention and Visitors Bureau (RACVB). One (1) representative from the City Council appointed by a majority vote of the Council for a two-year term starting in December of even-numbered years.
- (e) IWV Groundwater Management Committee. One (1) representative from the City Council, appointed by a majority of the Council for a two-year term commencing in December of even-numbered years.
- (f) League of California Cities-Desert Mountain Division. One (1) representative from the City Council, appointed by the majority of the Council for a one-year term starting in December.
- (g) Any Ad Hoc Committee that the City Council may deem necessary. Procedures for appointment and length of term to be determined by the Council at the time of inception.

(Ord. No. 96-03)

2-3.109.- Disaster Council.

- (a) The Disaster Council is hereby established.
- (b) The Disaster Council shall provide for the preparation and carrying out of plans for the protection of persons and property within this City in the event of an emergency; the direction of the emergency organization; and the coordination of the emergency functions of this City with all other public agencies, corporations, organizations, and affected private persons.

As used herein "emergency" shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting

from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are, or likely to be, beyond the control of the services, personnel, equipment and facilities of this City, requiring the combined forces of other political subdivisions to combat.

- (c) The Disaster Council shall consist of the following: The Mayor, who is the Chair; the Director of Emergency Services, who is the City Administrator and who shall be Vice-Chair; the Assistant Director of Emergency Services who is the Chief of Police or the person appointed by the Director in the Assistant Director's absence; such chiefs of emergency services as are provided for in a current emergency plan of the City adopted pursuant to this section; and such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility as may be appointed by the Director to fulfill the requirements of the Emergency Operations Plan.
- (d) The Disaster Council shall develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon the call of the Chair, or in the Chair's absence from the City or inability to call such meeting, upon the call of the Vice Chair.
- (e) The Disaster Council shall be responsible for the development of the City Emergency Operations Plan, which plan shall provide for the effective mobilization of all of the resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City.
- (f) As required by the Emergency Operations Plan and State statute, the Chairman shall:
 - (1) Request the City Council to proclaim the existence or threatened existence of a "local emergency" if the Council is in session, or to issue such proclamation if the City Council is not in session. The Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
 - (2) Request the Governor to proclaim a "state of emergency" when, in the opinion of the Chair, the locally available resources are inadequate to cope with the emergency.
- (g) As required by the Emergency Operations Plan and State statute the Director shall:
 - (1) Declare a local emergency, provided, whenever a local emergency is proclaimed, the Council shall take action to ratify the proclamation within seven (7) days thereafter or the proclamation shall have no further force or effect.
 - (2) Control and direct the effort of the emergency organization of this City for the accomplishment of the purposes of this section.
 - (3) Direct cooperation between and coordination of services and staff of the emergency organization of this City; and resolve questions of authority and responsibility that may arise between them.
 - (4) Represent this City in all dealings with public and private agencies on matters pertaining to emergencies as defined herein.
- (h) In the event of the proclamation of a "local emergency" as herein provided, the proclamation of a "state emergency" by the Governor or the Director of the State Office of Emergency Services, or the existence of a "state of war emergency" the Director shall:
 - (1) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;
 - (2) Obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of life and property and to bind the City for the fair value thereof and, if required immediately, to commandeer the same for public use;
 - (3) Require emergency services of any City officer or employee and, in the event of the proclamation of a "state of emergency" in Kern County or the existence of a "state of war emergency," to command the aid of as many citizens of this community as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
 - (4) Requisition necessary personnel or material of any City department or agency; and
 - (5) Execute all ordinary power as City Administrator, all of the special powers conferred by this section or by resolution of emergency plan pursuant hereto adopted by the City Council, all powers conferred by any statute, by any agreement approved by the City Council, and by any other lawful authority.
- (i) The Director of Emergency Services shall designate the order of succession to that office to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency. Such order of succession shall be approved by the City Council.
- (j) The Assistant Director shall, under the supervision of the Director and with the assistance of emergency service chiefs, develop emergency plans and manage the emergency programs of this City; and shall have such other powers and duties as may be assigned by the Director.

- (k)** All officers and employees of this City, together with those volunteer forces enrolled to aid them by agreement or operation of law, including persons impressed into service under the provisions of this Code, shall be charged with duties incident to the protection of life and property in this City during such emergency, and shall constitute the emergency organization of the City.
- (l)** Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City.
- (m)** It shall be a misdemeanor promulgated in the California Emergency Act and the California Penal Code for any person during an emergency to:

 - (1)** Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this section, or in the performance of any duty imposed upon him by virtue of this section;
 - (2)** Do any act forbidden by any lawful rule or regulation issued pursuant to this section, if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil the lives or property of inhabitants of his City, or to prevent, hinder, or delay the defense or protection thereof;
 - (3)** Wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State.

(Ord. No. 96-03)

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