



CITY OF EL PASO DE ROBLES
"The Pass of the Oaks"

CITY COUNCIL MINUTES

Tuesday, July 15, 2008 7:30 PM

**MEETING LOCATION: PASO ROBLES LIBRARY/CITY HALL
CONFERENCE CENTER, 1000 SPRING STREET**

**PLEASE SUBMIT ALL CORRESPONDENCE FOR CITY COUNCIL PRIOR
TO THE MEETING WITH A COPY TO THE CITY CLERK**

7:30 PM – CONVENE REGULAR MEETING

CALL TO ORDER – Downstairs Conference Center

PLEDGE OF ALLEGIANCE

INVOCATION – Given by Donn Ragle

ROLL CALL Councilmembers John Hamon Gary Nemeth, Duane Picanco, Fred Strong, and Frank Mecham

PUBLIC COMMENTS

- John Borst submitted a revised handout from the July 1, 2008 City Council Meeting, and a request for information related the city's purchasing policy.

AGENDA ITEMS TO BE DEFERRED (IF ANY) - None

PRESENTATIONS– None

PUBLIC HEARINGS

1. [Code Amendment 08-001, Floodplain Management Ordinance](#)
R. Whisenand, Community Development Director

The City Council considered adopting revisions to Chapter 21.14 of the Municipal Zoning Code, updating the Floodplain Management Ordinance to comply with the most recent regulations included in the National Flood Insurance Program.

By General Consent, Council continued the discussion of the item to a future date.

CONSENT CALENDAR

Mayor Mecham called for public comments on Consent Calendar items. There were no comments from the public, either written or oral, and the public discussion was closed.

2. [Approve City Council minutes of July 1, 2008](#)
3. [Approve Warrant Register: Nos. 78312—78386 \(06/27/08\) and 78388—78554 \(07/03/08\)](#)
4. [Receive and file Advisory Body Committee minutes as follows:
Citizens Airport Advisory Committee meeting of May 22, 2008](#)
5. [Adopt Resolution No. 08-100 awarding the purchase of 18,000 pounds of Pulsar Plus Briquettes to Knorr Systems Inc. in the amount of \\$42,713.48.](#)

Consent Calendar Items Nos. 2-5 were approved on a single motion by Councilmember Strong, seconded by Councilmember Nemeth, with Councilmember Picanco abstaining on Warrant Register Item No. 078506 and Mayor Mecham abstaining on Warrant Register Item No. 078376.

Motion passed by the following unanimous roll call vote:

AYES: Hamon, Nemeth, Picanco, Strong, and Mecham
NOES:
ABSTAIN:
ABSENT:

DISCUSSION

6. [Bid Notice – Long Term Lease at Paso Robles Airport](#)

M. Williamson, Assistant City Manager

The City Council authorized publication of a notice inviting bids for the long-term lease of property located at 3077 Rollie Gates Drive, and to approve the proposed criteria for evaluating submittals.

Mayor Mecham opened the public hearing. There were no comments from the public, either written or oral, and the public discussion was closed.

Councilmember Hamon, seconded by Councilmember Strong, moved to adopt Resolution No. 08-101 directing staff to publish a notice inviting bids for the long-term lease of up to 99 years for the property located at 3077 Rollie Gates Drive, and approving the criteria for evaluating submittals.

Motion passed by the following unanimous roll call vote:

AYES: Hamon, Nemeth, Picanco, Strong, and Mecham
NOES:
ABSTAIN:
ABSENT:

7. [Wastewater Treatment Plant – Vehicle & Equipment Wash Area](#)

D. Monn, Public Works Director

The City Council awarded a contract to install a vehicle and equipment wash area (truck decant station) at the Wastewater Treatment Plant, as required under the Storm Water Management Plan.

Mayor Mecham opened the public hearing. There were no comments from the public, either written or oral, and the public discussion was closed.

Councilmember Nemeth, seconded by Councilmember Strong, moved to adopt Resolution No. 08-102 to:

- 1) Award the contract for installing a permanent wash area at the WWTP to MGE Underground in the amount of \$69,438; and;
- 2) Authorize the funding source of the project from the special projects line of the WWTP budget.

Motion passed by the following unanimous roll call vote:

AYES: Hamon, Nemeth, Picanco, Strong, and Mecham

NOES:

ABSTAIN:

ABSENT:

8. Collection Agency Services

J. Throop, Director of Administrative Services

The City Council approved an agreement with Financial Credit Network to provide collection agency services to the City of Paso Robles.

Mayor Mecham opened the public hearing. There were no comments from the public, either written or oral, and the public discussion was closed.

Councilmember Strong, seconded by Councilmember Nemeth, moved to adopt Resolution No. 08-103 to authorizing the contract with Financial Credit Network to provide collection agency services to the City.

Motion passed by the following unanimous roll call vote:

AYES: Hamon, Nemeth, Picanco, Strong, and Mecham

NOES:

ABSTAIN:

ABSENT:

CITY MANAGER - None

CORRESPONDENCE - None

COUNCIL COMMENTS (Including oral reports on conferences attended)

PUBLIC COMMENT ON CLOSED SESSION - None

City Attorney Yang announced Council's authority to go into closed session to discuss:

a. Public Employee Performance Evaluation

Government Code Section 54957

Title: City Manager

It was the consensus of Council to adjourn from regular session at 7:55 PM.

The City Council there upon adjourned to Closed Session in the 2nd floor Large Conference Room.

CLOSED SESSION

CALL TO ORDER – Large Conference Room, 2nd Floor

The City Council returned to Regular Session at 10:00 PM.

RETURN TO OPEN SESSION

CLOSED SESSION REPORT

City Attorney Yang announced that there was no reportable action.

By unanimous voice vote, Council moved to adjourn from regular session at 10:00 PM.

ADJOURNMENT:

- THE JOINT PLANNING COMMISSION/CITY COUNCIL BREAKFAST MEETING AT 7:00 AM, FRIDAY, JULY 18, 2008 AT THE TOUCH OF PASO RESTURANT, PASO ROBLES
- THE REGULAR MEETING AT 7:30 PM ON TUESDAY, AUGUST 5, 2008, AT THE LIBRARY/CITY HALL CONFERENCE CENTER, 1000 SPRING STREET

Submitted:

Deborah D. Robinson, Deputy City Clerk
Approved:

**THESE MINUTES ARE NOT OFFICIAL OR A PERMANENT
PART OF THE RECORDS UNTIL APPROVED BY THE CITY
COUNCIL AT A FUTURE REGULAR MEETING.**

City of El Paso de Robles

PURCHASING AND PAYMENT PROCEDURES MANUAL, p.3-4, 8.02.05

Section 2.0 PURCHASES GREATER THAN \$2,500 BUT LESS THAN \$5,000

Given that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the City's purchasing authority, an executive manager may purchase supplies and services over \$2,500 subject to purchase order approval from the City's purchasing authority. *The purchase order must be prepared and approved prior to the purchase commitment. The executive manager must endeavor to solicit three quotations, preferably written. Quotations should be attached or noted on the face of the purchase order.*

Preference to local vendors shall be encouraged given that quality, service and price are similar.

Section 3.0 PURCHASES GREATER THAN \$5,000

Given that there are adequate budget appropriations available and that no administrative restrictions have been imposed by the City's purchasing authority, an executive manager may purchase supplies and services over \$5,000 subject to purchase order approval from the City's purchasing authority. *The purchase order must be prepared and approved prior to the purchase commitment. The executive manager must solicit competitive bids prior to the preparation and issuance of a purchase order. Bid results should be attached or noted on the face of the purchase order.*

Preference to local vendors shall be encouraged given that quality, service and price are similar.

The water rate structure proposed at the last July 1 City Council meeting, if adopted, is to take effect on January 1, 2009. With no pending emergency evident and the decision on capacity charges delayed till August, I am wanting to know from Mr. Monn if either of the above City purchasing codes, Sec. 2 and 3, were followed in the hiring of a vendor or vendors to print and mail out the City's July 2008 "Water Rate Notice?" If you know the purchasing code was followed in the hiring of the vendor or vendors, who where the 3 vendors first contacted for either price quotations or competitive bids? Are quotations or competitive bids as attached to the purchase order now available through a public information request? Finally, if you believe the purchasing code was not followed, why not?

Mr. Monn, I would appreciate a verbal response to my questions tonight as well as a written response. Thank you.

John Borst, 7-15-08