



Internal Affairs Committee Report

DATE: JANUARY 20, 2006

File: Comm. Binder

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD JANUARY 11, 2006**

<p><u>Committee present:</u> Chair Herbert Councilmember Holcombe Councilmember Schwab</p>	<p><u>Staff present:</u> City Manager Lando City Manager Jones City Attorney Frank Assistant City Manager Burkland Director of Engineering McKinley</p>	<p>Planning Director Seidler General Services Director Beardsley Traffic Engineer Mickelson Administrative Analyst Cameron</p>
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COMMITTEE MATTERS REQUIRING COUNCIL ACTION ON 02/07/06:

A. **Approval of Traffic Regulation Amendment (TRA) No. 803 to Remove Parking Along Dayton Road and to Consider Installing Additional Parking Along the South Side of Poppy Street.** By memorandum dated 1/05/06, the Director of Engineering reported on a sight distance and parking analysis done at Dayton Road and Poppy Street to improve traffic safety and maximize safe parking in the area. Based on the results of the analysis, the Director recommended the approval of TRA 803 which would remove two parallel parking spaces on Dayton Road adjacent to Maisie Jane's and recommended that aggregate base and signage be placed on the south side of Poppy Street to provide additional parking.

Councilmember Holcombe's motion to post no parking signs on Dayton Road adjacent to Maisie Jane's, to post "parallel parking only" signs on Poppy Street, and to research the possibility of painting a path of travel on Dayton Road towards the Maisie Jane's handicap ramp was seconded by Councilmember Schwab.

Action: The Committee adopted (3-0) Traffic Regulation Amendment No. 803 which will remove two parallel parking spaces along Dayton Road adjacent to Maisie Jane's. The Committee also recommended (3-0) that "parallel parking only" signs be posted on Poppy Street and that staff research the possibility of painting a path of travel on Dayton Road towards the Maisie Jane's handicap ramp.

B. **Consideration of a Viewshed Policy for Bidwell Park.** At its 12/20/05 meeting, the City Council received a Reports and Communication from the Bidwell Park and Playground Commission requesting that the Council consider a proposed policy for the Upper and Middle Bidwell Park viewshed area which was referred to the Internal Affairs Committee. By agenda report dated 1/03/06, the General Services Director provided a copy of the proposed viewshed policy and forwarded the Commission's recommendations regarding this issue.

Chair Herbert and Councilmember Schwab inquired about their disqualification on this item. City Attorney Frank responded that at this point this Committee was advisory only and their participation would not be considered conflicted.

Staff verified that an adopted policy would not stop any previously issued building permits, adding this policy would give the Park Commission a formalized way to give their input during construction. Jim Walker, Chair, Bidwell Park and Playground Commission, noted that the Commission is not asking for any authority, just the opportunity to ask questions and give comments during the building process. City Manager Jones said the focus of this policy is committing the Council to the concept of working with the County.

Councilmember Holcombe made a motion to adopt the proposed policy relating to development within the viewshed around upper and middle Bidwell Park and recommended that Council send a letter to the Butte County Board of Supervisors encouraging the Board to incorporate a similar viewshed policy into the County's General Plan. Councilmember Schwab seconded the motion.

Recommendation: The Committee recommended (3-0) that: (1) a proposed policy relating to development within the viewshed around upper and middle Bidwell Park be adopted and; (2) that Council send a letter to the Butte County Board of Supervisors encouraging the Board to incorporate a similar viewshed policy into the County's General Plan.

C. **Business From the Floor.** None.

D. **Adjournment and Next Meeting.** The meeting adjourned at 8:25 a.m. The next meeting is scheduled for Wednesday, February 8, 2006, at 8:00 a.m. in Conference Room No. 1.

Lynda Cameron, Administrative Analyst

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City Clerk (18)
Director of Engineering
Engineering Admin. Mgr. Morgado

Traffic Engineer Mickelson
City Attorney
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Internal Affairs Committee Report

DATE: APRIL 20, 2006

File: Comm. Binder

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD FEBRUARY 8, 2006**

<p><u>Committee present:</u> Chair Herbert Councilmember Holcombe Councilmember Schwab</p>	<p><u>Staff present:</u> City Manager Jones Asst. City Attorney Barker Comm. Services Dir. Baptiste Director of Engineering McKinley Sr. Civil Engineer Greenlaw Engr Admin. Manager Morgado</p>	<p>Engineering Tech II Hansen Fire Prevention Officer Myers General Services Director Beardsley Administrative Analyst Kelly</p>
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COMMITTEE MATTERS REQUIRING COUNCIL ACTION

A. **Consideration of the Lease of the Old Municipal Building.** At its meeting of 1/03/06, the City Council referred the following letters regarding the lease of the Old Municipal Building to the Internal Affairs Committee for discussion:

- (1) Letter dated 12/19/05 from Natalie Birk, Executive Director, Far West Heritage Association, expressing interest in becoming the sole lessee of the Old Municipal Building;
- (2) Letter from Debra Lucero, Executive Director Friends of the Arts, dated 12/27/05; and
- (3) Letter dated 1/4/05 (received 1/3/06) from Sarah J. Blackstone, Dean, College of Humanities and Fine Arts, California State University, Chico.

Community Services Director Tony Baptiste provided the Committee with a verbal report regarding the status of the renovation of the Old Municipal Building. Addressing the committee regarding their interest in leasing the building were Natalie Birk, Debra Lucero and Sarah J. Blackstone. Concern was expressed by the groups that a newly developed Request for Proposal would delay the process.

Should the Council wish to proceed with a Request for Proposal, the Committee suggested that staff review the original RFP which included Council approved criteria for the lease of the Old Municipal Building.

COMMITTEE MATTERS NOT REQUIRING COUNCIL ACTION:

B. **Manzanita Corridor Reconstruction Project Update.** The Committee was provided with an update and presentation by staff and the consultant responsible for the Manzanita Corridor Reconstruction Project. *Councilmember Herbert was disqualified from discussion of this item.*

The Committee was provided with a video presentation and overview regarding the Manzanita Corridor Reconstruction Project with an emphasis on roundabouts. Addressing the committee were Ed McLaughlin and Dan Cook. It was suggested that a public education campaign be used to inform the public of the upcoming project which would include handouts, radio and tv spots.

C. **Discussion of Request to Acquire Property Adjacent to Humboldt Road.** At its meeting of 1/03/06, the City Council referred Francis Farley's request dated 12/08/05 asking the City to acquire Humboldt Road and the area immediately south containing historic wagon ruts and a rock wall.

Community Services Director Tony Baptiste provided an overview and indicated that the acquisition of this property was not necessary at this time as it would be dedicated to the City at the time of development. Francis Farley addressed the committee on this item. The Committee agreed that the preservation of the historic wagon ruts and rock wall would be addressed in any future development of that area.

Business From the Floor. None.

- E. **Adjournment and Next Meeting.** The meeting adjourned at 10:00 a.m. The March 8, 2006 meeting has been canceled. The next meeting is scheduled for Wednesday April 12, 2006, at 8:00 a.m. in Conference Room No. 1.

Nancy Kelly, Administrative Analyst

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The March 2006
Internal Affairs
meeting was
cancelled.



Internal Affairs Committee Report

DATE: April 24, 2006

File : Comm Binder

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD APRIL 12, 2006**

<u>Committee present:</u> Chair Herbert Councilmember Holcombe Councilmember Schwab	<u>Staff present:</u> City Manager Jones Assistant City Manager Burkland Assistant City Attorney Barker Comm. Services Dir. Baptiste Director of Engineering McKinley	General Services Dir. Beardsley Chief of Police Hagerty Community Services Officer Truby Administrative Analyst Cameron
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COMMITTEE MATTERS REQUIRING COUNCIL ACTION

A. **Review and Consideration of Policies Pertaining to Management of Children’s Playground, Ringel Park, and City Plaza.** The Committee discussed the possible development of a policy addressing safety concerns for Children’s Playground, Ringel Park and City Plaza, including types of uses available for children, uses that might detract from family uses, signs, lighting and other items. The Chief of Police and General Services Director recommended that consideration be given to establishing a curfew for Children’s Playground and establishing a no loitering area within 50 feet of the restrooms at Ringel Park and City Plaza.

Nicole Jones and Ed McLaughlin addressed the Committee on this issue.

Monya Jameson, Recreation Superintendent, Chico Area Recreation District (CARD) noted that CARD has many programs they could transfer to Children’s Park, for example; summer camps, intramural drop-in sports programs, and sports camps. The only areas of concern would be restroom facilities and parking. Staff suggested CARD partner with the University for restrooms facilities.

Staff indicated that a cost analysis had been done on the Police Department recommendations and many of the designs were low cost, adding there is capital project money available in the budget to fund these renovations.

Chair Herbert made a motion to accept the recommendations provided in the Police Department’s “Crime Prevention Through Environmental Design evaluation” which includes:

- (1) Post proper signs at all entrances to Park. Increase frequency of signs and size.
- (2) Install partitions on benches to prevent sleeping.
- (3) Prune all trees and tree type shrubs to 7' to the first branch. Prune all bushes 12" from ground and no higher than 36".
- (4) Utilize more frequent placement of lighting and change to halide type lighting in order to identify faces at 25'.
- (5) On the east side of Presbyterian Church - Install motion sensor lights and/or halide type lighting. Also prune the Juniper trees to 7'.
- (6) Remodel the playground equipment to a style that allows for natural surveillance. Increase lighting to halide type in order to clearly identify faces at 25'.
- (7) Install skate stop devices on all curbs.
- (8) Install halide type lights to prevent sleeping at night and for identification purposes. Install sitting partitions to prevent sleeping. Install surveillance cameras to monitor activity. Increase patrol during the high school lunch time and other high crime times of the day or night.
- (9) Prune all bushes 12" from the ground and to a height no greater than 36" along the creek bank.
- (10) Install bollards from creek bank to creek alongside the bridge to maintain proper access control.
- (11) Increase lighting on bridge between Bidwell Mansion and Children’s Playground.
- (12) Provide adequate maintenance to all areas of the park.

- (13) Install halide lighting on the northeast creek bank, prune all shrubs to 36" in height and 12" up from ground level. Install low barrier type fencing to properly define public space.
- (14) East end of Physical Science Building - Install barrier plants, high fencing, etc. to reinforce this as being nonpublic space.
- (15) South side of Physical Science Building - Install unclimbable 10' fence and increase the intensity of corner light as well as the lighting pattern.
- (16) Northwest entrance from University - Increase lighting and install panic duress button and surveillance cameras.

Taking down the walls to the amphitheater was discussed, but not recommended at this time.

Chair Herbert amended his motion to include a 10:00 p.m. to sunrise curfew for Children's Playground. Councilmember Holcombe seconded the motion.

Other options mentioned to improve the area were: (1) adoption of the "Park Project" by Chico High School; and (2) installation of a bike path near the Bidwell Park bridge.

Chair Herbert made a motion to forward a recommendation to the Council to direct the City Attorney's Office and the Police Department to work on an ordinance to supplement the state loitering law to allow the City to protect the entrance ways and path ways to all public restrooms. Councilmember Schwab seconded the motion.

Recommendation: The Committee accepted (3-0) the recommendations as provided by the Police Department and the 10:00 p.m. to sunrise curfew for Children's Park. The Committee also directed staff (3-0) to work on an ordinance to supplement the state loitering law to allow the City to protect the entrance ways and path ways to all public restrooms.

COMMITTEE MATTERS NOT REQUIRING COUNCIL ACTION

- B. **Consideration of a Citizen Committee to Review Problems in the Downtown Area.** By e-mail, Thomas Hall, owner of the Garden Walk Mall, requested the creation of a citizen advisory committee, comprised of business owners, residents and property owners to review problems in the downtown area. This item was referred by Council at its meeting of 3/07/06. *Councilmember Schwab was disqualified on this item.*

Staff stated that the City is very involved with the Police Department and the Downtown Chico Business Association (DCBA) in trying to keep the vandalism, transients, and graffiti to a minimum. It was noted that with the adoption of the 2006-07 budget, the City is proposing a new maintenance position that will be focused solely on graffiti removal.

Tom Hall, Lon Glazner, Charlene Gonzales and Katrina Davis addressed the Committee on this issue.

Recommendation: No formal recommendation was made at this time.

- C. **Business From the Floor.** None.
- D. **Adjournment and Next Meeting.** The meeting adjourned at 9:18 a.m. The next meeting is scheduled for Wednesday, May 10, 2006, at 8:00 a.m. in Conference Room No. 1.

Lynda Cameron, Administrative Analyst

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Traffic Engineer Mickelson
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Assistant Community Services Director
Fire Chief

The May 2006
Internal Affairs
meeting was
cancelled.

The June 2006
Internal Affairs
meeting was
cancelled.



Internal Affairs Committee Report

DATE: July 25, 2006

File : [Comm Binder](#)

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD JULY 12, 2006**

<u>Committee present:</u> Chair Herbert Councilmember Holcombe Councilmember Schwab	<u>Staff present:</u> City Manager Jones Assistant City Manager Burkland City Attorney Frank Comm. Services Dir. Baptiste Director of Engineering McKinley	Sergeant Dye Project Manager Wood City Clerk Presson Administrative Analyst Kelly
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COMMITTEE MATTERS NOT REQUIRING COUNCIL ACTION

- A. **Report on Letter received from the "Friends of Eaton Road Neighborhood #3.** Staff provided the committee with an update to the Eaton Road Project. It was noted that the project is still in the preliminary stages and no definite plans have been agreed upon. The opposition of roundabouts on Eaton Road came from working drawings. It should be noted that residents of the Eaton Road Neighborhood #3 will be notified of any and all public meetings on this project.

Kathy Webster and Charlotte Sturgess addressed the committee on this item.

Recommendation: No formal recommendation was made at this time.

COMMITTEE MATTERS REQUIRING COUNCIL ACTION

- B. **Review and Consideration of Survey of Other Cities Regarding the Issue of On Street Parking of Trailers, Boats and RV's.** The Committee discussed the findings of a survey done by staff of more than 30 other cities regarding the regulation of parking trailers, boats and recreational vehicles on city streets. Staff met with RV owners and citizens. It was recommended that 7 days should be allowed for parking of these vehicles on city streets to allow for the loading and unloading for trips, and also for visitors with RV's.

John Gillander and Debbie Villasenor addressed the committee on this issue.

Recommendation: The Committee recommended (3-0) that staff develop an ordinance that would regulate the parking of boats, trailers, and recreational vehicles on city streets.

The ordinance should address the following:

1. Sleeping in a vehicle on a city street would be prohibited except in a recreational vehicle directly adjacent to a dwelling where the occupants of the vehicle are guests of the dwelling and would be allowable for up to 7 days.
2. Boats, trailers and recreational vehicles would be allowed to park continuously for up to 7 days after which time they must be moved no less than 1,000 feet from previous parking space. At the end of the second 7-days period, boats, trailers, and recreational vehicles must again be moved and can not be returned to their original parking location for a period of not less than 30 days. Recreational vehicles which are parked at their owners' residence in preparation for a trip would be allowed to return to the same parking location directly adjacent to the owners' residence for the purpose of unloading, cleaning and preparing them for permanent storage.
3. Fines would be imposed for violations, with fine amounts increasing for repeat offenders.

- C. **Consideration of Establishing a Youth Advisory Commission.** At its meeting of 5/16/06, Council referred Butte County Behavioral Health's letter requesting consideration of the formation of a Youth Commission. City Clerk Presson provided a report to the Committee.

Councilmember Herbert expressed support for the formation of a Youth Advisory Commission as long as there was a clearly defined structure and that the advisory body was created as a formal commission of the City.

Councilmember Holcombe asked for an estimate of time needed to support this commission if formed, and any other impacts that could be anticipated.

The committee discussed the potential impacts that the formation of an additional board or commission would have on support staff.

Amanda Montgomery from Butte County Behavioral Health (BCBH), addressed the committee regarding Butte County's support for the formation of a youth-related commission and BCBH's willingness to provide the administrative support for the commission.

Chair Herbert made a motion to continue the discussion of the creation of a Youth Advisory Commission, with direction to staff to bring back a resource analysis on anticipated impacts should the advisory body be created. Councilmember Schwab seconded it.

Recommendation: The Committee recommended (3-0) to continue the discussion of the creation of a Youth Advisory Commission, and directed staff to bring back a resource analysis on anticipated impacts should the advisory body be created.

- D. **Consideration of Request by Wayne Cook to modify the hours of operation of a meter.** The Committee discussed a request by Wayne Cook to change the "No Parking" restriction on one parking meter located in front of a ramp that runs between the Diamond Hotel and the Raw Bar which is used for loading and unloading goods for adjacent businesses. The restricted hours are currently from 5:00 a.m. to 7:00 a.m. and the requested change was "No Parking" from 6:00 a.m. to 12:00 p.m. This change in hours would facilitate the delivery of goods to adjacent businesses along Fourth Street without blocking a lane of traffic.

Recommendation - The Committee recommended adoption of resolution adopting Traffic Regulation Amendment No. 806 which would lengthen the hours of one limited time loading zone from 6:00 a.m. to 12:00 p.m. on Fourth Street adjacent to the Hotel Diamond.

- E. **Business From the Floor.** None.

- F. **Adjournment and Next Meeting.** The meeting adjourned at 9:18 a.m. The next meeting is scheduled for Wednesday, August 9, 2006, at 8:00 a.m. in Conference Room No. 1.

Nancy Kelly, Administrative Analyst

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Internal Affairs Committee Report

DATE: August 10, 2006

File : Comm Binder

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD AUGUST 9, 2006**

<u>Committee present:</u> Chair Herbert Mayor Gruendl Councilmember Schwab	<u>Staff present:</u> City Manager Jones Assistant City Manager Burkland Assistant City Attorney Barker Assistant City Attorney Rock Director of Engineering McKinley Administrative Services Director Pierce	Dir. of Operations and Maint. Martinez Chief of Police Hagerty Management Analyst Herman Assistant Director of Engineering Varga Associate Civil Engineer Mickelson Administrative Analyst Kelly
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COMMITTEE MATTERS REQUIRING COUNCIL ACTION

- A. **Adoption of Resolution of the Internal Affairs Committee of the City Council of the City of Chico Adopting Traffic Regulation Amendment No. 807.** At its meeting of 7/19/06, the Parking Place Commission considered a request from the Chief of Police to convert one prohibited parking space on Fourth Street adjacent to Diamond Alley, to a police parking only zone. The Parking Place Commission recommended (5-0) that the Committee adopt TRA 807.

Mayor Gruendl made a motion to adopt TRA No. 807 and Councilmember Herbert seconded the motion.

Action: The Committee adopted (2-0, Schwab disqualified) Traffic Regulation Amendment No. 807 which will convert one prohibited parking space on Fourth Street adjacent to Diamond Alley, to a police parking only zone.

- B. **Consideration of Amendments to Chapter 5.28 of the Chico Municipal Code, entitled "Vehicles for Hire".** At its meeting of 5/2/06, the City Council directed staff to evaluate the appeal process for the revocation of Vehicle for Hire permits and to refer recommended revisions to the Internal Affairs Committee.

Councilmember Herbert made a motion to direct staff to prepare an ordinance amending Chapter 5.28 and Mayor Gruendl seconded it.

Recommendation: The Committee recommended (3-0): (1) that staff be directed to prepare an ordinance amending Chapter 5.28, related to the administrative review (appeals) process, (2) that a provision be added to Administrative Procedure and Policy No. 11-23, "Vehicle for Hire Permits," which required the City Manager to provide a written report to the Committee on the final disposition of all requests for administrative review. Such report would a) exclude the name of the person requesting the administrative review, b) state if an application was denied, or c) indicate if a permit was revoked or suspended, along with the basis for the decision.

- C. **Recommendation for Approval of Amendment to Chapter 18R.12 of the Chico Municipal Code Entitled "Improvement Standards".** The Committee was asked to review and consider staff's recommended revisions to the City's standard designs contained in CMC Chapter 18R.12 "Improvement Standards" which have not been updated or redrawn in approximately ten years. The proposed additions, changes and modifications to the Municipal Code are necessary to comply with ADA requirements and need to be updated for internal consistency.

Mayor Gruendl made a motion to forward the resolution to the City Council for adoption and Councilmember Schwab seconded the motion.

Recommendation. *The Committee recommended (3-0) to forward the resolution implementing the proposed amendments to Chapter 18R.12 to the City Council for adoption.*

COMMITTEE MATTERS NOT REQUIRING COUNCIL ACTION

- D. **Review and Consideration of City Attorney’s Analysis of Establishing a Supplemental Loitering Ordinance.** As directed by Council at its 5/16/06 meeting, the City Attorney’s Office provided its analysis of establishing a supplemental ordinance to the state loitering law to allow the City to protect the entrance ways and path ways to public restrooms.

The Attorney’s office found it would be very difficult to implement a supplemental Loitering Ordinance. Since simply being present near a public restroom is not an unlawful act. There must be an illegal activity taking place in order to act. It was recommended that staff look at other ways to reduce criminal activities such as cameras and environmental design.

Mayor Gruendl moved to accept staff’s recommendation, Schwab seconded it.

Recommendation: *The Committee recommended (3-0) to accept staff’s recommendation that a supplemental anti-loitering ordinance is not possible at this time.*

- E. **Business From the Floor.** None.
- F. **Adjournment and Next Meeting.** The meeting adjourned at 9:42 a.m. The next meeting is scheduled for Wednesday, September 13, 2006, at 8:00 a.m. in Conference Room No. 1.

Nancy Kelly, Administrative Analyst



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Internal Affairs Committee Report

DATE: September 25, 2006

File : [Comm Binder](#)

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD SEPTEMBER 13, 2006**

<u>Committee present:</u> Chair Herbert Councilmember Holcombe Councilmember Schwab	<u>Staff present:</u> City Manager Jones Assistant City Manager Burkland City Attorney Frank	General Services Director Beardsley Planning Director Seidler Administrative Analyst Kelly
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COMMITTEE MATTERS NOT REQUIRING COUNCIL ACTION

A. **Consideration of a Proposed Viewshed Policy for Bidwell Park.** At its meeting of 9/13/06, the Internal Affairs Committee considered the request by Council for additional clarification on a proposed viewshed policy for Bidwell Park particularly in regards to the Upper Bidwell Park viewshed area.

Councilmember Schwab made a motion to send this item back to the Bidwell Park and Playground Commission (BPPC) for clarification and Councilmember Holcombe seconded it.

Action: The Committee recommended (3-0) to have the BPPC revisit the Bidwell Park Viewshed Policy and requested clarification particularly in regards to the Upper Bidwell Park Viewshed Area.

B. **Business From the Floor.** None.

C. **Adjournment and Next Meeting.** The meeting adjourned at 8:13 a.m. The next meeting is scheduled for Wednesday, October 11, 2006, at 8:00 a.m. in Conference Room No. 1.

Nancy Kelly, Administrative Analyst



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Internal Affairs Committee Report

DATE: October 11, 2006

File : [Comm Binder](#)

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD OCTOBER 11, 2006**

<p><u>Committee present:</u> Chair Herbert Mayor Gruendl Councilmember Schwab</p>	<p><u>Staff present:</u> City Manager Jones Assistant City Manager Burkland City Attorney Frank Assistant City Attorney Barker Director of Engineering McKinley Administrative Services Director Pierce</p>	<p>Community Services Director Baptiste Human Resources Director Fulks Senior Planner Vieg Assistant Director of Engineering Varga Associate Civil Engineer Mickelson Administrative Analyst Kelly</p>
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COMMITTEE MATTERS REQUIRING COUNCIL ACTION

- A. **Consideration of a Redevelopment Agency Citizen's Committee.** At the request of Mayor Gruendl as indicated in his e-mail of 8/3/06, the Committee discussed the issue of accountability and continuation of the RDA Citizen's Committee.

City Manager Jones noted that from staff's perspective, the original intent of this committee to review the proposed list of projects to be funded by the 2005 Tax Allocation Bonds had been met.

Juanita Sumner, Lon Glazner and Bob Best addressed the Committee on this item.

Councilmember Holcombe moved to recommend that the City Council thank the RDA Citizen's Committee, that the Committee disband, and that the Council discuss whether future projects could be reviewed by the Finance Committee or Internal Affairs Committee when it considers the Boards and Commissions report currently being prepared by staff. Councilmember Schwab seconded the motion.

Action: The Committee recommended (3-0) that Council thank and disband the RDA Citizen's Committee and discuss whether future projects could be reviewed by the Finance Committee or Internal Affairs Committee when it considers the Boards and Commissions report currently being reviewed by staff.

- B. **Consideration of Amortization Ordinance for Chapman/Mulberry Neighborhood Plan.** At its meeting of 10/5/04, the City Council adopted the Chapman/Mulberry Neighborhood Plan (the Neighborhood Plan). In anticipation of the City's annexation of the Chapman and Mulberry areas, staff has moved forward with the City Council's direction to draft an ordinance consistent with the Chapman/Mulberry Neighborhood Plan to require the amortization, or termination by a specific period of time, of nonconforming commercial and industrial uses in the SD-6 Chapman/Mulberry Neighborhood Special Design Consideration Overlay Zone. Per the direction of Council, the draft ordinance, which would amend Title 19, Land Use and Development Regulations, of the Chico Municipal Code, is being forwarded to Internal Affairs review.

Staff presented the committee with a brief background of the Neighborhood Plan, and provided an update of which most of the commercial uses found within the residential neighborhood have been discontinued. The Scrap Metal Yard has an extended timeframe for amortization of no later than December 31, 2011. Owners of nonconforming uses may request from the Planning Commission, an extension of time for continuing a nonconforming use if they are able to show good cause based upon a series of factors.

Councilmember Schwab moved to forward consideration of the draft ordinance to the City Council and Councilmember Holcombe seconded the motion.

Action: The Committee recommended (3-0) to forward the draft ordinance to the City Council for consideration.

- C. **Consideration of a Request by California State University (CSU) to Abandon Orange Street Between First and Second Streets.** The committee reviewed a request by CSU to abandon Orange Street between First and Second Streets in order to facilitate the construction of a new student recreation center. The abandonment would impact Cherry Street traffic and would result in a loss in parking meter revenue.

Drew Calandrella and Joel Trenalone spoke on behalf of the University on this item.

City Manager Jones explained that the City would be looking at a loss of approximately 17 metered spaces resulting in a loss of approximately \$22,300 annually. He also explained that the City will be working with the railroad on additional parking opportunities.

Chair Herbert expressed a desire to incorporate bike lanes along Second Street with this project. CSU expressed encouragement in working with the City to pursue bicycle access discussions.

Councilmember Holcombe noted that he would like to see a parking structure constructed on Second Street and that the City be provided with a time line for construction. Drew Calandrella, Vice President for Student Affairs, CSU, responded by saying that CSU's master plan has not yet been completed. Councilmember Holcombe expressed the importance of coordinating the work in order to minimize the number of times an area is torn up.

Joel Trenalone agreed that CSU was willing to pay a share of the costs for the signalization of Cherry Street. As far as the City's request to be compensated annually for the loss in parking meter revenue, CSU was in agreement but would like some detail on the dollar amount that was discussed. CSU was willing to discuss other options regarding changing its current parking permit system to better utilize parking in University lots. CSU was in agreement with the City in terms of developing a Transit Demand Management (TDM) program. In discussing the need for additional parking, Joel Trenalone said CSU was not sure where it could replace the lost parking spaces but expressed that CSU would be open to discussing parking options.

Chair Herbert moved to accept staff's recommendations and Councilmember Holcombe seconded the motion.

Action. The Committee recommended (2-0, Schwab disqualified) to accept the following:

- 1) Require the University to pay a share of the costs for the signalization of Cherry Street;***
- 2) Require the University to compensate the City annually for the loss in parking meter revenue;***
- 3) Require the University to change its current parking permit system to better utilize available parking in University lots;***
- 4) Require the University to develop a Transportation Demand Management (TDM) program; and***
- 5) Request that the University work with the railroad to create temporary additional parking within railroad right-of-way while proceeding with plans for the construction of a second parking structure.***

- E. **Business From the Floor.** None.

- F. **Adjournment and Next Meeting.** The meeting adjourned at 8:48 a.m. The next meeting is scheduled for Wednesday, November 8, 2006, at 2:00 p.m. in the Council Chambers.

Nancy Kelly, Administrative Analyst



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Finance Director
Community Services Director
Assistant Community Services Director
Fire Chief



Internal Affairs Committee Report

DATE: December 15, 2006

File : [Comm Binder](#)

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD November 8, 2006**

<u>Committee present:</u> Councilmember Holcombe Councilmember Schwab <u>Committee absent</u> Councilmember Herbert	<u>Staff present:</u> City Manager Jones Assistant City Manager Burkland City Attorney Frank Assistant City Attorney Barker Administrative Services Director Pierce	Community Services Director Baptiste Planning Director Peterson Assistant Director of Engineering Varga Housing Specialist Sronce Fire Marshall Myers Administrative Analyst Kelly
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COMMITTEE MATTERS REQUIRING COUNCIL ACTION

- A. **Review and Consideration of Recommendations for Changes to the Community Organization Funding Process.** The Committee reviewed Council's request to develop a policy precluding political activity by organizations receiving City funds. While staff included new language in current funding agreements, the committee felt the language was narrow in scope and asked that clearer language be used.

Addressing the Committee on this item were Kathy Barrett, Paul Friedlander, Debra Lucero, Greg Payne and Carol Childress.

Action: *The Committee recommended (2-0, Herbert absent) to forward staff's recommendations as described on attached Exhibit 'A' with the following comments:*

(1) That prior Council direction be forwarded with the report to Council to clarify Council's intention regarding precluding political activity; (2) that the definition of community organizations be expanded to include the phrase "or elimination of expense to the City" at the end of the definition; (3) that the funding formula recommended by staff be approved except that the baseline for the Arts category be increased by \$15,000; and (4) that the funding for Arts and Economic Development be reviewed when the Economic Development Strategy is complete next year.

- B. **Discussion of Residential Infill Development Issues.** Planning Director Peterson provided the Committee with some background information on issues related to the residential development of infill properties in Chico.

Addressing the Committee on this item were Crystal Trimble, Louisiana Knox, Jane Turney, James Renfro and Susan Mason.

Action: *The Committee recommended (2-0, Herbert absent) to: (1) direct staff to develop infill guidelines based upon case studies of a wide sampling of projects and workable guidelines to address urban design, streetscape frontages, trees, two-story elements, massing, scale and parking. Guidelines should incorporate the planned development process, how to administer the plan; and include graphic examples; (2) staff to conduct a public workshops with all interested parties before returning to Planning Commission; and (3) applicants of projects are to hold a neighborhood meeting early in the review process of their projects.*

- C. **Business From the Floor.** None.

- D. **Adjournment and Next Meeting.** The meeting adjourned at 4:15 p.m. The next meeting is scheduled for Wednesday, December 13, 2006, at 8:00 a.m. in Conference Room No. 1.

Nancy Kelly, Administrative Analyst



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Internal Affairs Committee Report

File : Comm Binder

DATE: January 3, 2007

TO: CITY COUNCIL

FROM: INTERNAL AFFAIRS COMMITTEE

RE: **REPORT ON INTERNAL AFFAIRS COMMITTEE MEETING HELD December 13, 2006**

Committee present: Councilmember Holcombe Councilmember Schwab Councilmember Nickell	Staff present: City Manager Jones Assistant City Manager Burkland City Attorney Frank Assistant City Attorney Barker Administrative Services Director Pierce	Planning Director Peterson Assistant Director of Engineering Varga Administrative Analyst Kelly
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COMMITTEE MATTERS REQUIRING COUNCIL ACTION

- A. **Sanitary Sewer Master Plan Update**. Building and Development Services Director McKinley provided the Committee with background information on the Sanitary Sewer Master Plan Update.

Councilmember Holcombe made a motion to forward the recommendation to approve and adopt the Sanitary Sewer Master Plan Update to Council. Councilmember Nickell seconded it.

Action: The Internal Affairs Committee recommended (3-0) to forward the Sanitary Sewer Master Plan Update to council for adoption.

- B. **Comprehensive Review of Boards, Commissions and Committees**. City Clerk Presson provided the Committee with an overview of the purpose and mission of each board, commission, and Council committee and how staff delivers support for each.

Action: The Committee recommended (3-0) the following:

1. REQUIREMENT OF AN OUTCOME BASED BIENNIAL WORK PLAN TO BE DEVELOPED BY EACH BOARD AND COMMISSION

The Internal Affairs Committee recommended that a biennial work plan be developed by each Board and Commission once the newly appointed advisory body is seated, with the work plan to be: (1) formally presented to Council for input, direction, and approval; and (2) reviewed and reported out on by the Board or Commission at the end of plan.

2. DIRECTION PROVIDED REGARDING BOARDS AND COMMISSIONS ABILITY TO CREATE SUBCOMMITTEES

The Internal Affairs Committee recommended (3-0) that the creation of subcommittees requiring staff support should be a function of the work plan.

3. REQUIREMENT OF QUARTERLY AIRPORT COMMISSION MEETINGS

Pursuant to CMC 2.36.030, the Airport Commission is directed to hold quarterly meetings in January, April, July, and October of each year. At this time however, the Commission is holding monthly meetings which tend to be short in duration and where mostly non-action items are considered.

Due to the ability to hold additional meetings as needed, the Internal Affairs Committee recommended (3-0) that the Airport Commission hold quarterly meetings as "required" by the Chico Municipal Code.

4. CONTINUATION OF THE HUMAN RESOURCES COMMISSION

The Internal Affairs Committee did not accept staff's recommendation to discontinue the Human Resources Commission but instead, requested (3-0) that during its development of a biennial work plan, that the Human Resources Commission: (1) evaluate their purpose; (2) define ways that the Human Resources Commission can be of service; and (3) determine the number of meetings needing to be held per year.

5. DISCONTINUATION OF THE PARKING PLACE COMMISSION

Due to the Internal Affairs Committee now providing the oversight and authority for traffic regulations, the Internal Affairs Committee recommended (3-0) that the Council dissolve this commission.

6. DISCONTINUATION OF THE SOLID WASTE COMMITTEE WITH THE FORWARDING OF FUTURE RELATED ITEMS TO EITHER THE FINANCE OR INTERNAL AFFAIRS COMMITTEE AS APPROPRIATE

The Internal Affairs Committee recommended (3-0) that the Council dissolve the Solid Waste Committee and forward any future solid waste issues requiring review to either the Finance Committee or Internal Affairs Committee when appropriate for discussion and recommendations.

7. DISCONTINUATION OF THE REDEVELOPMENT AGENCY CITIZEN'S COMMITTEE

At its meeting of 10/11/06, the Internal Affairs Committee recommended (3-0) to disband the Redevelopment Agency Citizen's Committee which was formed in order to review the proposed list of projects to be funded by the Chico Redevelopment Agency 2005 tax allocation bonds with all future RDA matters to continue to be referred to the Finance Committee when the need arises.

8. CONTINUATION OF THE AD HOC BICYCLE ADVISORY COMMITTEE AS CURRENTLY STRUCTURED

At its meeting of 10/17/06, the City Council referred Vice Mayor Kirk's request to: (1) convert the Bicycle Advisory Committee from the currently structured Ad Hoc Committee, meeting as needed, to a Brown Act Committee meeting on a regularly scheduled basis; and (2) have the Committee evaluate popular and busy intersections throughout the City. It was also proposed that recommendations made by the Bicycle Advisory Committee be forwarded to Internal Affairs for review prior to consideration by the Council.

The Internal Affairs Committee recommended (3-0) that this committee remain an Ad Hoc Committee as currently structured, adding the requirement of a biennial work plan to be developed by the committee. After the creation of that plan, the Internal Affairs Committee would review the request to convert the ad hoc committee to a Brown Act Committee.

Staff was asked to provide the Internal Affairs Committee with additional information regarding the following items:

1. Look at the correlation between the Architectural Review Board responsibilities and those of staff; (2) look at the issue of duplication of efforts on commercial projects; and (3) include in the ARB work plan the need to develop design standards.
2. Explore the possibility of email notification of the posting of agendas with a link to the City's website.
3. Staff was also asked to: (1) prepare an analysis of the costs associated with the televising and videotaping of the Board's and Commission's meetings; (2) look into other options for recording the meetings, such as audio only; and (3) develop a policy that would help guide when a meeting is to be televised or videotaped.

C. **Business From the Floor.** None.

D. **Adjournment and Next Meeting.** The meeting adjourned at 10:03 a.m. The next meeting is scheduled for Wednesday, January 10, 2007, at 8:00 a.m. in Conference Room No. 1.



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