

PRESENT: Councilmembers Mendoza, Valero & Martinez

OTHERS: Lara, Waters, Marquez, Zamora, Griswold & Zacarias

ABSENT: Ortiz & Gonzalez

FLAG SALUTE

PUBLIC COMMENT

IV. CONSENT CALENDAR –ACTION AND INFORMATION ITEMS

Request Approval of the Consent Calendar Action Items (IV. A-B)

A. Action: Approval of Minutes of the regular meeting held on January 27, 2020

B. Action: Approval of Warrants

ON A MOTION BY VALERO, SECOND BY MARTINEZ IT WAS VOTED TO APPROVE THE CONSENT CALENDAR. APPROVED UNANIMOUSLY.

V. ACTION/DISCUSSION ITEMS

A. Information: Code Enforcement Presentation

Planner Griswold presented the attached PowerPoint

B. Action: Adoption of Resolution: Appoint Armida Martinez to Fill the Vacancy on the Planning Commission Board

City Clerk Zacarias reported the following: The City of Woodlake Planning Commission currently has a vacancy. An application was submitted by Armida Martinez to be appointed to the Planning Commission Board. The term will expire in 2024.

ON A MOTION BY MARTINEZ, SECOND BY MENDOZA IT WAS VOTED TO ADOPT THE RESOLUTIO AND APPOINT ARMIDA MARTINEZ TO THE PLANNING COMMISSION BOARD. APPROVED UNANIMOUSLY.

C. Action: Adoption of Resolution: Approval of the Formation and Assessment of the Castle Rock Park Subdivision Phase 3 Landscape and Lighting Assessment District 19-01 – **PUBLIC HEARING**

City Administrator Lara reported the following: An application was submitted for the formation of the Castle Rock Park Subdivision Phase 3 Landscape and Lighting Assessment District 19-01 by the Developer Castle Rock Communities, LLC. The subdivision will consist of fifty-nine residential units and four lots that have been dedicated to the City. The four lots consist of a park, a storm water basin and two landscaping strips that will be maintained by the City.

At the January 13, 2020 City Council meeting, the City Council approved the City Engineer's report of costs needed to maintain the assessment district and initiated the District. As part of the Landscape and Lighting Act of 1972, over 50% of the property owners have voted in favor of the Castle Rock Park Subdivision Phase 3 Landscape and Lighting Assessment District 19-01. Council set January 27, 2020 as the public hearing date for those wishing to comment on the assessment district. All assessment district property owners were notified of the public hearing date and location. All properties comprising the Castle Rock Park Subdivision Phase 3 Landscape and Lighting Assessment District 19-01 have been entered into the District by the Developer of the Tract, or the owner of the parcel, as per the 'Conditions of Approval' for recordation of the Tract, and per the Landscape and

Lighting Act of 1972. The fifty-nine properties comprising the Subdivision have all been found to benefit from landscaping, street lighting, park space and therefore are to be assessed for their proportionate share of the costs incurred by those benefits. The annual cost for each individual property owner will be \$206.78 as determined by the Engineer's Report.

PUBLIC HEARING OPENED 6:57 PM

PUBLIC HEARING CLOSED 6:57 PM

ON A MOTION BY MARTINEZ, SECOND BY VALERO IT WAS VOTED TO ADOPT THE RESOLUTION AND APPROVE THE FORMATION AND ASSESSMENT OF THE CASTLE ROCK PARK SUBDIVISION PHASE 3 L&L DISTRICT. APPROVED UNANIMOUSLY.

- D. Action: Adoption of Resolution: Select 4 Creeks, Inc. to Perform Engineering Design Services for the City of Woodlake Stormwater Retention Basin Project
Community Services Director Waters reported the following: The City recently began a three-phase project to pump stormwater to a new basin instead of pumping the water into Bravo Lake. The first phase of the project has been completed and consisted of constructing a new stormwater pump near Bravo Lake. The second phase is fully funded and consists of building a new stormwater line that will move the water from the newly constructed pump location to the proposed stormwater retention basin at Ropes and Mulberry. The second phase design and engineering RFP will go out for bid in the near future. The third phase of the project consists of designing and constructing the new stormwater retention basin at Ropes and Mulberry. The City's selection committee released an RFP to find a consultant for the third phase of the project. The City would like to begin the engineering for the City of Woodlake Stormwater Retention Basin Project. The City will cover the expenditures associated with these services with water funds. The City put out an RFP/RFQ for the project to find a firm that will provide engineering services. The City received two proposals. Those proposals were from QK, Inc and 4 Creeks, Inc. Both firms submitted competitive proposals and performed well during their interviews. The panel concluded that both firms were qualified to perform the services. After scoring the proposals and presentations by each firm the panel recommends that the City select 4 Creeks Inc., to provide engineering design services for the City of Woodlake Stormwater Retention Basin Project. The proposed contract is not to exceed \$122,620.

ON A MOTION BY MENDOZA, SECOND BY MARTINEZ IT WAS VOTED TO ADOPT THE RESOLUTION AND SELECT 4 CREEKS, INC. TO PERFORM ENGINEERING DESIGN SERVICES FOR THE CITY OF WOODLAKE STORMWATER RETENTION BASIN PROJECT. APPROVED UNANIMOUSLY.

- E. Action: Adoption of Resolution: Approval of the City of Woodlake's Fiscal Year 2019-2020 Budget Amendment No. 2
City Administrator Lara reported the following: Annually, the City staff submits, to the City Council, a draft budget. The draft budget is submitted at scheduled Council meetings, which are open to the public. The purpose of the budgeting process is to propose necessary expenditures and the means of funding them. Occasionally, budget amendments will be necessary to cover unexpected expenditures or note unexpected revenues. Amendments will be presented to the Council for approval.

Below is a summary of the key changes as shown in the Budget Amendment No.2:

1. Increase in General Fund (001) Revenues for Building Permits and Community Center Rentals.

2. Increase in General Fund (001) Expenditures for Design and Engineering.
3. Increase in Gas Tax (020) Expenditures for N. Valencia Extension.
4. Increase in Measure R (023) Revenues and Expenditures for the City of Woodlake Sierra and Castlerock Roundabout Project

ON A MOTION BY MARTINEZ, SECOND BY VALERO IT WAS VOTED TO ADOPT THE RESOLUTION AND APPROVE THE CITY OF WOODLAKE'S FISCAL YEAR 2019-2020 BUDGET AMENDMENT NO.2. APPROVED UNANIMOUSLY.

VI. OTHER BUSINESS

A. Information: Items from Staff

City Clerk Zacarias – Reminded Council their Form 700 is due April 1st.

Community Services Director Waters – Reported the Cajon annexation was submitted to the County and should be approved in March.

City Administrator Lara – Reported Valencia Heights neighborhood should be completed by December. There have been 12 additional permits pulled for Castle Rock Estates. The restrooms at Castle Rock fields should be completed by March.

Chief Marquez – Reported they have conducted active shooter training at the schools. Mayor Mendoza stated he has seen and heard great things about Officer Fleeman.

B. Information from Council

Councilmember Martinez – Reported dogs are becoming a problem again in the following areas:

200 N. Pepper

600 N. Pepper

700 Pine

Councilmember Valero – Reported Woodlake Lions had their District Governor visit them at their last meeting.

Mayor Mendoza – Reported he had attended a SCE meeting in L.A, which was very interesting and informative. He will also be attending a meeting in Sacramento on March 10th.

VII. CLOSED SESSION

NOTICE TO THE PUBLIC

As provided in the Ralph M. Brown Act, Government Code sections 54950 et seq., the Governing Board may meet in closed session with members of its staff and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Council will meet on in closed session are identified below or are those matters appropriately identified in open session as requiring immediate attention and arising after the posting of the agenda. Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1

“Documents: If distributed to the Council less than 72 hours before a regular meeting, any public records which are subject to public inspection and pertain to an open-session item on the regular meeting agenda shall be available at the following address at the time they are distributed to a majority of the Council: 350 North Valencia Boulevard, Woodlake, California 93286. Public records distributed to the Council at a public meeting will be available to the public at such meeting if they were prepared by the City. Exemptions and details in Government Code § 54957.5 (a) shall apply.”

VIII. ADJOURN

The next scheduled City Council meeting will be held on Monday, February 10, 2020 at 6:30 p.m. at City Council Chambers located at 145 N. Magnolia, Woodlake, CA 93286.

City Council:

Rudy Mendoza - Mayor

Frances Ortiz - Vice Mayor

Greg Gonzalez Jr. - Councilmember

Jose L. Martinez – Councilmember

William Valero – Councilmember

Meeting adjourned at 7:21 PM

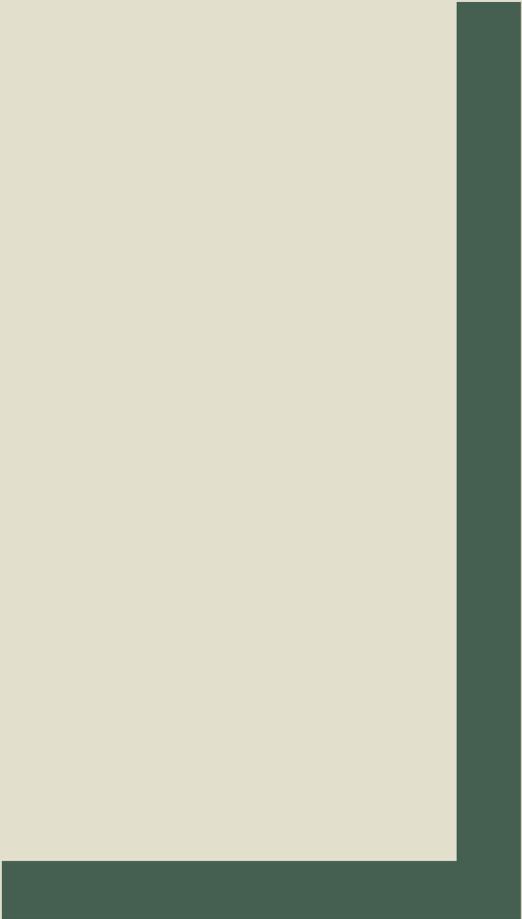
Submitted by,

Irene Zacarias
City Clerk



CODE ENFORCEMENT 2019 RECAP

City of Woodlake



City Code Enforcement

- City has primarily focused on the following issues:
 - *Lawn Parking*
 - *Property Storage & Abandoned Vehicles*
 - *Animals*
 - *Alley and Vacant lot dumping*
 - *Tree and shrub overgrowth*
- Notice Tracking
 - *Staff assigns a notice number to each violation*
 - *Sends or posts a code violation notice letter to property*
 - *Tracks notices on a spreadsheet with dates of notice and 10-day compliance date*
 - *Use of an electronic filing system for photo proof and copies of notification letter sent*

Noticing Process

- 1. City staff will notify the resident of their violation
 - *Violation may be posted on door/ vehicle or mailed to residence and/or property owner*
 - *Notice grants 10 business days to comply with City ordinance or request an extension on a case by case basis.*

- 2. If the resident is noncompliant after the 10 business days, the City will begin the citation process.
 - *A first violation administrative citation starts at \$75.00*
 - *Second occurrence of same violation is \$150.00 within one Calendar year*
 - *Additional occurrences of same violation in a year is \$300.00*
 - *If the resident would like to appeal the citation, they must submit a written appeal within 15 days of the citation being sent.*

Lawn Parking

- Ordinance No. 598 prohibits lawn parking or side yard parking in residential zones
- Notifications Issued:
 - 39 in 2018
 - 145 in 2019
- Compliance:
 - 28 in 2018
 - 131 in 2019
- Citations:
 - 1 issued in 2018
 - 7 citations in 2019



Residential Storage

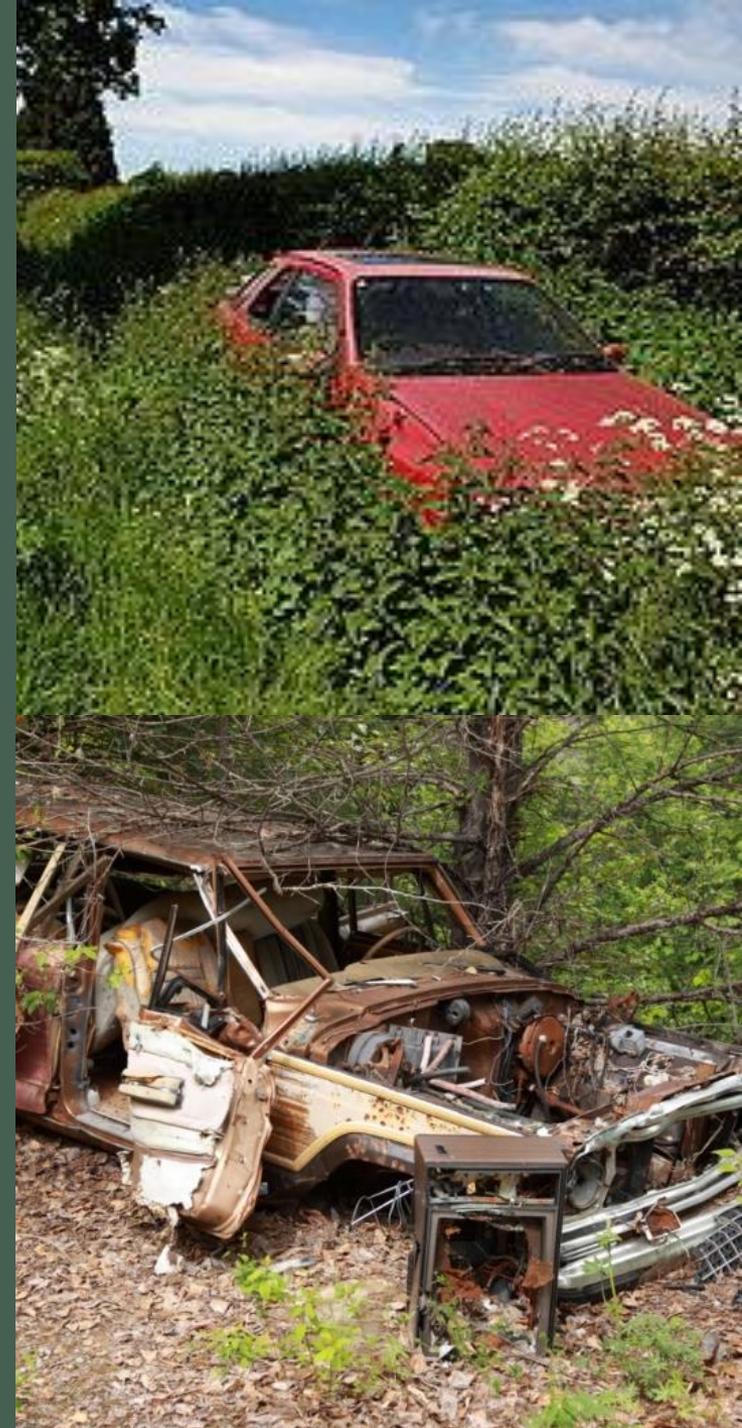
Ordinance No. 579 prohibits “outside placement or stockpiling of equipment, materials, vehicles, furnishings, farm equipment or related, inoperable vehicles and appliances and furnishings”

- Notifications Issued:
 - 54 in 2018
 - 67 in 2019
- Compliance:
 - 51 in 2018
 - 61 in 2019
- Citations:
 - 2 in 2018
 - 2 in 2019
- If noncompliance continues with vehicles, staff starts AVA process
 - 8 vehicles resulted in AVA violations in 2019



Abandoned Vehicles (AVA)

- Ordinance No. 472 prohibits the “accumulation and storage of abandoned, wrecked, dismantled or inoperative vehicles or parts on a private or public property.”
- Notifications Issued:
 - *6 in 2018*
 - *21 in 2019*
- Compliance:
 - *4 in 2018*
 - *19 in 2019*
- Citations issued:
 - *2 citations issued in 2018, resulted in Towing*
 - *0 citations issued in 2019, but 6 vehicles were towed.*
 - *All vehicles towed under AVA are junked and will not return to the owner or to the streets*



Animal Restrictions

- Ordinance No. 298 regulates animals allowed in city limits
 - *Requiring one acre or more, but not within 100 feet of a dwelling: horses, cows, sheep, goats, hogs, roosters, mules, donkeys*
 - *Requiring 25 feet minimum from dwelling: Chickens, ducks, geese, turkeys, rabbits, pigeons; no more than 24 fowls on premise*
- Ordinance No. 615 restricts number of dogs allowed per residence
 - *May not exceed four (4) dogs per residence*
- These ordinances were updated on January 13, 2020 and will go into effect on February 12, 2020

Animal Violations

- Notifications Issued:
 - *20 in 2018*
 - *15 in 2019*
- Compliance:
 - *18 in 2018*
 - *11 in 2019*
- 2 citations issued in 2018
- Common violations include: roosters; more than 4 dogs; Chickens running loose in neighborhoods, neighbors harboring and feeding cats, 6 or more cats at a residence.



Dumping

- Ordinance No. 532 states “No person shall deposit, keep or accumulate any refuse or garbage in or upon any lot or parcel of land or any public or private premises in the city, unless such refuse or garbage is enclosed in receptacles conforming to the specifications provided”
- Notifications Issued:
 - *2 in 2018*
 - *12 in 2019*
- Compliance:
 - *2 in 2018*
 - *10 in 2019*
- Citations:
 - *0 in 2018*
 - *2 in 2019*



Shrub and Tree Overgrowth

- Ordinance No. 322 prohibits “ private property at or near a street corner formed by intersecting streets to install, set out or maintain, or to allow the installation, setting out or maintenance of any sign, fence, wall, hedge, shrubbery, natural growth or other obstruction to the view, higher than three feet above the level of the center of the adjacent intersection. ”
- Notifications Issued:
 - *23 in 2018*
 - *19 in 2019*
- Compliance:
 - *21 in 2018*
 - *19 in 2019*
- Citations:
 - *2 in 2018*
 - *1 in 2019*
- Code Enforcement focused on public safety and blocking of sidewalks.
- Woodlake Fire Department issues notices and citations for overgrowth in the spring and early summer as fire hazard prevention.



Questions/Comments