



# CITY OF NEWARK CITY COUNCIL

37101 Newark Boulevard, Newark, CA 94560-3796 • 510-578-4266 • E-mail: [city.clerk@Newark.org](mailto:city.clerk@Newark.org)

**City Administration Building**  
**7:30 p.m.**  
**City Council Chambers**

## AGENDA

**Thursday, October 22, 2015**

### CITY COUNCIL:

*Alan L. Nagy, Mayor*  
*Sucy Collazo, Vice Mayor*  
*Luis L. Freitas*  
*Michael K. Hannon*  
*Mike Bucci*

### CITY STAFF:

*John Becker*  
*City Manager*  
  
*Terrence Grindall*  
*Assistant City Manager*  
  
*Susie Woodstock*  
*Administrative Services Director*  
  
*Sandy Abe*  
*Human Resources Director*  
  
*Peggy A. Claassen*  
*Public Works Director*  
  
*Jim Leal*  
*Police Chief*  
  
*David Zehnder*  
*Recreation and Community Services Director*  
  
*David J. Benoun*  
*City Attorney*  
  
*Sheila Harrington*  
*City Clerk*

**Welcome** to the Newark City Council meeting. The following information will help you understand the City Council Agenda and what occurs during a City Council meeting. Your participation in your City government is encouraged, and we hope this information will enable you to become more involved. The Order of Business for Council meetings is as follows:

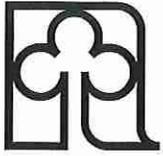
- |  |                                |
|--|--------------------------------|
| <b>A. ROLL CALL</b>                        | <b>I. COUNCIL MATTERS</b>      |
| <b>B. MINUTES</b>                          | <b>J. SUCCESSOR AGENCY</b>     |
| <b>C. PRESENTATIONS AND PROCLAMATIONS</b>  | <b>TO REDEVELOPMENT AGENCY</b> |
| <b>D. WRITTEN COMMUNICATIONS</b>           | <b>K. ORAL COMMUNICATIONS</b>  |
| <b>E. PUBLIC HEARINGS</b>                  | <b>L. APPROPRIATIONS</b>       |
| <b>F. CITY MANAGER REPORTS</b>             | <b>M. CLOSED SESSION</b>       |
| <b>G. CITY ATTORNEY REPORTS</b>            | <b>N. ADJOURNMENT</b>          |
| <b>H. ECONOMIC DEVELOPMENT CORPORATION</b> |                                |

Items listed on the agenda may be approved, disapproved, or continued to a future meeting. Many items require an action by motion or the adoption of a resolution or an ordinance. When this is required, the words **MOTION**, **RESOLUTION**, or **ORDINANCE** appear in parenthesis at the end of the item. If one of these words does not appear, the item is an informational item.

The attached **Agenda** gives the **Background/Discussion** of agenda items. Following this section is the word **Attachment**. Unless "none" follows **Attachment**, there is more documentation which is available for public review at the Newark Library, the City Clerk's office or at [www.newark.org](http://www.newark.org). Those items on the Agenda which are coming from the Planning Commission will also include a section entitled **Update**, which will state what the Planning Commission's action was on that particular item. **Action** indicates what staff's recommendation is and what action(s) the Council may take.

**Addressing the City Council:** You may speak once and submit written materials on any listed item at the appropriate time. You may speak once and submit written materials on any item **not** on the agenda during **Oral Communications**. To address the Council, please seek the recognition of the Mayor by raising your hand. Once recognized, come forward to the lectern and you may, but you are not required to, state your name and address for the record. Public comments are limited to five (5) minutes per speaker, subject to adjustment by the Mayor. Matters brought before the Council which require an action may be either referred to staff or placed on a future Council agenda.

No question shall be asked of a council member, city staff, or an audience member except through the presiding officer. No person shall use vulgar, profane, loud or boisterous language that interrupts a meeting. Any person who refuses to carry out instructions given by the presiding officer for the purpose of maintaining order may be guilty of an infraction and may result in removal from the meeting.



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## AGENDA

Thursday, October 22, 2015

- A. ROLL CALL
- B. MINUTES
  - B.1 Approval of Minutes of the special and regular City Council meetings of Thursday, October 8, 2015. (MOTION)
- C. PRESENTATIONS AND PROCLAMATIONS
- D. WRITTEN COMMUNICATIONS
- E. PUBLIC HEARINGS
- F. CITY MANAGER REPORTS

(It is recommended that Item F.1 be acted on unless separate discussion and/or action is requested by a Council Member or a member of the audience.)

### CONSENT

- F.1 Cancellation of the November 26 and December 24, 2015 City Council meetings – from City Clerk Harrington. (MOTION)

**Background/Discussion** – Newark Municipal Code Section 2.08.010 provides that when a regular meeting of the City Council falls on a day designated by law as a legal or national holiday, there shall be no meeting. The November 26, 2015 regular meeting falls on the Thanksgiving holiday. The December 24, 2015 meeting falls on Christmas Eve and is the first day of the winter furlough. Formally canceling these meetings will allow the City Clerk to notify the public in a timely manner.

#### Attachment

**Action** - It is recommended that the City Council, by motion, cancel the November 26 and December 24, 2015, City Council meetings.

**NONCONSENT****F.2 Authorization to amend the 2014-2016 Biennial Budget to provide additional staffing in the Public Works Department to address increased work load demands; remodel the Development Services Area; and the relocation of the Chamber of Commerce - from City Manager Becker.****(RESOLUTION)**

**Background/Discussion** – With the upturn in the economy, service level demands from our residents and the development community have been increasing. The unprecedented surge in development activity is creating a demand for services that we are currently unable to provide to meet developer's expectations. This demand is expected to continue for the foreseeable future.

There are currently 1,500 residential units that have received entitlements through the Planning Commission and City Council approval process and an additional 1,000 units currently moving through the approval process during the next year. This is in addition to the boom in commercial development activity including the NewPark Mall renovations. Existing residential and commercial remodels and additions are also continuing at a substantial rate. In addition, staff is responsible for meeting a variety of regulatory obligations outside of the development process that have strict requirements and timelines. Our current staffing levels in the Building and Engineering Divisions of the Public Works Department are insufficient to meet the growing demand and expectations of our residential and development community.

Staff has reviewed our current development review processes and made appropriate changes to streamline the process for development and residential reviews. While this has resulted in incremental improvements, additional staff and funding are critically needed in the Building Inspection and Engineering Divisions to meet this growing demand. Specifically, staff is requesting that the Council approve additional budget appropriations to hire a new full-time Associate Civil Engineer, a full-time Building Inspector, and a part-time Senior Administrative Support Specialist. In addition, staff is requesting additional funding for contract Public Works inspections services, building inspection and plan checking, and civil engineering assistance.

The proposed additions to staff and the budget will allow greater flexibility to better meet the increased demands we are facing as a result of a robust economy.

The Building Inspector position has the capacity of performing inspections (18 per day is a typical workload) but also has the ability to assist in helping customers at the counter and plan checking services for some of the smaller scale projects (tenant improvements, residential remodels and building additions). The addition of a part time Senior Administrative Support Specialist is necessary to help address the sheer volume of plans needing to be routed and processed, issuance of permits and scheduling inspections that are key to being able to meet customers' needs.

In July of 2004, the technical engineering staff to support development, design, construction and regulatory requirements consisted of seven individuals; today, only four positions are included in the City's budget. The full time Associate Civil Engineer will be focused primarily on development: reviewing private development and public improvement plans for conformance with applicable standards and conditions of approval.

Both the Building Inspection and Engineering Divisions will supplement staff with outside consultant services through contract work to help handle the workload: Building Inspection/ Plan Check services, Engineering Civil/Landscape Plan Check and Public Works Inspection

There is currently inadequate space within City Hall to accommodate work areas for these new positions. Staff has reviewed options for a redesign of the first floor Development Services area to accommodate them and recommends the relocation of the Chamber of Commerce from City Hall to the Community Center. The Chamber of Commerce currently occupies approximately 500 square feet of office space in the back of Development Services and this area is large enough to accommodate up to four new work stations. The Chamber relocation would allow staff to reconfigure this area to more efficiently utilize the space. Except for event rentals of the Social Hall and Patio Room, the Children's Summer Program, and occasional City meetings/luncheons, the Community Center is largely unused and would be able to easily accommodate the Chamber's needs. If approved, staff would work with the Chamber CEO Valerie Boyle to develop a transition plan. In conjunction with the Chamber relocation, staff is also exploring the possibility of establishing an office at the Community Center to accommodate police officers writing field reports and a place for R.A.V.E.N. volunteers to operate.

The estimated cost for the additional staffing, contract services, the reconfiguration/remodel of the Development Services area, and the relocation of the Chamber is \$584,000. This would include approximately \$330,000 in ongoing costs for permanent staff and \$248,000 in one-time funding for contract services and the department reconfiguration/remodel. The cost to prepare the work space and relocate the Chamber of Commerce to the Community Center is estimated at \$6,000. The preparations at the Community Center will include cleaning, painting, carpet replacement and signing of the areas to be utilized. There is current budget capacity to support these new appropriations.

#### **Attachment**

**Action** - It is recommended that the City Council, by resolution, amend the 2014-2016 Biennial Budget and Capital Improvement Plan for Fiscal Year 2015-2016 to provide for additional staffing and contract services in the Public Works Department, the remodel of the Development Services area, and the relocation of the Chamber Of Commerce.

**G. CITY ATTORNEY REPORTS**

**H. ECONOMIC DEVELOPMENT CORPORATION**

**I. CITY COUNCIL MATTERS**

**J. CITY COUNCIL ACTING AS THE SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY**

**K. ORAL COMMUNICATIONS**

**L. APPROPRIATIONS**

**Approval of Audited Demands for the City Council meeting of October 22, 2015. (MOTION)**

**M. CLOSED SESSION**

**N. ADJOURNMENT**

Pursuant to Government Code 54957.5: Supplemental materials distributed less than 72 hours before this meeting, to a majority of the City Council, will be made available for public inspection at this meeting and at the City Clerk's Office located at 37101 Newark Boulevard, 5<sup>th</sup> Floor, during normal business hours. Materials prepared by City staff and distributed during the meeting are available for public inspection at the meeting or after the meeting if prepared by some other person. Documents related to closed session items or are exempt from disclosure will not be made available for public inspection.

For those persons requiring hearing assistance, please make your request to the City Clerk two days prior to the meeting.