

**Mayor's Office**

230 Davidson Ave  
Woodland, WA 98674

May 8, 2013

To: Woodland City Council

From: Mayor Grover Laseke

RE: City Council Committee Work Process Report

\*\*\*\*\*

At the city council meeting on Monday, May 6<sup>th</sup> we set a workshop for Monday, May 13<sup>th</sup> to discuss our city council committee process and possible alternatives. While below is not an exhaustive list of current practices in SW Washington cities it is a starting point.

**Work Sessions** – Some cities use a work session that is held before the regular council meeting to informally discuss items for consideration by the council. Battle Ground holds these sessions for one hour before all council meetings. Longview councilors meet once a week on Thursday morning. Kelso also does something similar.

**Committees** – The City of Washougal was the only Clark County city that holds committee meetings in the same way we currently do. The committees are similarly structured by department with council members and staff assigned as a work group. Washougal does not require business to be run through committee before council action. Some folks said they did not feel it was necessary to have a topic run through a committee before presented to the council. They called that process “cumbersome” and time consuming.

**Workshops** – This method involves a regularly scheduled meeting (once or twice a month) to bring the council up to date on issues and gain consensus. Many cities using this method do not require business to be reviewed prior to appearing on the council agenda.

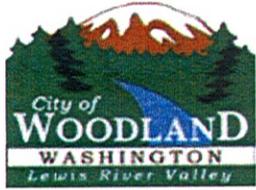
**Other** – Some cities do not have a review process before the issue comes before the council. The department heads and mayor propose issues and they go directly to the city council. The cities of Yacolt, La Center and Camas do business in this manner.

**Exceptions** – No matter what direction we take there will be a need for a Finance Committee to provide financial oversight. Also Planning Commission and Civil Service Commission will still be needed. La Center does not put as much work on their Planning Commission and the council handles certain routine tasks.

One theme that I did hear from all the people I talked to was that they preferred to have discussion on items during the regular council meeting. They felt it was quicker and saved a lot of staff time. If a topic came up that needed special attention a standing committee could always be used or an ad hoc committee appointed.

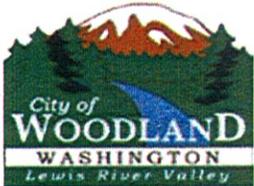
Bart Stepp contacted me and wishes to present an idea he has for conducting council business at the workshop. I look forward to our discussion at the workshop Monday night. Please contact me if you have any questions.

Committees, Boards & Commissions - chart



Name	# of members	Appointed by Mayor	Approved or confirmed by council	Term	Comments
<p><b>Council Standing Committees:</b>                      WMC 2.04.                      **Council Committee assignments shall be determined by the city council with a majority vote. A vote to determine assignments shall take place after a council election, but not before the election has been certified and the councilmember has been sworn or re-sworn. A vote to change committee assignments which has not been triggered by a council election can be held at any time, provided, however, that such a vote does not occur more than every twelve months.                      The twelve month rule shall not apply to a vote to fill specific vacancies and a vote to fill specific vacancies does not count as a one in twelve month vote.</p>					
<p><b>Finance Committee</b> WMC 2.04</p>	<p>3 councilmembers and clerk- treasurer &amp; mayor ex officio</p>	<p>No</p>	<p>WMC 2.04.070 determined by city council by a majority vote</p>	<p>**</p>	
<p><b>Human Resources/Government</b> WMC 2.04</p>	<p>3 councilmembers and clerk- treasurer &amp; mayor ex officio</p>	<p>No</p>	<p>WMC 2.04.070 determined by city council by a majority vote</p>	<p>**</p>	
<p><b>Parks &amp; Recreation Committee</b> WMC 2.04</p>	<p>4 ex officio (mayor &amp; 3 councilmembers) + public works director &amp; mayor ex officio</p>	<p>Yes WMC 2.24.010</p>	<p>n/a</p>	<p>**</p>	
	<p>3 councilmembers and public works director &amp; mayor ex officio</p>	<p>No</p>	<p>WMC 2.04.070 determined by city council by a majority vote</p>		<p>*Conflict in WMC language in 2.04 and 2.24.010</p>
<p><b>Public Safety Committee</b> WMC 2.04</p>	<p>3 councilmembers and police chief &amp; fire chief &amp; mayor ex officio</p>	<p>No</p>	<p>WMC 2.04.070 determined by city council by a majority vote</p>	<p>**</p>	

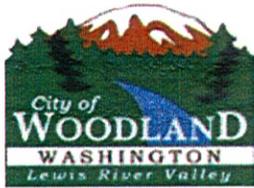
**Committees, Boards & Commissions - chart**



Name	# of members	Appointed by Mayor	Approved or confirmed by council	Term	Comments
Public Utilities Committee WMC 2.04	3 councilmembers and public works director & mayor ex officio	No	WMC 2.04.070 determined by city council by a majority vote	**	
Public Facilities Committee WMC 2.04	3 councilmembers and public works director & mayor ex officio	No	WMC 2.04.070 determined by city council by a majority vote	**	

Committees, Boards & Commissions - chart

5/7/2013



Name	# of members	Appointed by Mayor	Approved or confirmed by council	Term	Comments
Parks & Recreation Board WMC 2.24	5 members & mayor ex officio	Yes	Yes, approved by the council	4 years	Chair: Elect in January every odd-numbered year elected by the board for a 2 year term.
Planning Commission WMC 2.32	5 members & mayor ex officio	Yes	Yes, confirmed by WMC 2.32.010 the council	6 years	
Horseshoe Lake Management Committee WMC 2.80 & Res 309	8 members and 10 ex officio members	Yes	n/a	n/a	
Lodging Tax Advisory Committee WMC 2.82 & RCW 67.20.1817	5 members (includes 1 elected official of the city who serves as chair; and 2 members who pay the tax and 2 that receive the tax); also an alternate elected official)	Nominated by the mayor	Appointed by the council	January 1 to December 31 (a calendar year); term limit is 3 annual terms (short terms shall not count toward the limit)	Review the membership on an annual basis and make changes as appropriate.

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

**Mayor as Ex Officio Member**

Per WMC 2.04.070 (B) The mayor shall be an ex officio member of each council standing committee.

**Assignment of Members - Chair**

Per WMC 2.04.070 (C).

Each standing committee shall be composed of three (3) councilmembers. The councilmembers of a committee shall appoint a chair.

**Finance**

Member	Benjamin Fredricks*
Member	Marshall Allen
Member	Al Swindell
Staff	Clerk-Treasurer

The charge of this committee is to review and to make a recommendation for approval to the Council of the City's vouchers each and every month of the fiscal year. Also to bring back to the City Council any that may be questionable, for further review. In addition, to assist in the review of the budgeting process based on the revenue projections over the past five to ten (5-10) years in order to better estimate the city's revenue and therefore be better enabled to project expenditures. To also work with the Clerk-Treasurer on making the budget process more user friendly during the budget season.

**Human Resources / Government**

Member	Susan Humbyrd*
Member	Marilee McCall
Member	John Burke
Staff	Clerk-Treasurer

The charge of this committee is to review the current employee Personnel Policy, Hiring Policy, and salary step plans of the City of Woodland employees. This committee shall meet monthly with the Clerk-Treasurer to discuss these issues and report their findings at Woodland City Council meetings and make any recommendations in regards to new or amended ordinances concerning this area. In addition to the above at least one of the members of this committee shall be present at all collective bargaining sessions for the employees of the City.

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

**Parks & Recreation**

WMC 2.24 consists of five (5) board members and four (4) ex officio members consisting of the mayor and three (3) councilmembers to be designated by the Mayor from time to time, such ex officio members to be advisors only and have no power or authority. The members shall be appointed by the Mayor with the approval of the council.

Member	Al Swindell*
Member	Susan Humbyrd
Member	JJ Burke
Staff	Public Works Director

The charge of this committee is to assist the Park Board with recommended improvements, operation and maintenance of the City of Woodlands Park systems. Assist with the Cowlitz-Wahkiakum Council of Governments, Woodlands Community Development Planner, and Public Works Director in the acquisition and development of new open space for Parks, a plan for pedestrian and bicycle paths through out the City, and the recommendation for the enforcement of reasonable rules and regulations necessary in the operation of parks. Assist in the development of an annual Park budget, staffing levels to maintain the park system, and bring this information to the Council for its consideration. In addition the Park & Recreation Committee shall coordinate and communicate on issues to where parks may be involved with projects with relation to the Downtown Woodland Revitalization Committee, and to the Horseshoe Lake Management Committee and to work as a unit to move these projects forward.

**Public Safety**

Member	Marilee McCall*
Member	Benjamin Fredricks
Member	Scott Perry
Staff	Police & Fire Chiefs

The charge of this committee will be to work with the Civil Service Commission on matters connected to the Woodland Police Department Members and to the paid members of the Woodland Fire Department. They will also work with the Police Chief and the Fire Chief on matters connected with safety, protection, and emergency management for the citizens of Woodland, and bring these suggestions to the City Council for their consideration. In addition, review of the Woodland Fire, Rescue, and EMS Rules and Regulations that were last reviewed in 2003 and bring any recommendations to the City Council for consideration.

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

**Public Utilities**

Member	Al Swindell*
Member	Scott Perry
Member	Marshall Allen
Staff	Public Works Director

The charge of this committee is to oversee the city's water, wastewater, stormwater, street, and street lighting system. Also, the committee will provide recommendations on comprehensive land use planning, critical areas planning, and environmental and zoning issues.

The overall charge of the Public Works Committee will be to assess the needs of the city's utility and street infrastructure and land use elements and to bring to the Woodland City Council recommendations for any new or updating of City Ordinances. In addition to the above responsibilities one of the members of this committee, to be determined by the Chairman, is to be assigned to work with the re-established Horseshoe Lake Management Committee covered under Title 2 WMC, Chapter 2.80, as a non-voting member, and to report their findings and requests at council meetings.

**Public Facilities**

Member	Marilee McCall*
Member	Susan Humbyrd
Member	Scott Perry
Staff	Public Works Director

The city's facilities including building and maintenance issues that will need to be addressed by the Council. The charge of this committee is to oversee the planning, development, and maintenance of municipal structures that are not part of the water, wastewater, or park systems. Examples of these types of structures would include police stations, fire stations, city hall, public works administration building, and the public works shop. Other types of buildings this could include would be libraries, community centers, or buildings the City may own and rent out.

**Horseshoe Lake Management Committee** WMC 2.80

Member:	Scott Perry
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The charge of this committee is outlined in WMC 2.80. The purpose of the committee is to identify the problems, research possible solutions, identify possible funding sources, and make recommendations to council.

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

**Lodging Tax Advisory Committee (LTAC)** WMC 2.82 ) and RCW 67.28.1817.

Member	Susan Humbryd*
Member (alternate)	Benjamin Fredricks
Advisory/Non-voting	James Misner, Cowlitz County Commissioner

A lodging tax advisory committee shall consist of at least five members, appointed by the legislative body of the municipality. The committee membership shall include: (a) At least 2 members who are representatives of businesses required to collect tax under this chapter; and (b) at least 2 members who are persons involved in activities authorized to be funded by revenue received under this chapter. Persons who are eligible for appointment under (a) of this subsection are not eligible for appointment under (b) of this subsection. Persons who are eligible for appointment under (b) of this subsection are not eligible for appointment under (a) of this subsection. Organizations representing businesses required to collect tax under this chapter, organizations involved in activities authorized to be funded by revenue received under this chapter, and local agencies involved in tourism promotion may submit recommendations for membership on the committee. The number of members who are representatives of businesses required to collect tax under this chapter shall equal the number of members who are involved in activities authorized to be funded by revenue received under this chapter. One member shall be an elected official of the municipality who shall serve as chair of the committee. An advisory committee for a city or town may include one nonvoting member who is an elected official of the county in which the city or town is located. The appointing authority shall review the membership of the advisory committee annually and make changes as appropriate.

Any municipality that proposes imposition of a tax under this chapter, an increase in the rate of a tax imposed under this chapter, repeal of an exemption from a tax imposed under this chapter, or a change in the use of revenue received under this chapter shall submit the proposal to the lodging tax advisory committee for review and comment. The submission shall occur at least forty-five days before final action on or passage of the proposal by the municipality. The advisory committee shall submit comments on the proposal in a timely manner through generally applicable public comment procedures. The comments shall include an analysis of the extent to which the proposal will accommodate activities for tourists or increase tourism, and the extent to which the proposal will affect the long-term stability of the fund created under RCW 67.28.1815. Failure of the advisory committee to submit comments before final action on or passage of the proposal shall not prevent the municipality from acting on the proposal. A municipality is not required to submit an amended proposal to an advisory committee under this section.

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

**AD HOC COMMITTEES**

**Ad Hoc: AWC/Legislative**

Member Al Swindell\*

A resource committee for the Woodland City Council, to keep the Council informed of their lobbying efforts on behalf of Cities, up coming training sessions, workshops, and annual convention for elected officials.

**Ad Hoc: Community Gardens - Dormant**

Member [vacant]

This committee oversees and makes recommendations on the Community Garden. It consists of a council representative and at least one citizen. They review the current garden rules and regulations and make recommendations for the annual budget.

**Ad Hoc: Comprehensive plan (50 year) review committee**

Member Marilee McCall\*  
Member Marshall Allen  
Member Scott Perry

This committee shall consist from five to nine members and their charge would be to advise the Woodland City Council and Planning Commission, on issues of growth, growth management, environmental, open space, critical areas, transportation, and zoning. They should be residents from within the Woodland Zip Code area. Councilperson Marilee McCall and the Mayor are to form this committee.

**Ad Hoc: Cowlitz Wahkiakum Council of Governments (CWCOG)**

Member Susan Humbyrd\*  
Member (Alternate) Al Swindell

This committee consists of at least one elected official as well as the Public Works Director and/or Community Development Planner. This Committee meets at least once per month in Kelso, and the City of Woodland is represented by at least one member.

**Ad-Hoc: Parks & Recreation**

Member Brad Hammons  
Member Sandy Larson  
Member Al Swindell\*

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

The charge of this committee is to assist the Park Board with recommended improvements, operation and maintenance of the City of Woodlands Park systems, particularly the new park on Scott Hill.

**Ad Hoc: Water Sewer Advisory Committee - Dormant**

Member [vacant]  
Member [vacant]

This committee meets and make recommendations to the council on water and sewer rates, along with the Public Works Director.

**Ad Hoc: Woodland Quality Community Coalition (WQCC)**

Member JJ Burke\*  
Member Scott Perry

This committee meets quarterly, along with the other membership which consists of the Woodland School District, Port of Woodland, Cowlitz County Commissioners and City of Woodland. Its membership may also include the Downtown Woodland Revitalization and Chamber of Commerce. This committee shall review common citywide issues that affect the community, look for ways to consolidate resources, communicate with the citizens and coordinate events when possible.

**Ad Hoc: Code Enforcement Ordinance Review Committee** *(created 5/6/2013)*

Member xxxxx\* [TBD]  
Member xxxxxx [TBD]

This committee is in charge of code enforcement ordinance review and to report back to council by the end of 2013 with their findings and recommendations.

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

**Community Committees:**

**Chamber of Commerce**

This committee reports to the Council and the City concerning issues and events of the business community. The Chamber appoints one of their members to do this.

**Cowlitz Government Summit**

Member	Susan Humbyrd*
Member (Alternate)	Scott Perry

This committee meets quarterly with other entities in Cowlitz County to discuss group coordination and looks for ways to partner together for cost savings throughout the county.

**Downtown Woodland Revitalization (DWR)**

Member	Tom Golik*
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This private group of citizens reports to the Council concerning issues and needs of this committee. Areas they study and make recommendations on are historical buildings, building and zoning codes for the Downtown Commercial (C-1) and Highway Commercial (C-2) Districts. They also oversee fundraisers/community events (Hot Summer Nights, etc.) A staff member is also assigned to this committee from the Public Works Department.

**Regional Information**

Member	Susan Humbyrd
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**911 Communications**

Member	Mayor Laseke
Alternate	Benjamin Fredricks

This committee meets quarterly in Kelso at the Hall of Justice. Reviews and recommends items pertaining to 911 Communications and the annual budget.

**City of Woodland**  
**2013 Standing Committee Assignments**  
**WMC 2.04.070**

*\*denotes Chair who provides report to council*

05/06/2013

NOTES:

MRSC Publication: *Council committees are policy review and discussion arms of the city/county council that have been created to assist the council in examining issues that may come before it in greater depth and detail. Committees study issues and develop recommendations for consideration by the council. Committees do not take binding action on behalf of the city/county.*

*Two types of committees exist at the local level: standing and ad hoc. Standing committees are permanent bodies with jurisdiction over specific ongoing policy areas such as finance and public safety. Ad hoc committees are temporary committees established to investigate and advise on more short-term issues and problems.*

*While there is no statute that specifically addresses the establishment and operation of internal city council committees, MRSC believes the authority for this can be found in RCW 35A.12.120, which provides, in part: "The council shall determine its own rules and order of business and may establish rules for the conduct of council meetings and the maintenance of order." Under this authority, the city council may enact rules and regulations to govern the conduct and operations of the city council. This authority includes the ability to determine if and when standing committees will be utilized, what the committees will be, how they will conduct their business, and how their members will be appointed.*

*In general, advisory bodies are created by the legislative body. Typically, the statutes provide that the council or commission may, by ordinance, establish advisory boards with such functions and number of members as it may determine. For most mayor-council cities and towns, the statutes provide the mayor with the authority to appoint and remove all non-elected officers of the jurisdiction. In optional municipal code cities, the council may, in some circumstances, require confirmation of mayoral appointments to various boards (see details below). In charter cities, the mayor may appoint individuals to various boards or committees, subject to council confirmation. In the charter counties, the appointment procedures differ somewhat from county to county.*

*RCW 35A.12.090 provides that the mayor shall have the power of appointment and removal of all appointive officers and employee. The council can appoint ad hoc task forces with a specific task whose sole duty is to study a problem and report back to the council. When that specific task is completed, the task force is dissolved.*

## Mari Ripp

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**Subject:** Woodland - MMS - Next Steps  
**Location:** Phone  
**Start:** Tue 5/7/2013 2:00 PM  
**End:** Tue 5/7/2013 3:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Albert Bos

Hello Mari,

I would like to thank you for taking some of your time to meet this afternoon.

### Next Steps:

1. **Roll Call voting capability in the minutes**

- I will make sure the voting formatting will be as close as possible as per attached **CCMI\_20130401without timestamp.doc** Word document.
- I will make sure the Advanced roll call variables are displaying correctly.

2. **We'd like the NEW CivicWeb**

- You are booked into our introduction webinar on 02May2013 from 10:00 – 11:30 PST.
- Our trainer will be contacting you with the details for this. Please call **1-800-260-7409** if you haven't heard anything by **01May2013**.
- You will email 5 high resolution images that you want to use for your rotating banner.
- Sample to look at → <https://mono.civicweb.net>

3. **CivicWeb integration options with FTR (For the Record) Digital Recording software**

<http://www.fortherecord.com/>

- I will investigate what the possible options are for playing the FTR file within FP, without downloading OR opening it with software on the clients computer.

4. **Our next meeting on 07May2013 at 14:00 PST**

- Discussing points 1-3 listed above.
- If not further issues/questions:
- Maybe closing your MMS project.
- Introducing you to our Customer Support.

In the meantime please let me know if you have any questions/concerns.

Regards,

**Albert Bos**

Implementation and Technical Support Specialist



ATT97427 1.jpg

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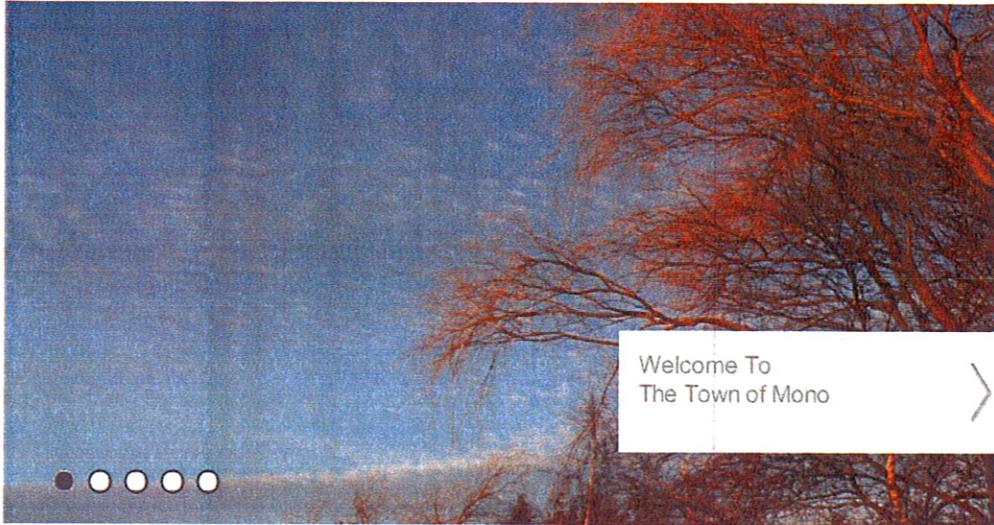
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Home



### SCHEDULE OF MEETINGS

◀ May 2013 ▶						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

HOME

CALENDAR

MEETINGS

E-RESOURCES

#### HOME

Welcome to our CivicWeb site! Our community prides itself on strong, long running traditions. One of these traditions is getting our community engaged with what is going on at city hall. We are pleased to introduce our CivicWeb site, where the public can come to learn about meetings, review documents and bylaws. Let us know about how our community can be improved!

#### TODAY'S MEETINGS

No Meetings Today

#### WELCOME



#### E-RESOURCES



#### E-UPDATES



#### CITIZEN ENGAGEMENT



#### UPCOMING MEETINGS

- Mono Sustainability Advisory Committee - 09 May 2013
- 9-2013 - 14 May 2013 Agenda
- 10-2013 - 28 May 2013 Agenda
- 11-2013 - 11 Jun 2013 Agenda
- Mono Sustainability Advisory Committee - 13 Jun 2013
- 12-2013 - 25 Jun 2013 Agenda
- Forests Committee - 27 Jun 2013
- [More](#)

#### RECENT MEETINGS

- 8-2013 - 23 Apr 2013 Agenda
- Heritage Committee - 22 Apr 2013
- 7-2013 - 09 Apr 2013 Agenda
- 6-2013 - 26 Mar 2013 Agenda
- 5-2013 - 19 Mar 2013 (Special Meeting)
- 4-2013 - 12 Mar 2013 Agenda
- 3-2013 - 19 Feb 2013

## Mari Ripp

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**From:** Grover Laseke  
**Sent:** Tuesday, May 07, 2013 3:14 PM  
**To:** Al Swindell; Benjamin Fredricks; Grover Laseke; JJ Burke; Marilee McCall; Marshall Allen; Scott Perry; Susan Humbyrd  
**Cc:** Bart Stepp; Bill Eling; Carolyn Johnson; gina anderson; Mari Ripp; Michael Jackson; Rob Stephenson PD  
**Subject:** Workshop on May 13  
**Attachments:** Fredricks council rules addition 5-6-13.pdf

At the council meeting last night it was decided there would be a workshop on Monday, May 13<sup>th</sup> starting at 7:00 PM. The two topics of discussion will be:

**City Council Committee Process** – How shall we handle business before it gets to the council.

**City Personnel Policy** – Request to review the personnel policy at a workshop with the City Attorney present to answer questions.

The agenda for this workshop meeting will be out tomorrow. Bill Eling will answer city council member questions about the personnel policy if they are emailed to him ASAP so he can answer by Friday. Don't wait until Friday to ask the questions or they might not get answered in time for the meeting. I will provide a report on how other city councils deal with their committee process or other business before it gets to the council.

Council member Fredricks has recommended a change to the council rules dealing with electronic participation at council meetings. I have attached his recommendation to this email. Please let me know if you have a problem with the change. If I hear nothing it will be included with the final ordinance scheduled for action at the May 20<sup>th</sup> council meeting. We could also talk about it briefly at the workshop if necessary.

### **Grover B. Laseke, Mayor**

City of Woodland  
PO Box 9 / 230 Davidson Ave  
Woodland, WA 98674  
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[lasekeg@ci.woodland.wa.us](mailto:lasekeg@ci.woodland.wa.us)

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### **1.8 Telephonic Appearance by Council members:**

Council members may appear at a Council meeting via telephone under limited circumstances. Telephonic appearances are for the benefit of the City of Woodland and not for the benefit of an individual Council member. Telephonic appearances may occur as follows:

(a) The Mayor or presiding officer may approve a Council member's appearance at a Council meeting via telephone when action on a measure to be voted on cannot be delayed but rather requires immediate action or remedy *and* one of the following circumstances exists:

- i. Due to fire, flood, earthquake, or;
- ii. City or State emergency where there is a need for action by the governing body

(b) In the event that subsection 1.8(a) of Section 1 of the Woodland City Council Rules and Procedures has been satisfied and more than one Council member is absent, reasonable efforts shall be given to provide all absent members an opportunity to appear via telephone. In no event shall the presiding officer approve a Council member's telephonic appearance unless satisfactory equipment is available. Satisfactory equipment shall mean any telephone equipped with a speakerphone function capable of broadcasting the Council member's voice attending via telephone clearly and sufficiently enough to be heard by those in attendance at the meeting. The telephone must allow the Council member to take and answer questions as posed from time to time.

(c) During any meeting that a Council member is attending via telephone, the Mayor or presiding officer shall state for the record that a particular Council member is attending via telephone and the reasons for such attendance.

(d) Council members appearing via telephone may participate and vote during the meeting as if they were physically present at the meeting.

(e) Council members appearing via telephone shall comply with all rules and procedures as if they were physically present at the meeting.