

MINUTES OF THE WILLOWS CITY COUNCIL MEETING HELD June 22, 2010

1. The meeting was called to order at 7:02 p.m. by Mayor Baker.
2. **PLEDGE OF ALLEGIANCE:** Police Chief Spears led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Holvik, Towne, Yoder, Hansen & Baker

Absent: None

4. **Agenda Review:** City Manager Steve Holsinger suggested moving item 9 (c) up to item 9 (a) and moving 9 (a) down to 9 (b) and 9 (b) down to 9 (c). It was then **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the June 22, 2010 Agenda as amended. The motion unanimously passed.

5. **Presentations & Proclamations:** Library Director Sandie Hobbs presented a Certificate of Appreciation to Catherine Hanes for her service and dedication the Elk Creek Library from 1968 to 1998 and her service on the Library Board of Trustees from 2004 – 2010.

6. **Oral and Written Communications/Public Comment:**

Rose Marie Thraikill gave an update on various community and Chamber of Commerce events that will be taking place in the future weeks and months to come.

Forrest Sprague requested that item 8 (f) be removed from the Consent Calendar for additional discussion. Mayor Baker indicated that the Council was not yet to that point in the agenda.

7. **Community Business Issues & Concerns (Introduced April 27, 2010):**

- A. Pass Through Accounts (PTA's) Update:

Finance Director Tim Sailsbery stated that he will be giving an overview on the procedures, policies, oversight and controls with at a City Council Meeting in July.

- B. City-Wide Vision Statement

City Manager Steve Holsinger introduced this item to the Council and as part of the Agenda Packet the Council was provided a sample of a Strengths-Weaknesses-Opportunities-Threats (SWOT) Analysis and a Draft Vision Statement and Draft Mission Statement. The City Manager suggested that Council could either hold a discussion on this item tonight or perhaps they could schedule a separate workshop in order to discuss a City Vision Plan & SWOT Analysis in greater detail. Lengthy discussion ensued among the Council, Staff and a few members of the audience regarding when and where to hold the meetings, time limits on the meetings, number of meetings to be held, and whether or not Staff should try to find a facilitator for the meetings. Upon conclusion of discussions it was the majority consensus of the Council to hold a special workshop on July 6 from 6:00 to 8:00 p.m. at the Civic Center and if that meeting needs to be continued, it would be continued to July 20 and beyond that the meetings will be held every first and third Tuesday of the month at various locations to be determined at a later

time. The meetings will continue until such time as the Council and Staff are satisfied that they have achieved a realistic City “Vision, Goals & Objectives” plan. The City Manager also indicated that he will look for a facilitator for the meetings. It should be noted that while discussions on this topic were taking place, it was determined that three of the five Council Members would not be available to attend the next regular City Council Meeting scheduled for July 13, and therefore it was stated that the meeting would be cancelled due to a lack of quorum.

8. Consent Agenda:

Forrest Sprague and Finance Director Tim Sailsbery asked that item 8 (f), which was “Adopt a Resolution authorizing extension of a Public Agency Agreement for Wildan Engineering Consultants to provide General Planning Services for FY 2010/11”, be pulled from the Consent Agenda for further discussion. Mr. Sailsbery gave additional information, background and clarification on this item. Discussion then ensued among the Council on this topic and Council Member Towne then called point of order, stating that he believes the Council should pass the Consent Agenda minus any items the Council wants to remove. Mayor Baker then requested that item 8 (e) “Adoption of a Resolution accepting a proposal by the Sacramento Valley Mirror for Legal Advertising services” be pulled from the Consent Agenda for further discussion. Council Member Hansen then requested that item 8 (c) “Approval of the City Council June 7, 2010, Special Budget Meeting” be pulled from the Consent Agenda in order to correct a sentence in the minutes. He stated that he did not recall that the Council made a decision to “eliminate” the part-time C.S.O. and Administrative Analyst positions if the City was not at their projected deficit levels at mid-year as the proposed minutes stated. The Finance director concurred with Council Member Hansen’s recollection.

Once all requested items were removed from the Consent Agenda, it was **moved** by Council Member Holvik and **seconded** by Council Member Hansen to approve the consent Agenda minus items 8 (c), (e) and (f). The motion was unanimously passed and the following items were adopted/approved:

- a) Approval of General Check Register (21769-21810)
- b) Approval of Payroll & Direct Deposit Check Registers (Z01676-Z01712 & 30652-30683)
- d) Approval of Minutes of the June 8, 2010, Joint Planning Commission & City Council Meeting & the June 8, 2010, Regular City Council Meeting.

Further discussion was held on item 8(c) and it was **moved** by Council Member Holvik and **seconded** by Council Member Hansen to change a sentence in the Minutes of the June 7, 2010, Special Budget Meeting to read from “If, at that time, it appears that the City will have a deficit of greater than \$250,000 at the end of the fiscal year, the part-time positions will be eliminated” to “*If, at that time, it appears that the City will have a deficit of greater than \$250,000 at the end of the fiscal year, the Council will conduct further reviews of budgetary items and consider further actions*”. The motion was unanimously passed and the following item was approved:

- 8 c) Approval of Minutes of the City Council June 7, 2010, special Budget Meeting.

At this time, the City Manager addressed Mayor Baker’s questions regarding the processes and procedures for going out to bid and determining who is awarded the bid and on what basis it is

awarded for the City's Legal Notice publishing. Upon concluding discussions it was **moved** by Council Member Towne and **seconded** by Council Member Yoder to approve item 8 (e) on the Consent agenda. The motion was unanimously approved and the following item was adopted:

8 (e) Adoption of a Resolution accepting the proposal submitted by the Sacramento Valley Mirror for Legal Advertising Services and authorize the City Manager to execute a Professional Services Agreement between the City of Willows and Sacramento Valley Mirror.

Forrest Sprague had additional comments about item 8 (f) regarding the City contracting with an outside consultant company to provide Planning Services. Mr. Sprague asked if the City had considered looking in to contracting with the County to provide planning services or hiring a local individual to be the City Planner. The Finance Director told Mr. Sprague that the City did look in to contracting with the County or with the City of Orland to provide part-time planning services. The County never contacted the City with a response and there were some time conflicts with sharing the City of Orland's Planner. Additionally, the cost to contract with the City of Orland would have been greater than the cost that Wildan Engineering currently charges for services. Once discussions ceased, it was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to approve item 8 (f) on the Consent Agenda. The motion was unanimously passed and the following item was adopted:

8 (f) Adoption of a Resolution authorizing an extension of the Public Agency Agreement with Wildan Engineering Consultants for General Planning and Environmental Services during Fiscal Year 2010/2011.

9. Public Hearings:

- a) Consider adoption of a Resolution approving the Engineer's Report confirming the assessment diagram and the annual assessment amounts and authorizing the levy and collection of assessments for FY 2010/11 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village:

Prior to hearing this item, the City Manager stated that he would be recusing himself from this topic, as he owns property in Birch Street Village, and he vacated the Chambers. City Engineer John Wanger then introduced this item to the Council, briefly reviewing the Engineer's Report and explaining that the cost of assessments for Fiscal Year 2010/11 will be \$385.82 for the Birch Street Village Lighting and Landscaping District. He stated that under State Law, the Council must conduct a Public Hearing to allow for comments and public input and upon conclusion, Council should consider passing a Resolution to approve the Engineer's Report and confirm the assessments for 2010/11. Mayor Baker opened the Public Hearing at 8:23 p.m. and hearing no comments, subsequently closed the hearing at 8:23 p.m. Brief Council discussion ensued and it was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to adopt a Resolution approving the annual Engineer's Report, Confirming the Assessment Diagram and the Annual Assessment amounts and authorizing the levy and collection of assessments for Fiscal Year 2010-11 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village. The motion was unanimously passed.

The City Manager re-joined the meeting at 8:36 p.m.

- b) Consider passage of first reading by title only an Ordinance adding Section 3.30 to the Willows Municipal Code establishing and implementing a program to charge mitigation

fees for the deployment of emergency services resources by the Fire Department for services provided/rendered for the City of Willows and Willows Rural Fire District.

The City Manager presented this item to the Council, explaining that recently the City Council reviewed a draft ordinance from the City of Rocklin for cost recovery of certain fire services provided by the Fire Department. Following those discussions the Council directed staff to prepare an ordinance for adoption. It is recommended that the Mayor conduct the Public Hearing to discuss adoption of the cost recovery mitigation fees for deployment of emergency services by the Fire Department and upon conclusion, consider, by motion, reading the Ordinance by title only and passage of first reading.

Mayor Baker opened the Public Hearing at 8:29 p.m. and hearing no comments, subsequently closed the hearing at 8:29 p.m. Brief Council discussion ensued and it was **moved** by Council Member Hansen and **seconded** by Council Member Holvik to read by title only the Ordinance next in line. The motion was unanimously passed. It was **moved** by Council Member Hansen and **seconded** by Council Member Holvik to pass first reading of an Ordinance next in line entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING SECTION 3.30 TO THE WILLOWS MUNICIPAL CODE ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION FEES FOR THE DEPLOYMENT OF EMERGENCY SERVICES RESOURCES BY THE FIRE DEPARTMENT FOR SERVICES PROVIDED/RENDERED FOR THE CITY OF WILLOWS AND WILLOW RURAL FIRE DISTRICT" The motion was unanimously passed.

- c) Consider adoption of a Resolution adopting the 2010/11 Annual Budget, Designating Sewer Enterprise Fund Debt Reserve, and Confirming Restoration Priorities.

The Finance Director presented this item explaining that the Council has conducted several review and evaluation sessions regarding the 2010/11 proposed budget, culminating in a budget workshop on June 7, 2010. As part of the budget workshop sessions, the Council received input from staff and provided an opportunity for public input. As a result, Council provided direction to staff to return to the Council with a budget Resolution. The budget, as presented for adoption includes the following expenditure levels:

General Fund - \$3,421,878, Special Revenue Funds - \$693,748, Sewer Enterprise Fund - \$2,000,396 and Water Enterprise Fund - \$13,632, for a total expenditure amount of \$6,129,654. The proposed budget carries a General Fund operating deficit for 2010/11 of \$243,557 to be covered by General Fund Reserves currently estimated at \$1.154 million.

Also, in accordance with debt covenants associated with the USDA loan for the wastewater treatment plant renovation, 1/10th of an annual loan payment must be placed into reserved status each year from the Sewer Enterprise Fund. This will continue annually until the equivalent of a full annual loan payment is held in reserve. The amount to be designated for 2010/11 is \$36,000. 2010/11 will be the fourth year of said debt reserve designation.

The proposed budget contains a number of operational cuts to the General Fund. A number of cuts are continuations from the 2009/10 fiscal year, while several are new for 2010/11, such as Staff Positions (reduction from full-time to part-time), Wage Levels, Wage Adjustment Deferrals and Operational Expenditures. As part of the 2009/10 budget process, Council reviewed the various cuts and deferrals and, by consensus, established a desired order of restoration. The continuation of this order of restoration is included in the 2010/11 Resolution presented for consideration, as follows:

- Restore deferral of contracted 7/1/09 (continued as of 7/1/10) wage increase for Willows Employees' Association positions
- Restore deferral of contracted 7/1/09 (continued as of 7/1/10) wage increase for Willows Public Safety Association positions
- Restore 10% pay reduction for those who voluntarily accepted pay reductions
- Restore unfunded positions, operational expenditures, and capital expenditures on a case by case basis

The budget is being presented for adoption without consideration of actions yet to be taken by the State of California or the County of Glenn regarding their respective 2010/11 budgets. Should actions taken by these agencies have an impact on the financial status of the City of Willows, Staff will return to the City Council for further budgetary action.

Mayor Baker opened the Public Hearing at 8:32 p.m. and hearing no comments, subsequently closed the hearing at 8:32 p.m. Brief Council discussion ensued and it was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to adopt a Resolution adopting the 2010/11 Annual Budget, Designating Sewer Enterprise Fund Debt Reserve, and Confirming Restoration Priorities. The motion passed with 4 Ayes and Mayor Baker voting No.

10. Ordinances: Action taken under item 9 (b).

11. Items introduced by City Council or Administrative Staff for discussion purposes only (Including Economic Development Updates, if any):

Police Chief Spears briefly updated the Council on the status of the CHRP Grant, stating that the City had been lawfully and appropriately awarded the grant, despite what some local television media outlets have recently reported. He also told the Council that he was informed by the Sheriff's Department that due to budget constrains, the County Animal Control division will be reduced by one Officer. Additionally, the Sheriff's Department informed Chief Spears that effective July 11, the Sheriff's Office no longer intends to be on active patrol on a 24/7 basis.

12. New Business:

a) Library Director Sandie Hobbs presented this item to the Council explaining that there are two seats on the Library Board of Trustees which are due to expire at the end of June. On May 25, the Council directed staff to advertise and solicit applications to fill these seats and Council Member Towne and Mayor Baker expressed an interest to serve on a subcommittee to review applications and make recommendations for two individuals to fill the positions. The City only received two applications – one from current Trustee Lisa Kennedy and the other from Adrienne Haylor, a previous Library Board Trustee. Mrs. Hobbs stated that she believes both applicants would be assets to serve on the Board and she recommends that Council appoint these two individuals to the two seats. It was by a unanimous consensus of the Council to re-appoint Lisa Kennedy and to appoint Adrienne Haylor to the Library Board of trustees for a term beginning July 1, 2010 and expiring June 30, 2013.

13. Council Member Reports:

Council Member Hansen reported that he recently attended the June 17 Transportation Meeting.

Council Member Yoder reported that he recently attended the June 10 special Transit meeting to re-establish their priorities and decided to use their grant money for maintenance needs and the purchase of equipment.

Mayor Baker reported that there will be a hotdog sale at the city pool on June 30 and the pool raffle drawing will take place on June 30 also. She also reported that she took part in the High School Boosters "Century Ride" in May.

14. **Executive Session:** None

15. **Adjournment:** Mayor Baker adjourned the meeting at 9:53 p.m.

Dated: June 22, 2010

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider