

MINUTES OF THE WILLOWS CITY COUNCIL MEETING HELD September 14, 2010

1. The meeting was called to order at 7:00 p.m. by Mayor Baker.
2. **PLEDGE OF ALLEGIANCE:** Council Member Hansen led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Holvik, Towne, Yoder, Hansen & Baker
Absent: None

4. **Agenda Review:** It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the September 14, 2010, Agenda as presented. The motion was unanimously passed.
5. **Presentations & Proclamations:** None
6. **Oral and Written Communications/Public Comment:**

Mayor Baker read a written communication which was received by Literacy Coordinator, School Board Member, School Principal and Local Childcare Planning Council Member Susan Domenighini. The letter was in strong support for the Council to approve combining efforts with the City of Orland and to hire Jody Meza as a shared Library Director for both Orland and Willows Libraries.

Dawn George, President of the Willows Public Library Board, read a letter on behalf of the Willows Library Board of Trustees and the Friends of the Willows Public Library expressing their concerns over the Library Director Position remaining vacant if the Council doesn't act tonight to replace the recently vacated Director position.

Frank Sanchez addressed the Council regarding his desire to potentially open a Medical Marijuana dispensary in the City of Willows. He stated that the City currently has no Ordinance in effect which allows for dispensaries in the City and that he would like to work with the City to create an Ordinance that would be acceptable to the City Council, Law Enforcement, the Citizens of Willows and the Dispensary Operators that would allow for dispensaries to operate within the City.

7. **Consent Agenda:**

Council Member Hansen pulled item 7 (c) "Approval of the City Council Meeting Minutes of August 10, 2010", and pointed out a few minor typographical errors in the minutes that needed correction. The Clerk noted the corrections and the item was then placed back on the Consent Agenda. It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to approve the consent Agenda with Council Member Hansen's recommended changes to the August 10, 2010, Minutes. The motion passed with 4 Ayes and Mayor Baker abstaining due to her absence at the August 10, 2010, meeting and the following items were adopted/approved:

- a) Approval of General Check Register (22108-22173).

- b) Approval of Payroll & Direct Deposit Check Registers (Z01863-Z01896 & 30846-30880).
- c) Approval of the City Council Meeting Minutes of August 10, 2010.
- d) Approval of the City Council Special Meeting Minutes of August 18, 2010.

8. **Public Hearings:** None

9. **Ordinances:** None.

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

11. **New Business:**

- a) Discuss alternatives regarding the vacant Library Director Position:

Upon submittal of the resignation of former Library Director Sandie Hobbs this past July, the City Manager immediately contacted the City of Orland to evaluate the possibility of participating in an opportunity for sharing their Library Director in a joint venture as recommended under the City's response to the Glenn County Grand Jury report in July 2008. The other alternatives for the Council to consider are not filling the Director position at all, hiring a replacement for Mrs. Hobbs on a full-time basis, or make alternative arrangements with existing staff to accommodate the management needs of the Library.

Not hiring a replacement in any capacity for Library services is inconsistent with our organizational philosophy and would likely result in elimination of library funding currently provided by Glenn County. This is not a viable option in the current fiscal period and not recommended for discussion at this time. Staff would not recommend consideration of this alternative.

If the preference of the Council is to immediately pursue a full time replacement for the Library Director position, it would ordinarily be the recommendation of city staff to consider awarding a contract for professional recruitment services to conduct the initial search/recruitment efforts. Although typically this option is the more expensive, recruitment firms generally have greater success in establishing qualified candidate pools. Staff has recently requested proposals from several prominent recruitment firms and has only received one response of up to \$22,000. Due to the expense involved it is anticipated this option would eliminate any potential for savings in the current fiscal period and may in fact result in necessary adjustment to the approved budget; therefore altering in a negative sense the anticipated fiscal deficit in 2011. Staff does not recommend this option.

As an alternative to hiring a professional recruitment firm, these efforts could be handled by City Staff. This option also requires expenditure of city funds not currently authorized for this activity, although would likely be the least expensive of the two recruitment alternatives. Due to reduced staffing and the added expense of developing, distributing and advertising a position vacancy announcement, staff does not identify this option as the preferred alternative for Council consideration.

Finally, the option authorized by the City Council in July 2008, clearly directed staff to pursue a joint Library Director role should circumstances similar to those investigated by the Glenn

County Grand Jury in 2007/08 occur in the future, thereby management staff was authorized to initiate negotiations with the City of Orland for a potential Joint Library Services Agreement. Staff has completed this charge as directed by the Grand Jury Response authorized by the City Council in July 2008. Management Staff, including former Library Director Sandie Hobbs, recommend this option as the most practical solution to immediately address the Library Director vacancy. It provides the most flexibility, efficiency, proficiency and best management practices alternative. Staff recommends that the Council direct the introduction of a joint Library directorship agreement for consideration and approval by the City Council.

Discussion ensued among the Council and Staff and it was ultimately the consensus of the Council that the joint Library Services agreement with the City of Orland would be the best option for the City.

b) Consider adoption of a Resolution to authorize the City Manager to sign an agreement between the City of Willows and the City of Orland to utilize Orland Library Personnel on a limited part-time basis to function as the Director of Library Services for Willows, Bayliss and Elk Creek Libraries:

This is a companion item to the previously discussed agenda item concerning possible alternatives for replacement of Library Director Services. The City of Willows Management Staff had requested the City of Orland consider participating in the sharing of their Library Director. Orland Library Director Jody Meza met with our Library Director, Sandie Hobbs to discuss Ms. Meza working as a half-time Library Director in Willows. Ms. Meza indicated that she was willing to take on the added responsibility but that another part-time library technician would be needed to cover some specific responsibilities in the Willows Library. Staff continued to work with Orland Management Staff to develop a mutually agreeable proposal for joint Library Director services.

The City of Orland proposed a reasonable agreement including some additional compensation for their Librarian due to the increased responsibility. The total compensation packaged included salary and benefits at an annual level of \$112,416.91. Willows management staff agreed to provide 50% of the annual costs, at \$56,208 annually, plus \$200 per month for a vehicle allowance. Additional Temporary Staff may cost the City approximately \$14,000, thereby providing an approximate potential savings of \$19,000 to the City of Willows. These funds are currently allocated within the 2010/11 adopted Library budget.

The proposed contract expires on June 30, 2011 and is automatically renewable. The City Managers from Orland and Willows discussed an annual review of any compensation adjustments due to annualized increases in salary and benefits that may occur in a future year and amendments are addressed within the contract, should adjustments become necessary in the future. Staff recommends that Council approve the agreement

It was then **moved** by Council Member Yoder and **seconded** by Council Member Hansen to adopt a Resolution authorizing the City Manager to execute an agreement between the City of Willows and the City of Orland to utilize Orland Library personnel on a limited part-time basis to function as the Director of Library Services for Willows, Bayliss and Elk Creek Libraries. The motion was unanimously passed.

12. Council Member Reports:

Council Member Holvik reported that he attended the September 9 SWOT Meeting and the attendees came up with a draft vision statement. The attendees also came up with a goal to create an Economic Development Commission. He also announced that on Sunday, September 18, there will be a North versus South County Golf Tournament at Glenn Golf and Country Club.

Council Member Yoder reported that he will be attending the Transit and Transportation Commission meeting this Thursday.

Council Member Hansen reported that the Law Enforcement subcommittee consisting of himself and Council Member Yoder had a meeting with the Police Chief on August 27.

Mayor Baker reported that the first annual “Patriot Walk” took place on September 11 and next year they plan to hold the event again in conjunction with the Fire Department in observance of the 10 year anniversary of the September 11 terrorist attacks on the United States. She also gave a reminder that “The Battle of Ax” (Willows versus Orland High School football game) will take place in Willows this Friday evening.

13. Executive Session: None

15. Adjournment: Mayor Baker adjourned the meeting at 7:42 p.m.

Dated: September 14, 2010

NATALIE BUTLER

City Clerk

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