

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

January 8, 2013

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

3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello & Mayor Cobb
Absent: Spears

4. **Agenda Review:** The Finance Director requested that in the interest of time, that the Council consider switching agenda items 10 "Items introduced by City Council or Administrative Staff for discussion purposes only" and agenda item 11 "New Business". It was then **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to accept the January 8, 2013, agenda with an amendment to switch agenda items 10 and 11. The motion unanimously passed.

5. **Presentations & Proclamations:**

- a) Public Works Director Skyler Lipski presented a Certificate of Appreciation to The Willows Lions Club for their generous donation of purchasing and planting 31 trees in the City. LaVonne Hinton accepted the certificate on behalf of the Lions Club.

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

Rose Marie Thrailkill gave the Council an update on Chamber of Commerce events and activities and other community activities that have and/or will be occurring in the City. She also showed a sample of a "Welcome to Historic Downtown Willows" sign that was designed by downtown business owner Holly Myers. The idea behind the sign is that the City would hopefully allow the Chamber of Commerce and Downtown Merchants to purchase several of these signs and the City could place these signs on the downtown parking poles that currently have no signs on them because the City recently passed a Resolution to remove many of the downtown timed parking signs for a period of one year. Mayor Cobb requested that this item be placed on a future agenda for full Council consideration to allow the placement of these signs on the empty parking poles in the downtown district.

Jeff Williams presented a written complaint to the City Council alleging threats made toward him and to members of City Staff by the City Manager. He requested that his complaint be forwarded to the Glenn County Grand Jury to be investigated.

Keith Parrish handed out several brochures and video discs to the Clerk and to members of the audience that contained information about "Earth Summit Agenda 21".

7. **Consent Agenda:**

It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (25458-25519).
- b) Approval of Payroll & Direct Deposit Check Registers (Z03951-Z04024 & 32285-32333).

8. Public Hearings:

- a) Public Hearing to receive public input regarding possible CDBG grant projects during the upcoming super NOFA for 2013:

The City is required to conduct a public hearing to obtain public input in order to make a decision regarding applications for Community Development Block Grant funds. This public hearing is for the CDBG funds the City may apply for during the upcoming 2013 funding cycle. The major activity categories are General, Economic Development, and Planning and Technical Assistance; Housing-New Construction; Housing – Acquisition; Housing – Rehabilitation; Community Facilities/Public Services; Public Works; and Economic Development. Projects funded with CDBG funds must carry out at least one of the three National objectives as follows: Benefit to Targeted Income Group persons, elimination of slums and blight, and emergency and urgent need.

The City anticipates applying for up to the maximum grant amount under the General and Economic Development components, if said funds become available, as well as the maximum grant amount of \$100,000 from the General and Economic Development Planning and Technical Assistance components.

If an appropriate qualifying project arises, the City may also apply under the State Over-The-Counter Economic Development Program for up to \$3,000,000 in funding for project specific, job creation or maintenance business assistance financing.

Mayor Cobb opened the public hearing at 7:23 p.m. Keith Parrish spoke during the public hearing and suggested using the CDBG funds to purchase new replacement doors for the Fire Department. The Finance Director informed Mr. Parrish that in May of 2012 the City began a process of using some existing repayments of CDBG loan funds for the purpose of replacing the bay doors at the Fire Department. The City is still in the process of finalizing all of the necessary documentation, but this is a funding mechanism that has already been identified to get the doors replaced and the City is in the process of securing funding for that purpose. Mayor Cobb closed the public hearing at 7:26 p.m. No Council action is required beyond conducting the public hearing.

- b) Public Hearing regarding the 2012/2013 Appropriations Limit for the City of Willows and consider adoption of a Resolution establishing said limit:

The City is required annually to establish its appropriations limit by Resolution. The appropriation limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on the actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit, only those that are designated as “proceeds of taxes” are included.

The City’s appropriation limit for fiscal year 2011/12 is \$7,879,586. With qualified proceeds of taxes of \$2,788,866 for the year, the City is \$5,090,720 under the limit. The City Auditor has applied specified procedures pertaining to the financial worksheets.

Mayor Cobb opened the public hearing at 7:27 p.m. and hearing no speakers, subsequently closed the public hearing at 7:27 p.m. It was then **moved** by Council Member Domenighini and **seconded** by Council Member Mello to adopt a Resolution establishing the 2012/2013 Appropriation Limit. The motion unanimously passed.

9. **Ordinances:** None

11. **New Business:**

- a) Consider accepting the final audited financial statements of the City of Willows and the Willows Community Redevelopment Agency (Successor Entity) as of and for the fiscal year ending June 30, 2012:

City Auditor, CPA Roy Seiler, has completed the annual audit of the financial statements for the City of Willows and the Willows Community Redevelopment Agency (Successor Entity). As a summary of the City of Willows' financial performance and activity for the year ending 6/30/2012, Mr. Seiler called the Council's attention to the Management Discussion and Analysis section of the City of Willows financial statements. He noted, as it pertains to the Willows Community Redevelopment Agency (Successor Entity), that this serves as the final audited financial statements for the entity. As noted in previous communication with Council, the RDA dissolved, by State Statute, effective 2/1/2012 and the Successor Entity was automatically formed for purposes of completing the dissolution and liquidation process of the RDA. All steps, including liquidation, have now been completed and the California Department of Finance has been notified of the full dissolution of the entity. Staff is seeking Council's acceptance of the audited financial statements at this time.

It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Mello to accept the audited financial statements of the City of Willows, and the Willows Community Redevelopment Agency (Successor Entity) as of and for the fiscal year ending June 30, 2012. The motion passed unanimously.

- b) Establish, by consensus, a date and time for the 2012/13 Mid-Year Budget Review.

After six months of operations each fiscal year, staff provides a mid-year review and update regarding budget activity. This review is held in February each year as an agendaized special meeting held in a workshop format and it is historically held during normal business hours. Staff request that the Council consider the week of February 11 or February 18 to conduct the meeting. After Council discussion, the consensus of the Council Members present was to hold the mid-year budget review meeting at 11:00 a.m. on Wednesday, February 20, 2013.

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

Recreation Director Carol Lemenager gave the Council an update of events and activities that are occurring in the Recreation Department.

Finance Director Tim Sailsbery updated the Council on SB 1186 which imposes a \$1.00 per business license additional fee effective January 1, 2013.

Council Member Taylor-Vodden requested that anybody who has any historical information about Jensen Park and whether it was ever formally dedicated, that they please share this information with members of the City Council.

Council Member Mello reported that he recently attended the hoop shoot sponsored by the Willows Elks and Willows Knights of Columbus and that it was a nice event.

Mayor Cobb reported that the City has received applications of individuals that are interested in filling the vacant seat on the Planning Commission. He asked if two Council Members would like to volunteer to conduct interviews of the three applicants the following week. Council Members Domenighini & Taylor-Vodden volunteered to conduct the interviews.

12. Council Member Reports:

Council Member Mello reported that he and Council Member Taylor-Vodden attended the most recent Cities and County EDC meeting.

Council Member Taylor-Vodden reported that she would be attending the Economic Forecast Conference in Oroville on January 17.

Council Member Domenighini reported that he attended the 4-H Leaders Appreciation Dinner in Ord Bend last Sunday.

Mayor Cobb reported that he attended the annual City Selection Committee Meeting and that all of the City's Committee appointments for 2013 were ultimately approved by the Selection Committee.

13. Adjournment: Mayor Cobb adjourned the meeting at 7:59 p.m.

Dated: January 8, 2013

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider