

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

June 10, 2014

1. Mayor Cobb called the meeting to order at 7:03 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Hansen led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
Absent: None.
4. **Agenda Review:** It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to accept the June 10, 2014 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:**

Dan Roach, on behalf of the Veterans of Foreign Wars, stated that in April he was pleasantly surprised with putting a suggestion in the City's Suggestion Box. He was walking into the front door at City Hall and he noticed that the flags were tattered so he put a suggestion in the suggestion box to say it was time to replace the flags. Within two days he received a call from a young man and what was really neat about it was that the young man thanked him for giving him the suggestion, he replaced the flags, and he also set a schedule in place to make sure it didn't happen again. He thought that was super. So now he is extending an invitation to a Flag Day Celebration coming up this Saturday at 8:00 a.m. at Memorial hall where they will be retiring flags beginning at 8:30 until about noon. He also put another suggestion in the box that if the city has any tattered flags that they need to dispose of, the VFW would be happy to provide this service.

Mr. Roach also announced that Glenn Vets is sponsoring a tri-tip sandwich fundraiser at the City Pool on June 20 from 11:00 to 4:00. It will be a drive-through event and the cost is \$10.00 for a sandwich, soda and chips. He urged everybody to attend if they can make it.

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, Payroll and Direct Deposit Check Registers (27441-27483; Z05276-; 35155-33178).
- b) Approval of the Minutes of Regular City Council Meeting held on May 13, 2014.
- c) Adoption of a Resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2014/2015 for the use and/or ability to use the Glenn County Solic Waste System.

- d) Adoption of a Resolution approving the final Parcel Map for the Paula Carroll Trust to subdivide one parcel into three separate parcels.

8. **Public Hearings:** None.

9. **Ordinances:** None.

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

The City Manager announced that he will be out of state from June 14 through June 21. During his absence, Finance Director Tim Sailsbery will be the Acting City Manager.

11. **New Business:**

- a) Consider approving the preparation of letters of support for the Korean Historical Society Museum Project spearheaded by Professor Marn Cha, President:

Staff has had several meetings and communications with Professor Emeritus, Marn Cha, California State University, Fresno. Professor Cha is the current President/founder of the Central California Korean Historical Society. Professor Cha has authored a book about the Korean Air Force and its birthplace here in Glenn County, but formally recognized by the Korean Government as Willows, CA. The Professor and several colleagues have completed extensive research in this region and have identified several historic facts relevant to naming Willows the Birthplace of the Korean Air force. The Central California Historical Society is spearheading an effort to ultimately complete a Museum Project here in Glenn County, adjacent to, but outside the city limits proper. However, the Professor is seeking written support from Glenn County and the City of Willows legislative bodies to encourage funding grants from the Korean Government. Staff is requesting Council consideration of the request and their authorizing the City Manager to prepare a letter for the Mayor's Signature in support of the Korean Historical Society Museum Project; spearheaded by Professor Marn Cha, President. There is no fiscal impact to the City, as the City has no financial obligation. The City's only role is to simply write a letter to support their project and to accept their landmark. Council discussion ensued and it was the unanimous consensus of the Council to direct staff to write a letter of support for this project.

- b) Consider adoption of a Resolution authorizing the City Manager to sign a Public Agency Agreement with Glenn County for General Public Safety Dispatching and Animal Control Services during Fiscal Year 2014/15 Contract Services Period:

This past March, Council directed staff to inform the County by letter, that the City of Willows would not accept the proposed increases in Animal Control and Dispatch fees for 2014/15 Fiscal services period. Initially the County proposed increases in dispatch of approximately 12% or about \$10,700. Additionally, the Animal Control fees were projected to increase by approximately 63% or about \$32,600. A letter was prepared and sent to the County in mid-March, resulting in some additional consideration by County Representatives

and opportunities for the two cities and county to negotiate more acceptable fees for continued services

Recently on June 3, 2014, the Board of Supervisors unanimously ratified a new fee schedule for these services in FY 2014/15 and extended contract terms for one additional year. The newly approved Dispatch Fee is \$93,000 for each city, representing a very modest 5.25% increase over last fiscal year. The newly approved Animal Control Fee is \$55,000 for each city, representing an equally modest increase of approximately 5.75%. Staff is recommending that Council approve the newly ratified fees and name two Council Members as liaisons to the negotiating team to commence negotiations on a successor agreement next year. Negotiations are tentatively slated to commence in January 2015. To help expedite the negotiations process, staff recommends Council appoint the Law Enforcement Sub-Committee to complete this process; primarily because these services are almost exclusively based under the Public Services umbrella.

Although this represents an increase funding commitment of approximately \$7600 during FY 2014/15, this allocation is already scheduled/included in the upcoming budget forecast slated for adoption later this month.

Brief Council discussion ensued and the Council thanked the City Manager for his negotiations expertise with meeting with the County and getting the fees down to where there were somewhat palatable. It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to adopt a Resolution authorizing the City Manager to execute the documents necessary to increase Animal Control & Dispatch Services fees for FY 2014/15; and extending the Contract for Services between Glenn County and the City of Willows for one additional fiscal period. The motion unanimously passed.

c) Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy:

This topic is a continuation of an item introduced first at the March 11, 2014 Regular City Council Meeting, and again it was placed on the mid-year Budget review meeting agenda held on May 22, 2014. At that time, due to early meeting adjournment, this item was tabled to tonight's meeting for discussion. At this stage, staff is requesting that Council

1. Determine if there is a majority will to establish a reserve policy.
2. Determine the method of reserve establishment (flat dollar, percentage of revenue or expense, etc.)
3. Determine target reserve
4. Provide guidance as to desired verbiage in said policy.

If, as a result of the discussion, it is the will of the majority of Council to establish a formal policy, Staff will craft a policy statement based on the outcome of the discussion items noted above and present an agenda item at the time of adoption of the budget.

Significant discussion ensued among the Council and Staff and many numbers, possible scenarios and various ideas and opinions on a reserve policy were kicked around. Some Council

Members thought a policy is necessary to help focus on long-term budgeting. Other Council Members thought that the current procedures and processes practiced in the past few fiscal years have been fiscally responsible and believed that a firm policy may hamper efforts. They liked having the flexibility that the current model allows. Nobody believes the Council or Staff has done any irresponsible spending and that rather than a formal policy, they believed a year-by-year procedure should continue to be followed to maintain the status quo. The City Manager stated that currently the City has \$1.328MM in reserves and he has always advocated for a minimum of \$1MM to be held in reserves. One recommendation was that rather than create a formal reserve policy, that each year when a budget is adopted there would be a statement in the Budget Resolution that would set a General Fund Balance reserve for that fiscal year. This way, future Councils will not be locked into a formal policy and the Resolution can be changed on a Fiscal Year basis if future Councils choose to make a change. This will give future Councils much more flexibility than a formal policy. All of the Council Members liked the idea of incorporating the target reserve into each Fiscal Year's Budget Adoption Resolution. It was the unanimous consensus of the Council that when the 2014/2015 & 2015/2016 budget resolution is adopted that a minimum of a \$1,000,000 reserve be memorialized in the Resolution.

12. Council Member Reports:

Council Member Hansen:

- Congratulated the most recent Willows High School Graduates.

Council Member Domenighini:

- Reported that he attended the Library Board meeting last week and that Library Director Jody Meza has been making significant improvements to the Library. Attendance is up and the late afternoons and evening seem to be the busiest times in the Library. The Library is also partnering with the School to offer tutoring services for approximately 30-40 kids per week.

Vice-Mayor Taylor-Vodden:

- Reported that she attended the most recent LAFCO meeting held on June 9

13. Adjournment: Mayor Cobb adjourned the meeting at 7:51 p.m.

Dated: June 10, 2014

NATALIE BUTLER

City Clerk

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