

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

June 24, 2014

1. Mayor Cobb called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Domenighini led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
Absent: None.

4. **Agenda Review:** The City Manager pointed out that on item 7(c), the name of the applicant should be “John Hayes” and not “John Hines” as it was shown on the staff report and the Resolution. He asked that this be noted and corrected on the staff report and the Resolution. Additionally, he stated that the second Recommendation on the staff report for this item should actually read like the first recommendation which shows the maximum Façade Improvement mini-grant amount of \$1200.00 rather than \$950. shown in the second recommendation.

- a) It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen to accept the June 24, 2014 City Council as amended. The motion unanimously passed.

5. **Presentations & Proclamations:** None

6. **Public Comment/Written Communications:** The following person(s) spoke during public comment:

- Jamie Millen, President of the Willows Chamber of Commerce, announced that the Fourth of July fireworks will be on July 5 this year. Reason being is if they were to have them on the Fourth of July, they wouldn't have them at all because they simply didn't have the money. She then gave a 12-month overview of statistical information about Chamber events, Chamber contacts (walk-ins, phone calls, emails, etc.), Chamber Membership, etc.

7. **Consent Agenda:**

It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini 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 (27485-27550; Z05310-Z05349; 33180-33198).
- b) Review Resolution #45-2008 showing the City's current Conflict of Interest Code and confirmed it as presented and without changes.

- c) Adoption of a Resolution approving the use of Downtown Façade Improvement Funds for a Mini-Grant to paint the store-front at Westside Outdoorsman at 323 North Tehama Street and authorize a commitment not to exceed \$1200 for the Mini-Grant.

8. Public Hearings:

- a) Annual Lighting & Landscaping Assessment District – Final Engineer’s Report:

Prior to this item being heard, City Manager Holsinger recused himself and exited the Council Chamber, as he owns property in the Lighting and Landscaping District.

City Engineer John Wanger presented this item to the Council. The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council Meetings. The first action to appoint an Engineer of Work and direct the preparation of the Engineer’s Report, was completed on March 11, 2014. The second action to receive the Preliminary Engineer’s Report and setting the date of the required public protest hearing, was completed on May 27, 2014. Tonight is the third and final step in the process, which is to conduct the public protest hearing, approve the Engineer’s Report as presented or as amended and authorize the levy of assessments for Fiscal Year 2014-2015.

What is before the Council is the Engineer’s Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on May 27, 2014, the proposed assessments shown in this report have not changed from the preliminary report. If there are no changes requested by the Council at this time, the proposed assessments shown in the report will be passed on to the County Assessor’s office for inclusion on the tax rolls.

The report outlines costs from FY 2013-14, summarizes the projected costs for FY 2014-15 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2013) of +2.20% for Zones A and B. The raised maximum annual assessment for Zone A is now \$437.40 per parcel, and the raised maximum annual assessment for Zone B is now \$6213.60 per parcel. While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected during FY 2014-15 will be reduced from the FY 2013-14 assessments to \$194.92. The estimated maximum annual assessment will increase for Zone B, and the actual amount that will be levied and collected during FY 2014-15 will be increased from the FY 2013-14 assessments to \$4678.88. per parcel due to revised utility costs. This amount is below the allowed maximum annual assessment for Zone B.

During FY 2008-09, the Council implemented a minimum reserve balance of 10 to 20%. It is noted that the projected Assessment District reserve balances for both zones at the end of FY 2014-15 are above that target. If it is found that an excess reserve balance does exist at the end of FY 2014-15, the assessments may be reduced the following year.

At tonight’s meeting, the rules governing this type of assessment district requires that a public protest hearing be held to hear any comments or concerns from property owners within the

district. At the close of the hearing, if the Council finds the report acceptable, the Council should adopt the Resolution approving the Engineer's Report and authorize the levy of assessments per the Engineer's Report. The adoption of tonight's Resolution is pursuant to Section 22631 of the Streets and Highways Code. The assessment information will then be transmitted to the County for inclusion on the tax rolls.

Brief Council discussion ensued and Mayor Cobb opened up the Public Hearing at 7:20 p.m. Having nobody from the public speak during the Public Hearing, Mayor Cobb subsequently closed the Public Hearing at 7:20 p.m. It was then **moved** by Council Member Hansen and **seconded** by Council Member Mello to adopt a Resolution approving the annual Engineer's Report, Confirming the Assessment Diagram and the Annual Assessment amounts and authorizing the City of Willows Landscaping & Lighting Assessment District; Zone A – Birch Street Villa and Zone B – Walmart. The motion unanimously passed.

The City Manager returned to the Council Chambers at this time.

b) 2014/2015 & 2015/2016 Budget Adoption:

On May 22, 2014 the City Council held a budget review and analysis session workshop and as a result of that meeting the Council, by consensus, provided direction to staff to return with a budget resolution. The proposed budget carries a General Fund operating deficit for 2014/15 of \$67,511 and 2015/16 of \$80,764 to be covered by General Fund Reserves currently estimated to be at \$1.328 million. The budget, as presented for adoption has expenditure levels of \$6,081,249 for FY 2014/15 and \$5,976,881 for FY 2015/16.

Additionally, 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 2014/15 and 2015/16 is \$36,000 each. This will be the eighth and ninth years of said debt reserve designation.

The only change to this budget document from the presentation of May 22 is that \$8000 in General Fund expenditure was added (by consensus of the Council) for the demolition of bathrooms and re-routing of electrical lines at Jensen Park.

This Budget is presented for adoption without consideration of actions yet to be taken by the State of California or the County of Glenn regarding their respective 2014/15 and 2015/16 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.

In addition, at the June 10, 2014 meeting, Council, by consensus, requested that a targeted General Fund Balance of a minimum of \$1,000,000 be memorialized in the budget Resolution. Verbiage has been included in the Resolution that is being proposed for adoption this evening.

Brief Council discussion ensued and Mayor Cobb opened up the Public Hearing at 7:25 p.m. Hearing no comments from the public, Mayor Cobb subsequently closed the Public Hearing at 7:25 p.m. It was then **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to adopt a Resolution adopting the 2014/15 and 2015/16 Annual Budget, Designating Sewer Enterprise Fund Debt Reserve, and Setting Targeted General Fund Balance Level. The motion unanimously passed.

9. **Ordinances:** None

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

The City Manager reported that a few weeks ago he circulated a draft letter to the Council regarding the Korean Air Force Museum Project and he has only received comments back from one member of the Council. He would like to finalize the letter and send it out but first he wanted to make sure that there were no additional comments from the Council before he does so. The Council stated they had no additional comments so they authorized the City Manager to send the letter.

The City Manager also reported that as of this time, Staff currently has no scheduled business items for the Council Meeting scheduled for July 8. Staff has been debating cancelling that meeting and he wanted to make that announcement to the Council and if there is any objection he would like to hear from the Council, and if not, it is Staff's intention to cancel the July 8 meeting. The next meeting would be held on July 22 when there is a Public Hearing scheduled, along with some additional business items that cannot be heard until that meeting. Mayor Cobb, Vice Mayor Taylor-Vodden and Council Member Hansen all indicated that they would all be out of town or had other commitments on July 8 and therefore could not attend the meeting. It was determined that since there also would not be a quorum for that meeting, the meeting would be cancelled and Staff will post the appropriate notice.

Council Member Hansen asked if it would be possible for the Public Works Department to place a "City Limit" sign on Highway 99 (north-bound traffic right-of-way) on the South end of town, South of County Road 57. The City Manager stated that this is doable and he will have the Public Works crew install a sign at that location.

11. **New Business:**

- a) Consider, by motion, the appointment of Robert Griffith to the Willows Planning Commission to complete the unexpired term of Huston Carlyle, which term expires 12/31/2015:

It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to approve the appointment of Robert Griffith to the Willows Planning Commission to complete the

unexpired term of Huston Carlyle, which term expires 12/31/2015. The motion unanimously passed. Mayor Cobb stated that due to the absence of City Clerk, Natalie Butler, from tonight's meeting, he directed Staff to see that the Clerk administers the Oath of Office to Mr. Griffith the following day.

- b) Consider the Council Member subcommittees recommendations and, by motion, appoint two members to the Library Board of Trustees for a term running from July 1, 2014 and expiring June 30, 2017:

Council Member Domenighini stated that there are two seats on the Library Board that are expiring at the end of June. These seats are currently filled by Julie Price and Lynn Soeth who both reapplied for reappointment to the Board. There was also a third applicant, Rosie Martin. Each of the applicants bring new perspectives and they are all capable and each would be an asset to the Board. He and Vice Mayor Taylor-Vodden interviewed all three individuals and they very much enjoyed the interviews and the conversation with all of the applicants, but it was not an easy process to decide which individuals to appoint to the positions. Vice Mayor Taylor-Vodden concurred that all three applicants would be an asset to the Board but the decision ultimately came down to experience, therefore the subcommittee's recommendation is to re-appoint Julie Price and Lynn Soeth to the Library Board. It was then **moved** by Council Member Mello and **seconded** by Council Member Hansen to reappoint Julie Price and Lynn Soeth to the Library Board of Trustees for a term running from July 1, 2014 and expiring June 30, 2017. The motion unanimously passed.

- c) Discuss Administrative Procedures & Policy No 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy:

The County Elections Office has recently provided the city with a Municipal Elections Calendar in anticipation of the November 4, 2014, General Election. Prior to noticing the public and accepting nomination documents for available Council seats, it seems an appropriate time for the Council to review, discuss, reaffirm and possibly modify the City's current Election Policy. The City of Willows Administrative Procedures and Policy Manual No. 9-1 currently limits the candidate statement to 200 words and indicates that the Candidate will be responsible for the cost of publishing the statement.

Elections Code 13307 states as follows:

“(a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district may prepare a candidate's statement on an appropriate form provided by the Elections Official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the occupation of the candidate' and a brief description of the candidate's education and qualifications expressed by the candidate himself and herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations”.

On July 11, 2006, this item was on the agenda for discussion and it was requested at that time that the Council be given the opportunity to review this policy prior to each election. There are no financial considerations unless the Council chooses to change the policy and agrees to incur the cost of Candidates' Statements. In which case, the cost would be determined by the number of Candidates that file a Statement of qualifications.

It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to approve Administrative Procedures & Policy No. 9-1 as currently written and with no changes. The motion unanimously passed.

12. Council Member Reports:

Council Member Mello:

- Reported that he spoke to the City Manager about enforcing the yard sale sign Ordinance. He believes the signs have gotten out of hand. If someone in Willows is having a yard sale there are three places they advertise; one is Craigslist, one is the local newspaper, and one is the "Community Yard Sale Pole" located at the corner of Wood Street and Pacific. He paid a young lady a few weeks ago to count all of the pins, nails, screws and staples in this pole, and that pole alone had over 1200 holes; this is not to mention other unsightly poles throughout the City. He believes this is a safety hazard and it's an eyesore. He said he would think up some alternative solutions where to place yard sale advertisements, but in the meantime, he would like to see more enforcement when placing these advertisements illegally on street signs and utility poles.

Council Member Hansen:

- Reported that he attended the most recent Transit & Transportation Committee meeting that took place last Thursday. He reported on the topic of discussions and on the actions taken at that meeting.

Council Member Domenighini:

- Reported that the chess table from the high school wood shop has now been set up in the Library and makes a nice addition to the Teen Café.
- Reported that he and Council Member Hansen spoke to Nora at Cal-Trans about the manhole cover problem on Wood Street.

Vice-Mayor Taylor-Vodden:

- Reported that she appeared before the Board of Supervisors last week on behalf of the City for the KVB project that they were voting on a change in the financing options.

13. Adjournment: Mayor Cobb adjourned the meeting at 7:52 p.m.

Dated: May 24, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider