MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD October 14, 2014

1. Mayor Cobb called the meeting to order at 7:02 p.m.

2. **PLEDGE OF ALLEGIANCE:** Trinity Cobb led the Pledge of Allegiance.

3. **ROLL CALL:**

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

4. **Agenda Review:** Council Member Taylor-Vodden asked to have item 11 (c) removed from the agenda ("Consideration of Façade Improvement funding for a project located at 311 N. Butte Street submitted by RaeAnn Titus"). She stated that the Staff Report / Façade Improvement Application was incomplete and there was no recommendation to the Council from the Greater Willows Improvement League (GWIL) whether or not to approve the funding request. She suggested that this item be placed on the next City Council Meeting agenda on October 28 to allow for additional time to work out some of the pending issues. The remaining Council Members agreed that they should not act on this item prematurely without a recommendation from GWIL and they concurred with Council Member Taylor-Vodden to remove it from tonight's agenda. It was then **moved** by Council Member Mello and **seconded** by Council Member Hansen to accept the October 14, 2014 agenda as amended with the removal of item 11 (c). The motion unanimously passed.

5. **Presentations & Proclamations:** None

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

Preston Dickenson, Independent Contractor for AT&T, introduced himself; Mr. Dickenson works with the external affairs office on issues that can't be resolved through normal channels. He gave his contact information to the Council and asked them to contact him for any service issues.

7. **Consent Agenda:**

It was **moved** by Council Member Hansen 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 & Direct Deposit Check Registers. (27917-27999; 33371-33420; Z05576-Z05649)

b) Approval of Minutes of the September 9, 2014, Regular City Council Meeting.

c) Approval of Minutes of the September 23, 2014, Regular City Council Meeting.

d) Acceptance of the City of Willows Quarterly Treasurer's Report of Cash & Investments as of June 30, 2014.

e) Adoption of a Resolution establishing City Council Meetings in accordance with the recently amended Municipal Code, with an effective date of all changes to be January 1, 2015.

f) Approval of the City of Willows Statement of Investment Policy as submitted.

8. **Public Hearings:** None

9. **Ordinances:** None.

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

- City Manager Steve Holsinger gave a reminder that there is a Special Joint City Council & Planning Commission Meeting scheduled to take place on October 28 at 6:00 p.m., just prior to the Regular City Council Meeting scheduled for 7:00 p.m. that evening. He also gave a reminder of the October 18 Chamber of Commerce Tri-Tip and Prawns fundraiser and he encouraged everybody to try to attend.

- Finance Director Tim Sailsbery updated the Council on the transition from Ray Morgan Company to Matson & Isom Consulting for providing the City's IT Services. He stated that there were significant infrastructure changes during the transition but all of the new wiring has been completed both at City Hall and at the Fire Department and the City Servers have been replaced and reconfigured. The City is currently up to date in terms of Microsoft Office and Outlook and the conversion went well and is nearly completed. Council Member Domenighini inquired about where staff is at with updating the City's Finance and Accounting Software. Mr. Sailsbery explained that due to the money that was recently expended for the IT conversion, he estimated that the City would need to come up with a minimum of an additional $70,000 for conversion and installation of new and updated Finance Software and he simply doesn't feel justified to request that amount of money from the Council at this time.

- Council Member Domenighini asked if staff could invite Assemblyman Dan Logue and Senator Jim Nielsen to come to a City Council Meeting to address the Council's concerns about the fiscal impacts to the residents of the City because of the new Chromium 6 level requirements. Fellow Council Members concurred that this was a good idea and the Council directed staff to prepare a letter to send to both legislators to ask them, or a member of their staff, to attend the next City Council Meeting scheduled for October 28, 2014 to suggest some possible solutions about the fiscal impacts with the Council. Staff agreed that they would send letters to both representatives and request that they attend the October 28, 2014 City Council Meeting.

11. New Business:

a) Consider approval of a three year renewal of the Professional Services Agreement for Operations of the Waste Water Treatment Plant between the City of Willows and Severn Trent Environmental Services, Inc.:

Eco Resources, now doing business as Severn Trent Environmental Services, Inc., has been the contract operator of the City's Waste Water Treatment Plant since January 1, 2004. The original agreement was approved for a period of five years, however was subsequently amended in August 2005, and again in November 2006; including a renewal for an additional five year period, expiring November 1, 2011. There were also two reassignment amendments of the contract from Eco Resources to Southwest Water Company and then from Southwest Water Company to Severn Trent Services, the current contract operator. Although a number of amendments and adjustments have occurred over the past ten years, the staffing compliment at the treatment facility has remained relatively consistent, the service has always been exceptional, and the current staff is well-positioned to continue to provide quality operation and maintenance services for coming years.

Since Severn Trent Services inherited the Southwest Water contract, and the contract is set to expire in November of 2014, staff thought it best to rewrite or restate the entire agreement; taking advantage of this opportunity to make minor language modifications to suit actual implementation of the contract obtained through experiences over the last ten years. Severn Trent Services is not seeing additional compensation beyond the existing contract structure. Reviews have been completed by City Staff and Severn Trent Services Inc., and the final draft is now presented for Council approval.

Council discussion ensued and Council Member Taylor-Vodden expressed that she had some concerns about the annual CPI adjustments and she is not comfortable with having an open-ended increase with no "not to exceed" amount. She inquired whether it was possible to put a cap on the increase. Kathy Stone, representing Severn Trent, addressed this concern and stated that this contract has been in place for almost 10 years and she stated the annual CPI is generally around two percent, and she doesn't believe it has ever been more than a three percent increase. She stated that this is something that has never been addressed in the contract in the past because it has never been an issue. She stated that if there ever came a point where the CPI adjustment increased significantly over the normal two percent, she would be very happy to sit down with City Staff and negotiate back down to a two percent increase. She stated that her company has had a contract with the City of Corning for 25 years and the CPI has never been over three percent. The City Manager then added that if this is something that were ever to become an issue, there is a provision in the contract that allows for the City to terminate the contract by giving written notice and allowing an opportunity for the company to either cure and correct the

issue, or the City would simply terminate the contract. Council Member Taylor-Vodden asked if Council is ever given notice of the CPI adjustment amount. The City Manager stated that this has historically been something that has been done administratively without involving the Council and it is an item that is budgeted appropriately on an annual basis as part of the sewer enterprise fund. That is not to say that staff would have any issue with notifying the Council and informing them of the amount of the annual CPI adjustment.

Council Member Domenighini stated that Council Member Taylor-Vodden brings up a good point and with the City now going to a two-year budget cycle and possibly a 3 or 5 year cycle in the future, it might be helpful to know what the increases are going to be.

Mayor Cobb stated that he appreciates Council Member Taylor-Vodden's concern, but he believes that if something drastic were to occur; the City could certainly renegotiate the terms of the contract. He stated that he would trust and rely on the staff to notify the Council if there was a large adjustment.

Finance Director Tim Sailsbery stated that he concurs with the City Manager, that he has no problem notifying the Council what the CPI adjustment will be on an annual basis. Additionally, he echoed the City Manager's earlier statement that the amount is also incorporated as a line item in the annual budget as a part of Professional & Contract Services in the sewer enterprise fund budget.

Council Member Domenighini suggested that perhaps staff could put just a short informational item on the agenda in April or May of each year just to inform the Council of the CPI amount.

It was then **moved** by Council Member Hansen and **seconded** by Council Member Mello to approve a three year renewal of the Professional Services Agreement for Operation of the Waste Water Treatment Plant between City of Willows and Severn Trent Environmental Services, Inc. The motion unanimously passed.

b) Consider adoption of a Resolution expanding the original boundaries for the Façade Improvement Program and increase funding available for Mini-Grants under the program criteria

In June of 2008 the City Council adopted Resolution #31-2008 which provided Façade Improvement funding assistance to property and business owners in the Central Commercial (CC) Zoning District. To date this program has been extremely sucessful and responsible for over one-hundred thousand dollars worth of capital improvements for businesses in the Downtown Commercail Core. This success can only be attributed to the dilligent efforts of the Greater Willows Improvement League (GWIL).

Since the inception of this program, several business interests, and the Chamber of Commerce have approached the city for purposes of examining or investigating the possibility of expanding funding opportunities to local business outside the Downtown Commercial Zoning District. City staff agreed to explore this possibility and developed a proposal for expansion of the original boundaries of the Façade Improvement Program. The draft proposal was reviewed with the Greater Willows Improvement League and their Board of Directors have endorsed the proposed changes.

The Most Significant changes to the program are the expansion of eligibility areas to include the Central Downtown Commercial District, the Entryway Zoning District; with all parcels abutting Wood Street; between Tehama Street and the western most Boundary of the Entryway Zone and parcels located in other zoning districts which are abutting Tehama Street between; French Street at the North boundary and continuing South to the northern most parcels abutting Fern Street at the Southern boundary of the eligibility areas. Additionally, there is an increase in the Mini-Grant Limit of twenty-five percent; now up to a Maximum amount of $1,500.00.

There is no proposed change to the Business Development Incubator provision; which offers Planning Assistance funding for "Use Permit" purposes in the Central Commercial Zoning District. This funding is not yet exhausted; however this incentive will expire under current program guidelines when all available funding is depleted. Staff is recommending City Council approve the requested changes to the Façade Improvement Program.

There is no immediate financial impact in conjunction with the proposed changes. There is currently approximately $25,400 dollars available for projects. It is anticipated the expansion of the program boundaries may rapidly consume all available funding; which may accelerate a request for Council consideration to augment the Program budget.

Brief discussion ensued and it was **moved** by Council Member Mello and **seconded** by Council Member Domenighini to adopt a Resolution expanding the original boundaries for the Façade Improvement Program and increase funding available for Mini-Grants under the program criteria. The motion unanimously passed.

c) Consider adoption of Façade Improvement funding approval in an amount not to exceed $11,399.00for a project located at 311 N. Butte Street (APN 002-142-009) submitted by RaeAnn Titus:

THIS ITEM WAS REMOVED FROM THE AGENDA AND WILL BE HEARD AT THE OCTOBER 28, 2014, CITY COUNCIL MEETING PER COUNCIL VOTE ON ITEM 4 (ABOVE).

12. <u>Council Member Reports:</u>

- Council Member Domenighini reported that he was unable to attend the last Library Board Meeting and that he will bring an update next month after he attends the next meeting.

- Council Member Taylor-Vodden reported that she attended a LAFCO meeting yesterday and the next meeting is scheduled to occur on December 8, 2014.
- Council Member Mello announced that he has tickets available for the Chamber of Commerce upcoming Tri-tip & Prawn dinner at a discounted rate of $24.00 exclusively for City Council Members.
- Council Member Hansen reported that he attended the most recent Glenn County Fish & Game Recreation Commission Meeting.

  Mayor Cobb reported that he recently had the privilege of judging the 4-H window displays in Glenn County, along with some members of the Board of Supervisors and other dignitaries. He stated that he is pleased to announce that Willows 4-H came in first place, and Willows Community – which was Bank of America – came in second place. He stated that the community should be very proud of all of our local 4-H groups.

13. **Executive Session:** None

14. **Adjournment:** Mayor Cobb adjourned the meeting at 7:54 p.m.

Dated: October 14, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider