

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
September 13, 2011

1. The meeting was called to order at 7:00 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Council Member Cobb led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Yoder, Cobb, Hobbs, Holvik & Mayor Hansen
Absent: None
4. **Agenda Review:**
 - a) It was **moved** by Council Member Holvik and **seconded** by Council Member Cobb to accept the City Council September 13, 2011, Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
 - a) Mayor Hansen presented a Certificate of Appreciation to the Willows Car and Bike Show Committee in appreciation of twenty-five years of dedicated community spirit.
6. **Public Comment/Written Communications:**

Forrest Sprague criticized the Council for the way he believed they mishandled the City Manager's performance evaluation and also because of the way they dealt with the Police Department's vote of no confidence for the City Manager expressed earlier in the year. He wanted to know how the Police Department's letter & vote of no confidence was addressed by the Council. Mayor Hansen explained to Mr. Sprague that the Report-Out from the Closed Session that was held concerning the outcome of the City Manager's performance evaluation was accurate and he cannot speak to any discussion that took place during the Closed Session.

Jeff Williams had a question about residency requirements to serve on the City Council and the Planning Commission. The City Manager addressed Mr. Williams' question, explaining that State Statute requires that in order to sit on the City Council, you must be a resident within the City Limits of the City for which you serve. Residency requirements for the Planning Commission are set by Ordinance, and our current Ordinance states that one member may serve on the Commission if they reside within the City's Sphere of Influence and the other four members must live within the incorporated limits of the City.

Geraldina Parham addressed the Council and stated that Carol Lemenager should continue to be retained as the City's Recreation Director and that the City needs the Pool and it needs Ms. Lemenager.

Gail Green addressed the Council and stated that she believes it is a conflict of interest for both Council Members Yoder and Hobbs to be seated as Council Members, since Council Member Yoder is employed by Council Member Hobbs.

7. Consent Agenda:

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

- a) Approval of General Check Register (23520-23633)
- b) Approval of Payroll & Direct Deposit Check Registers (Z02761-Z02878 & 31384-31456).
- c) Approval of the Minutes of the Willows City Council Regular Meeting held August 9, 2011.
- d) Approval of the Minutes of the Willows City Council Special Meeting held August 16, 2011.
- e) Approval of the City of Willows Statement of Investment Policy.
- f) Approval of the City of Willows Treasurer's Report schedule of cash and investments as of June 30, 2011.
- g) Award of bid for FEMA Grant # AFG EMW-FO-00959 (Fire Department Gym Equipment) to the lowest responsive, responsible bidder, Sacramento Exercise Equipment Center Inc.
- h) Award a Contract for Legal Advertising Services for the City to the lowest responsive, responsible bidder, the Sacramento Valley Mirror.

8. Public Hearings: None

9. Ordinances: None

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

- a) The Economic Development Commission exploratory research ad-hoc subcommittee, consisting of Council Members Hobbs & Yoder, reported out the conclusions of their research on the potential benefits of the creation of an Economic Development Commission for the City. Since their appointment to this subcommittee on April 12, 2011, the subcommittee has conducted extensive research on the formation, responsibilities, pros and cons of an EDC. They attended an Orland EDC meeting and spoke with the Commissioners, they met with representatives of CALED, and have attended EDC workshops and spoken to individual business owners to try to get a better sense of the duties and goals of an EDC. Upon concluding their research it was their recommendation that the City not form its own independent EDC. Currently the Cities of

Orland and Willows and the County of Glenn have been holding meetings discussing the potential formation of a County-wide EDC. Additionally, the Citizens for Economic Stability (CES) have also recently formed a citizen-driven Economic Development Committee. The subcommittee praised the CES for their formation of this committee and they believed that although citizen-driven, it is important that the City has a liaison to their EDC. They are also excited about the potential formation of a County-Wide EDC, as it will benefit everybody in the entire County and not just one region. In essence, they believe it is not necessary to add another layer of bureaucracy at the local government level and believe the formation of a Commission that will benefit a larger number of people and businesses is the best path to choose. Council Member Hobbs stated that she is interested to work with the CES on their EDC as a private individual business owner once she steps down from the Council at the end of September.

- b) Council Member Yoder reported that he is planning to attend the Transit & Transportation Committee Meeting this Thursday and one of the topics of discussion will be mobile advertising on public transportation vehicles.

11. New Business:

- a) Council discussion and direction to Staff concerning identification of "Priority" objectives to facilitate the ongoing development of the Fiscal Year 2012/2013 Budget Process:

In July the Council appointed two members to serve on a budget development subcommittee to commence development of an action plan to serve as the steering guidelines for the Fiscal 2012-2013 budget development process. During an August Council Meeting a goal was adopted for the 2012/2013 budget development process and the Council also reviewed and discussed options and alternatives for specific objectives to facilitate development of the 2012/2013 budget. It was the consensus of the Council that each individual Council Member would review and rank in order of priority, those options and alternatives discussed during the meeting. Council Members submitted their individual ranking of their personal priorities to the City Manager and a summary report has been prepared for discussion at this time.

The items introduced for discussion by the Council for **Potential Revenue Enhancements** were as follows:

1. Review current fee structure to consider adjustment as necessary. Examples:
 - a.) Development fees, building fees, encroachment fees.
 - b.) Park utilization or public facilities fees.
 - c.) Administrative fees (i.e., copy fees, permits, etc.).
 - d.) Business License fees.
2. Review Transient-Occupancy-Tax to consider adjustment as necessary.
 - a.) Authorize an audit of TOT collection.
 - b.) Consider increase of TOT rate by 2%.

3. Consider creation of new Tax model/methods:
 - a.) Consider partnering with Glenn County for specific sales-tax override.
 - b.) Consider creation of parcel tax for Fire Services District.

4. Special Events specific to the identity of the Community. Example:
 - a.) Rice Festival

The items introduced for discussion by the Council for **Potential Expenditure Reductions** were as follows:

5. Thoroughly evaluate any/all shared resources opportunities with Glenn County and/or surrounding cities.
 - a.) Consider a study to look into the possibility to consolidate law enforcement services within the City of Willows with the Glenn County Sheriff.
 - b.) Study opportunities with Orland or neighboring cities for administrative/city management services (i.e. City Manager, Planner, Building Official, City Clerk, Recreation, Parks, etc.).
 - c.) Consider negotiations with the County/Orland/other cities for out-sourcing financial management services.
 - d.) Solicit negotiations with Willows Volunteer Fire Service to assume an all-volunteer fire services unit – similar to Orland, and/or others.

6. Cut programs or eliminate city services. Examples:
 - a.) Closure of the City Library and return branches to Glenn County for operation.
 - b.) Eliminate the Recreation Department & all programming.
 - c.) Eliminate the City Manager & Clerk positions and have Council manage day-to-day operations and maintain/retain all city records, etc. (similar to County model).

7. Maintain the status-quo and reduce the workforce in accordance with City Policy.
 - a.) Prepare a proposed budget and then calculate the exact number of employees possible to retain (i.e. affordable with projected revenue) consistent with available funding. Notify all others of position elimination and/or lay-off.

Discussion ensued among the Council, Staff and interested citizens present at the meeting and each of the above items were discussed in great detail and at length. The outcome of the discussions and the consensus of the Council was as follows:

The Council decided to eliminate entirely items 5(d), 6(a), 6(b), and 6(c) for any further consideration or discussion. They indicated that their priority items they wished to continue to discuss, review & possibly pursue in the future were items 1(c), 2(a), 2(b), 3(a), 4(a), 5(a), and 5(b). Any items not specifically noted here were items in which no direction was specifically given to Staff by the Council.

- b) Library Board Vacancy:

On August 14, 2011, Adele Foley submitted a written letter of resignation to the City, giving up her seat on the Library Board of Trustees effective immediately. The term of this seat is set to expire on June 30, 2012. It has been the City's practice to advertise these positions in order to give citizens an opportunity to participate on the Library Board. Staff has presented a schedule for Council's consideration in order to fill the vacancy and is also asking for two members of the Council to be appointed to a subcommittee to review applications and interview applicants. Applications will be accepted until October 6, 2011, and the subcommittee will subsequently review applications and interview candidates and make their recommendation to the whole Council at the October 25, 2011, City Council Meeting. Council Members Cobb and Hobbs both expressed an interest in serving on the subcommittee. It was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to accept the schedule presented to the Council for appointment of an individual to fill the Library Board vacancy and to appoint Council Members Cobb and Hobbs to the subcommittee to review applications, conduct interviews of applicants, and make their final recommendation to the Council at the October 25, 2011, Council Meeting. The motion unanimously passed.

c) **Planning Commission Vacancies:**

Three seats on the Willows Planning Commission will become available on December 31, 2011. In accordance with the Willows City Code, appointments to the Planning Commission are made by the Mayor with the approval of the City Council. These appointments are for a four-year period and the three appointments will be for the period of January 1, 2012 through December 31, 2015. Staff has prepared and is presenting to Council for approval a schedule for appointment of three individuals to fill the three available seats. Staff is also asking for two members of the Council to be appointed to a subcommittee to review applications and interview applicants. Applications will be accepted through November 17, 2011, and the subcommittee will subsequently review applications and interview candidates and make their recommendations to the whole Council at the December 13, 2011, City Council Meeting. Council Member Holvik and Mayor Hansen expressed an interest in serving on the subcommittee. It was **moved** by Council Member Yoder and **seconded** by Council Member Hobbs to accept the schedule presented to the Council for appointments of three individuals to fill the upcoming vacancies on the Planning Commission and to appoint Council Member Holvik and Mayor Hansen to the subcommittee to review applications, conduct interviews of applicants, and make their recommendations to the Council at the December 13, 2011, Council Meeting. The motion unanimously passed.

12. Council Member Reports:

Council Member Holvik announced that he would be unavailable to attend the City Council Meetings scheduled for September 27 and October 11.

Mayor Hansen thanked City Staff for flying the flag at half-staff after the recent passing of his father.

13. Executive Session: None

14. **Adjournment:** Mayor Hansen adjourned the meeting at 9:55 p.m.

Dated: September 13, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider