CITY COUNCIL

Jeffrey T. Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
Gary L. Hansen, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler

201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, September 23, 2014
7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff).
   a) Consider acceptance, by motion, of City Council September 23, 2014, Agenda.
5. Presentations & Proclamations: None
6. Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
   a) Consider approval of General, Payroll & Direct Deposit Check Registers.
   b) Consider approval of Minutes of the August 26, 2014, Regular City Council Meeting.
   c) Consider approval of the City of Willows Statement of Investment Policy as submitted.
8. Public Hearings: *(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).*
   a) TK Development, LLC Appeal of Planning Commission Action (Continued from August 26, 2014 City Council Meeting):

City Council will conduct a continued Public Hearing based upon an Appeal filed by TK Development in conjunction with the Willows Planning Commission decision on July 16, 2014 consideration of the Developer's request to modify or otherwise alter building materials approved for the Willows Senior Housing Project on West Sycamore Street.
{Special note: City Staff has received a request from TK Development to "Withdraw" the original appeal. Therefore the Council shall conduct the Public Hearing and following closure of the Public Hearing, by motion accept the request for "Withdrawal" and take no further action in conjunction with this hearing process}

b) 2014/2015 Supplemental Law Enforcement Service Fund (SLESF) Program Funding:

Conduct a Public Hearing and consider approval, by motion, of the proposed allocation of 2014/2015 Supplemental Law Enforcement Service Funds.

9. Ordinances: None

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

11. New Business:

a) Consider directing Staff to work with the Rural Community Assistance Corporation (RCAC) to conduct a Sewer User Fee Study and report to Council with any results and/or recommendations.

b) Council will hold a discussion concerning their preference of Regular City Council meeting dates, times and frequency in accordance with Ordinance #701-2014.

12. Council Member Reports:

a) Council updates on status of sub-committee activities:

- Utilities sub-committee (Domenighini & Taylor-Vodden)
- GCI Communication sub-committee (Hansen & Mello)

13. Executive Session: : Pursuant to California Government Code Sections 54950 et seq., the City Council will hold a Closed Session. More specific information regarding this closed session is indicated below:

Pursuant to Government Code Section 54954.3 the public will have an opportunity to directly address the legislative body on the below items prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.

a) PERFORMANCE EVALUATION – Pursuant to Government Code § 54957 (b) (1), which states:

"Subject to paragraph (2), nothing contained in this chapter shall be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or

charges brought against the employee by another person or employee unless the employee requests a public session."

TITLE: City Manager

b) CONFERENCE WITH LABOR NEGOTIATOR(S) Pursuant to Section 54957.6

Agency Negotiators: City Manager Steve Holsinger
Finance Director Tim Sailsbery

Employee Organization(s): Willows Unrepresented Employees

14. Report-Out from Executive Session:

15. Adjournment:

CERTIFICATION:

Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before September 19, 2014. A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
August 26, 2014

1. Mayor Cobb called the meeting to order at 7:00 p.m.

2. **PLEDGE OF ALLEGIANCE:** Council Member Mello 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 Taylor-Vodden to accept the August 26, 2014 agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:**

a) Mayor Cobb presented a Proclamation declaring the month of September as "Adult Literacy Awareness Month".

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

Robert Faust asked about the status of the survey that the City was conducting about dilapidated homes in the City of Willows. He was informed that the Draft Housing Conditions survey has been completed and is currently located on the city's website for public review.

7. **Consent Agenda:**

It was **moved** by Council Member Domenighini and **seconded** by Council Member Hansen 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 (27730-27817; Z05465-Z05501; 33296-33324).

8. **Public Hearings:**

a) TK Development, LLC Appeal of Planning Commission Action:

The City Manager stated that he was going to make this a two-part presentation. The first part pertains to the appeal and the appeal process and TK Development's request for another continuance of this public hearing because of their inability to have the appropriate staff at the meeting to present their case. His recommendation to the Council was to conduct the continued public hearing this evening in order to hear any public testimony, and then to continue the public hearing once again to the September 23, 2014 Council Meeting.

The Mayor opened the continued Public Hearing at 7:10 p.m., and hearing not comments, he once again continued the Public Hearing to the September 23, 2014 City Council Meeting.

The City Manager then stated that the appeal is separate and apart from what he is now going to ask the Council to assist staff with. It would be his preference to have the Council appoint a 2-member subcommittee to meet with the Parent Company - not TK Development – that is responsible for the conclusion of the project as it sits. There are some items that he has discussed with the Parent Company and there are some legal ramifications for which the Parent Company is asking the City to consider an accommodation on. He believes these items may be inhibiting the ability to get through the appeal process. His hope is that the Council could appoint a subcommittee to meet with them and have some discussions on developing a possible resolution and then the subcommittee could come back before the full Council with a recommendation for a resolution, which could potentially result in withdrawal of the appeal. He stated that they are not looking to alter anything regarding what the Planning Commission's decision was. A secondary issue with other legal requirements of the City has surfaced which are not tied to the Planning Commission at all. Rather than continuing to delay this, if the Council could get two members to meet with himself and the Developers, he believes that there is possibly an appropriate accommodation that the City could make which could resolve all of these issues and allow the project to move forward successfully to completion. It was the unanimous consensus of the Council to have Mayor Cobb and Vice Mayor Taylor-Vodden to serve on the subcommittee.

9. <u>Ordinances:</u>

a) Consider reading by title only and passage of first reading of an Ordinance entitled "An Ordinance of the City Council of the City of Willows repealing section(s) 2.05-050 and amending Title II section 2.05.040 of chapter 2.05; City of Willows Municipal Code:

Recently the Council directed staff to draft revisions to Title II, Section 2.05 of the Willows Municipal Code, regarding specific language establishing a date, time and frequency of City Council Meetings. California Government Code, Section 54952 allows the Legislative Body to establish meeting regulations via a schedule fixed by charter, ordinance, resolution, or formal action of a legislative body. Therefore, staff recommends the adoption of the proposed Ordinance; as consistent with the requirements of State Law and establishing regulations for City Council meetings to be incorporated within a Resolution adopted by the City Council.

Brief Council discussion ensued and it was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to read by title only the Ordinance next in line. The motion unanimously passed. It was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to pass first reading of the Ordinance next in line entitled "An Ordinance of the City Council of the City of Willows repealing section(s) 2.05.050 and amending Title II section 2.05.040 of Chapter 2.05; City of Willows Municipal Code. The motion unanimously passed.

10. <u>Items introduced by City Council or Administrative Staff for discussion purposes only:</u>

The City Manager reminded the Council that he will be out of the state for the next week and that Finance Director Tim Sailsbery will be the "Acting City Manager" during his absence.

11. New Business:

a) By consensus Council will consider directing staff to remove eleven (11) Sycamore trees in Sycamore Park and then assess the site and plant replacement trees as needed:

Eleven Sycamore trees in Sycamore Park are infected with Anthracnose disease and are beyond rehabilitation. The trees will soon become a hazard as dead wood begins to fall. Staff is requesting approval to remove these eleven trees and then assess the site for appropriate locations to plant replacement trees. Brief discussion ensued and it was the unanimous consensus of the Council to have the Public Works Department remove the diseased trees and look for more resistant trees to plant as replacements.

b) Consider the formation of a 2-person temporary Utilities Subcommittee to address several important and related issues pertaining to City water and wastewater facilities:

In order to keep the City Council informed and allow various courses of action to be vetted in an efficient manner, the City of Willows Public Works Department finds it necessary to create a temporary utilities subcommittee to address several complex, but related water and wastewater issues outlined as follows:

Water: Chromium VI removal options from the City-owned, South Willows Industrial Water System
Water: Rate Study

Wastewater: Rate Study
Wastewater: Municipal Supply Beneficial Use (MUN Use) Basin Plan Amendment
Wastewater: Biosolids (Sludge) Removal
Wastewater: Capital Improvements (Collection System & WWTP)

The last Wastewater Subcommittee was retired in 2008 following the completion of wastewater treatment plant upgrades, however, just recently the Council appointed a 2-person subcommittee consisting of Council Members Domenighini & Taylor-Vodden, to study and research the Chromium VI issue, and staff recommends that that committee extends to review these items also. Both Council Members Domenighini and Taylor-Vodden agreed that they would serve on the Utilities Subcommittee.

c) Council to give direction to staff concerning the approval to participate in the Community Showcase Video Program via GCI Communications Inc. and assignment of a 2-person

subcommittee to work with GCI representatives on development of the Willows-specific video showcase and coordination of local business & non-profit sponsorships:

Staff was recently contacted by GCI Communication, Inc. concerning an invitation for Willows to participate in the Community Showcase Video Program. The Video production and all relative services are provided free of charge to the City. The result would become a professionally developed series of one-minute video showcase highlights of Willows' specific accomplishments; up to a total of four videos. There is also an opportunity for local businesses and non-profits to co-sponsor specific community highlights as well. Staff is recommending approval and appointment of two council liaisons to spearhead the Willows Project Development. Council discussion ensued and Council Members Hansen and Mello were appointed to serve on this subcommittee.

12. Council Member Reports:

Council Member Hansen:

- Reported that he attended the Transit and Transportation Commission meeting on August 21. He also thanked the Willows Car & Bike Show Association for putting on a terrific event.

Council Member Mello:

- Reported that he attended a Waste Management Meeting. .

Council Member Domenighini:

- Reported that he attended the most recent Library Board Meeting and he announced upcoming activities that will be occurring at the Library.

Mayor Cobb:

- Thanked Library Director Jody Meza for the tour of the Library tonight and he complimented her on the incredible job she has done operating the Library.

13. Executive Session: None

14. Adjournment: Mayor Cobb adjourned the meeting at 7:42 p.m.

Dated: August 26, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

September 23, 2014

AGENDA ITEM

TO: Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: Investment Policy- Annual Renewal

RECOMMENDATION

Approve, by motion, the City of Willows Statement of Investment Policy as submitted.

SITUATION (or BACKGROUND):

Per Government Code Section 53646 the Statement of Investment Policy is to be reviewed and submitted annually to the City Council for approval. The Investment Policy serves as the guidance mechanism for investment of City funds.

The Statement of Investment Policy, as submitted, remains the same as the Statement approved by Council in August, 2013. Safety and liquidity remain the primary focus points of investment activities. While corporate notes remain on the list of investment options, the City currently does not hold any such notes and the Finance Director, acting as the City Treasurer, will consult with the Council Finance Committee before considering such investments in the future.

FINANCIAL CONSIDERATIONS:

No direct expenditure impact. However, the policy provides the guidelines for investment that ultimately affect safety, liquidity, and rate of return.

NOTIFICATION

City Auditor (After Approval)

ALTERNATE ACTIONS

1. Approve by motion

2. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Approve, by motion, the City of Willows Statement of Investment Policy as submitted.

Respectfully submitted,

Tim Sailsbery
Finance Director

Attachment:

EXHIBIT A: City of Willows Statement of Investment Policy

CITY OF WILLOWS
STATEMENT OF INVESTMENT POLICY

1. Introduction

The purpose of this document is to identify various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Related activities that compose good cash management include accurate cash projections, expeditious collection of revenue, control of disbursements, and cost effective banking relations.

2. Scope

The investment policy covers all funds and investment activities under the direct authority of the City of Willows.

3. Objective

A. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City of Willows shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

B. Liquidity: An adequate percentage of the portfolio will be maintained in the liquid, short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis will be on low sensitivity to market risk.

C. Yield: Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.

D. Market-Average Rate of Return: The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances.

E. Diversification: The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding either specific security types or individual financial instruments.

F. Prudence: The City of Willows adheres to the guidance provided by the "Prudent Man Rule" (Civil Code Section No. 2261), which obligates a fiduciary to ensure that:

"...investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

G. Public Trust: All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

4. Declaration of Authority

The City Treasurer has the authority to invest funds in certain eligible securities (Government Code Section 53635).

5. Reporting

The City Treasurer may submit a quarterly investment report to the City Council, which shall include all the elements of the report as prescribed by Government Code Section 53646.

6. Investment Instruments

Investments for the City of Willows are to be made in one or more of the following:

Investment Instrument	Maximum Percentage or Amount	Maximum Maturity
A. Certificates of Deposit	Unlimited	5 years
B. Negotiable Certificates of Deposit	30%	5 years
C. Local Agency Investment Fund	$40MM	n/a
D. Passbook Savings Account	Unlimited	n/a
E. Securities of the U.S. Government Or Agencies Thereof	Unlimited	5 years
F. Bankers Acceptances	40%	270 days
G. Commercial Paper	30%	180 days
H. Medium Term Corporate Notes	30%	5 years

7. Internal Controls

A system of internal controls shall be established to prevent losses of public funds arising from fraud, employee error, misrepresentation of their parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the City.

8. Maturities

Security purchases and holdings shall be maintained within statutory limits imposed by Government Code.

9. Banks and Securities Dealers

The City Treasurer, in selecting financial institutions for deposits and investments of the City funds, shall consider the creditworthiness of such institutions. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are either deposited or invested.

10. Risk Tolerance

The City of Willows recognizes that investment risk can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Treasurer shall periodically establish guidelines and strategies to control risk of default, market price changes, and illiquidity. A competitive bid process, when practical, will be used to place all investments.

11. Statement of Investment Policy

This statement of Investment Policy shall be reviewed and submitted annually to the City Council.

09/23/14
Date

/S/ Tim Sailsbery
Tim Sailsbery
Finance Director/ City Treasurer

TK Development, LLC

RECEIVED
SEP 16 2014
City of Willows

September 15, 2014

Mr. Steve Holsinger, City Manager
City of Willows
201 N. Lassen
Willows, CA 95988

RE: Withdrawal of the PWC appeal request of the Planning Commission decision regarding the Fencing Materials at the July 16, 2014.

Dear Steve,

Please accept this letter as Pacific West Communities, Inc. formal withdrawal request of their Appeal of the Planning Commission decision regarding the Fencing Materials at the July 16, 2014 regular meeting of the Planning Commission to the City of Willows City Council.

We at PWC looks forward to continued meaningful communications with you, staff and officials at the City of Willows in the future.

Should you have any questions or need additional information, please notify me at your earliest opportunity.

Thanking you in advance.

Best Regards,

Ken Koss
Representative for
Pacific West Communities

cc: Karen Mantele
File

Telephone: 916.425.2743 - Fax: 916.354.8488 6420 Via Del Cerrito - Rancho Murieta, CA 95683
sylken1@sbcglobal.net

To Whom It May Concern

This Letter is in referance To The senior development Being Built on The West End OF OF Sycmore St. Willows, Ca.

The original Contract with Pacific West Builders Inc. Calls For a Concert Fence Behind The Homes on Donnie Lane. Pacific West Builders want To change The contract To allow For a Wood Fence.

They should Be held To The original contract For reasons

1. Life of Fence
2. Ease of maintance
3. Noise Level
4. Privacy Between Homes
5. Drainage issues

Michael and Penny Trainor
Residents at 21 Donnie Lane
For 40 years.

Thank you For your Time concerning This issue.

RECEIVED
SEP 15 2014
City of Willows

September 10, 2014

AGENDA ITEM

TO: Steve Holsinger, City Manager

FROM: Jason Dahl, Chief of Police

SUBJECT: 2014/2015 **Supplemental Law Enforcement Service Fund (SLESF) Program Funding**

RECOMMENDATION

Staff recommends council hold a public hearing, and approve, by motion, the proposed allocation of 2014/2015 Supplemental Law Enforcement Service Funds.

SITUATION (or BACKGROUND)

The City of Willows is slated to receive Supplemental Law Enforcement Service Funding (SLESF) for 2014-2015 from the State of California. We have been authorized to receive $100,000 for the fiscal year.

Government Code Section 30062 requires that the Chief of Police submit a spending plan to the City Council for approval after a public hearing that must be held each year. The legislative intent remains the same as previous years and that the funding of personnel is a priority for local agencies.

The plan approved by the council for 2014/2015 SLESF funds, called for using the money to fund a Police Officer position ($97,439) along with funding for project/supplies ($2,561).

This year's proposal is to again be the primary funding source for a Police Officer position (with the General Fund being used for the remaining personnel cost for the position) and to provide project/supply funds. Council has already approved a spending plan for SLESF funds for 2014/15 via adoption of the 2014/15 Budget.

A recap of actual 2012/2013 activity, 2013/2014 activity, and the proposal for 2014/2015 is as follows:

	FY 2012/2013 ACTUAL	FY 2013/2014 ACTUAL	FY 2014/2015 PROPOSED
Police Officer – Patrol	**$ 98,646**	**$ 97,451**	**$97,439**
Special Project/Supplies	**$ 1,354**	**$ 2,549**	**$ 2,561**
Total	**$100,000**	**$100,000**	**$100,000**

FINANCIAL CONSIDERATIONS

The City of Willows is slated to be the recipient of $100,000 from the State of California for Supplemental Law Enforcement Service Funding (SLESF). Council should hold a public hearing and approve an allocation for the use of such funds.

NOTIFICATION

None

ALTERNATE ACTIONS

1. Hold public hearing and approve, by motion, the proposed allocation of 2014/2015 Supplemental Law Enforcement Funds.

2. Hold public hearing and approve, by motion as amended, the proposed allocation of 2014/2015 Supplemental Law Enforcement Service Funds.

3. Not hold a public hearing nor approve the proposed allocation of 2014/2015 Supplemental Law Enforcement Service Funds and thereby reject the SLESF funding.

Respectfully submitted,

Jason Dahl,
Chief of Police

Approved by,

Steve Holsinger,
City Manager

Attachments:

None

AGENDA ITEM September 23, 2014

TO: Steve Holsinger, City Manager

FROM: Skyler Lipski, Parks & Public Works Director

SUBJECT: Sewer User Fee Study

RECOMMENDATION

Staff recommends that the City Council direct Staff to work with the Rural Community Assistance Corporation (RCAC) to conduct a Sewer User Fee Study and report to Council with any results and/or recommendations.

SITUATION

Sewer User Fees are used to fund operations, maintenance, and improvements of the City's sewer collection and treatment system. The City last conducted a Sewer User Fee Study in 2004, which resulted in rate increases phased-in from 2005-2008. There has been no change in rates since 2008.

The Sewer User Fee Study will provide an explanation and justification of calculated sewer rates for the City. Rates will likely be calculated for the next five fiscal years, and must be in accordance with the requirements of XIIID et. Seq. of the California Constitution, commonly known as Proposition 218, which mandates that the fee or charge imposed is commensurate with the benefit received by those paying the fee.

Rural Community Assistance Corporation (RCAC) is a nonprofit organization that provides technical assistance, training and financing to rural communities. RCAC will provide the study to the City of Willows at no cost to the City of Willows.

FINANCIAL CONSIDERATIONS

None (RCAC will provide the study to the City of Willows at no cost to the City of Willows)

ALTERNATE ACTIONS

a) Deny recommendation
b) Request more information from Staff

RECOMMENDATION

Staff recommends that the City Council direct Staff to work with the Rural Community Assistance Corporation (RCAC) to conduct a Sewer User Fee Study and report to Council with any results and/or recommendations.

Respectfully submitted,

Skyler Lipski
Parks & Public Works Director

Attachments: None

AGENDA ITEM September 23, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of possible days, time, and frequency of regular future City Council meetings in accordance with the recently adopted Ordinance to become effective October 10, 2014

RECOMMENDATION

Council shall discuss and by motion, provide direction to staff on development of a Resolution to establish Council Meeting dates, times and an effective date of implementation for future regular and special city council meetings.

SUMMARY

Recently City Council directed staff to draft revisions to Title II, Section 2.05 of the Willows Municipal Code, regarding specific language establishing a date, time and frequency of city council meetings. An Ordinance was adopted by the City Council during the September 9, 2014 regular City Council session. This new ordinance will become effective in early October and requires the Council to establish days, time and frequency of meetings to be established by a Resolution of the City Council. Council should establish a consensus for the preference of which week day they wish to conduct regular Council Sessions in the future. Additionally, the Council should establish the time of each regular meeting and the monthly frequency of meetings to be incorporated in the Resolution. Alternative days and times are available contingent upon city council preference. The previous code section specified Regularly Monthly Meetings to be held the second Tuesday of each month at 7:30 PM. Staff would recommend for consideration a continuation of the Second Tuesday or Wednesday of each month as the specified regular monthly meeting day. Second monthly meeting could be scheduled as deemed necessary by the City Council. Time could be changed to any half-hour increment between 5:30 and 7:30; with staff preference for a 6:00 PM starting time. Special Meetings of the City Council shall be scheduled in accordance with State Law governing special meeting requirements. Staff is seeking direction from the City Council to develop a Resolution as required by the new Ordinance.

FINANCIAL CONSIDERATIONS

None at this time

RECOMMENDATION

Council shall discuss and by motion, provide direction to staff on development of a Resolution to establish Council Meeting dates, times and an effective date of implementation for future regular and special city council meetings.

Respectfully submitted,

Stephen A Holsinger
City Manager