

CITY COUNCIL

Gary Hansen, Mayor
Vincent Holvik, Vice Mayor
Jeff Cobb, Council Member
Sandie Hobbs, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
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www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, September 27, 2011

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 27, 2011, Agenda.
5. Presentations & Proclamations: None
6. Public Comment / Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
 - a) Public Comments / Written Communications.
 - b) Mayor Hansen will read into the record a letter submitted on September 20, 2011, by the Parham Family and the Foley Family regarding the Recreation Department.
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 Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval of the Minutes of the Willows City Council Special Meeting held September 7, 2011.
 - d) Consider adoption of a Resolution authorizing the adjustment to the Holiday Schedule and Closure of City Hall for one week between Christmas and New Year's Day.
8. Public Hearings: *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).*
 - a) Conduct a Public Hearing, and upon conclusion of receiving public comments, consider, by motion, approval of the proposed allocation of the 2011/2012 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) By motion, that the City Council elect to invoke the "Two Year Additional Service Credit" provision (Public Employment Retirement Law Section 20903) in the City's PERS contract and direct staff to return with a Resolution to grant a designated period from October 12, 2011, to March 9, 2012, for eligible employees to retire with said additional two years of service credit.
12. Council Member Reports:
13. Executive Session: None
14. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before September 23, 2011.

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.

The City of Willows is an Equal Opportunity Provider

August 23, 2011

To: Willows City Council
Attn: Mayor Gary Hansen

Letter is to be read during City Council meeting and entered into minutes of the meeting.

Mayor Hansen,

I am so very disappointed in you! You have some very good people working for the city, and you don't seem to appreciate them. You have not taken time to see and understand what they have done for the City of Willows, most importantly, for the children of Willows.

There is not much for the children of Willows to do in their free time. The Recreation Director, Carol Lemenager, has done so much for this city and the people who live and work here. She deserves to have the chance to be heard about her plans for the next 4 years here in Willows. Give her a chance to share them.

We moved here in 1965 and not much was happening until she came. Our 3 kids were able to sign up for tennis, basketball, and baseball. Later came tennis, swim lessons, soccer and disc golf. We now have 6 grandchildren playing these sports. She has kept the gym open on Saturday for everyone to use. Our youth are not only learning about sports, but how to interact with other people.

Carol gives up many weekends to make these opportunities available to children and adults. People like Judge Don Byrd, Harold Von Bargaen, Joe Hinton and Brian Eggly would all be able to say they remember being able to play Basketball in the gym on a Saturday or Sunday because Carol made it available.

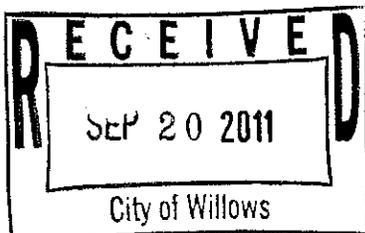
Now that my grandchildren need these programs, you are ready to cut Recreation out. Each council member needs to come and check out all the people that coach, participate, or watch the programs Recreation has to offer. Come check out all the people that will be affected by cutting the Recreation program.

I realize you must make some cuts, we all know that. Now is the time to take a careful look and check Carol's record. All the people she has coached, helped, mentored, kids she has helped be better people. To her, we give thanks and hope she can reach her goals for the next group of kids and adults that come her way.

Please, for the next one's to come, keep her and the Recreation Department intact as a part of the City of Willows.

Thank you,

Parham Family
The Parham Family



The Foley Family

Gaynelle Foley

MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD
September 7, 2011

1. The meeting was called to order at 6:00 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hansen led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Council Members Yoder, Cobb, Hobbs, Holvik & Mayor Hansen
Absent: None

4. **Public Comment:**

Forrest Sprague spoke unfavorably about the City Manager and once again urged the City Council to take into consideration the City Manager's actions which led to the Police Department's vote of No Confidence earlier this year. The Police Department's vote of No Confidence was made in response to remarks made by the City Manager during a court proceeding in which he stated that he was informed that he was being targeted by members of the Police Department due to the lay-off of a Police Officer in 2009. Mr. Sprague also suggested that due to the fact that Council Member Yoder had some minor involvement with the incident which led to the Court Proceeding, that this might limit or hamper some of Council Member Yoder's objective evaluation of the City Manager's performance review. He also stated that aside from the Police Department's vote of No Confidence, in his personal view, the City Manager does not, nor has he ever reflected the values of the Willows citizens.

Jeff Williams also spoke unfavorably about the City Manager, stating that he doesn't have anything personally against him but he doesn't think he fits in well. He stated that he witnessed the City Manager treating people disrespectfully. He believes people can disagree with one another but they can still treat them with respect. He said with the budget problems the City currently has, the City could use the money elsewhere. He stated that the Finance Director, Tim Sailsbery, seems to be a very intelligent person and he believes he could pick up the responsibilities if the City Manager were gone. Also, he said that the City Department Heads could take part of the burden for operating their respective departments if there were no City Manager.

Hearing no more Public Comments, the Council entered into Executive Session at 6:10 p.m. for the following:

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

6. **Report-Out from Closed Session:** The Council emerged from Executive Session at 6:44 p.m. and Mayor Hansen reported that the City Council has conducted a very thorough performance review and evaluation of City Manager Steve Holsinger. All public concerns and comments have been carefully reviewed and discussed. Areas of improvement have been identified by the Council and the City Manager has been directed to focus his attention on improving in those particular areas of concern. This performance review also reflects the Council’s continued support of the City Manager and his day-to-day management of the operations of City of Willows. In essence, the Willows City Council has directed the City Manager to his damn job.
7. **Adjournment:** Mayor Hansen adjourned the meeting at 6:45 p.m.

The City of Willows is an Equal Opportunity Provider

Date: September 7, 2011

NATALIE BUTLER

City Clerk

AGENDA ITEM

TO: Mayor Hansen and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Authorize adjustment of Holiday Schedule and Closure of City Hall for one week between Christmas and New Years Day (observed).

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution; authorizing a "specific" adjustment to the City Holiday Schedule (e.g. during Fiscal 2011/2012 only) and directing the closure of City Hall for one week between Christmas and New Years Day (observed).

SITUATION

As was necessary last fiscal year, the Holiday Schedule for Administrative Staff at City Hall may require adjustment and this adjustment could be accommodated during the upcoming Christmas Holiday period.

Staff proposes an accommodation to the Holiday Schedule that preserves as much as possible the service commitment to the community. Proposed: move the Friday, Nov 11th (Veterans Day) Holiday to Dec 27th. Additionally, move Holidays; Friday, November 25th and Saturday, Dec 24th alternatively to Dec 28th & 29th. The Christmas Holiday (Dec 25th) falls on a Sunday and would be observed on Monday, December 26th. Thereby adjusting the required modification in observance for the four Holidays from December 26 through Thursday, December 29th and allowing closure of city hall for business one week between December 26th and January 2nd and re-opening for regular business on Tuesday, January 3rd. This is essentially the same schedule as last year. (Note: this adjustment only impacts City Hall Admin Staff members that have voluntarily reduced wages and adjusted work schedules).

FINANCIAL CONSIDERATIONS:

None are anticipated because Holiday impacts were accommodated within the current budgeted funding levels available in the fiscal year work plan. However, some additional unanticipated savings may be realized during the week closure period.

NOTIFICATION:

Public Announcement(s) – Sacramento Valley Mirror (contingent upon council approval)

ALTERNATE ACTIONS:

1. Staff recommends that the City Council adopt a Resolution; authorizing a "specific" adjustment to the City Holiday Schedule (e.g. during Fiscal 2011/2012 only) and directing the closure of City Hall for one week between Christmas and New Years Day (observed).
2. The City Council may request additional information from staff.

RECOMMENDATION

Staff recommends that the City Council adopt a Resolution; authorizing a "specific" adjustment to the City Holiday Schedule (e.g. during Fiscal 2011/2012 only) and directing the closure of City Hall for one week between Christmas and New Years Day (observed).

Respectfully submitted,

Steve Holsinger, City Manager

Attachments: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS AMENDING THE CITY HOLIDAY SCHEDULE AND
AUTHORIZING CLOSURE OF CITY HALL FOR ONE BUSINESS WEEK
BETWEEN CHRISTMAS AND NEW YEARS DAY**

WHEREAS, the City of Willows Personnel Rules and Regulations; does identify specific City Holidays to be recognized by city employees; and

WHEREAS, due to continuing fiscal constraints during FY 2011/2012; there was a necessary reduction in staffing & expenditures; and

WHEREAS, as a result of reductions, an adjustment to a number of administrative employees' wages and work schedules has been implemented, and

WHEREAS, a corresponding adjustment to hours of operation for administrative services at Willows City Hall was authorized by City Council; and

WHEREAS, as a result of these aforementioned adjustments; it was proposed to adjust Holiday Schedules for City Hall Administrative Staff only; and

WHEREAS, the result of the proposed Holiday Schedule Adjustment will accommodate a one week closure of City Hall between Christmas and New Years Day (observed); thus providing opportunity for additional expenditure reductions during this Fiscal Period.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS hereby authorizes an adjustment to City Holidays scheduled for City Hall Administrative staff only and directs the closure of City Hall for one business week between Christmas and New Years Day (observed).

It is hereby certified that the foregoing resolution - 2011 of the City Council was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on the 27th day of September, 2011, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Approved:

Attest:

Gary Hansen, Mayor

Natalie Butler, City Clerk

SEPTEMBER 27, 2011

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: William Spears, Chief of Police
SUBJECT: **2011/ 2012 Supplemental Law Enforcement Service Fund (SLESF) Program Funding**

RECOMMENDATION

Staff recommends council hold public hearing, and approves, by motion, the proposed allocation of 2011/2012 Supplemental Law Enforcement Service Funds.

SITUATION

The City of Willows has received Supplemental Law Enforcement Service Funding (SLESF) for 2011-2012 from the State of California. We have received the minimum allocation of \$100,000. 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 this year, as in past years, and that is for the continuation of the Supplemental Law Enforcement Services Fund for local agencies for the foreseeable future. The legislative desire for the use of these funds likewise remains the same, in that personnel should be the priority for local agencies.

The plan approved by the Council for 10/11 SLES Funds, called for using the money to fund the CSO position (Code Enforcement and Evidence Technician) as well as the majority of the SRO position. \$35.6K of the general fund is utilized in funding the SRO. The remaining SRO funding (\$25K) comes from WUSD. Additionally \$3K was to be used for D.A.R.E. and other SRO related supplies and activities while \$4K was designated for training and overtime for either the CSO, the SRO or the Administrative Secretary. Ultimately, the CSO position was not filled during the fiscal year. As such, a portion of the funding that went beyond the cost of maintaining the School Resource Officer was utilized to assist with the cost of maintaining a patrol officer

This year's proposal, is to fund a police officer position and restore some of the funding cut from the operational aspects of the Willows Police Department.

A recap of proposed and actual 2011/12, as well as the proposal for 2010/11 is as follows:

	<u>FY 09/10</u> ACTUAL	<u>FY 10/11</u> ACTUAL	<u>FY11/12</u> PROPOSED
Police Officer – Patrol	\$ 0	\$ 26,947	\$ 98,646
School Resource Match	\$ 40,677	\$ 68,348	\$ 0
CSO (Code Enforcement)	\$ 54,471	\$ 0	\$ 0
Sp Project/OT/Equipment/Salary backfill	\$ 4,852	\$ 4,705	\$ 1,354
TOTAL	\$100,000	\$100,000	\$100,000

FINANCIAL CONSIDERATIONS

The City of Willows is the recipient of \$100,000 from the State of California for the Supplemental Law Enforcement Service Funds Grant. Council must hold a public hearing and approve an allocation for the use of such funds to accept the grant.

NOTIFICATION

None

ALTERNATE ACTIONS

1. Hold public hearing and approve, by motion, the proposed allocation of 2010/2011 Supplemental Law Enforcement Service Funds.
2. Hold public hearing and approve, by motion as amended, the proposed allocation of 2011/2012 Supplemental Law Enforcement Service Funds
3. Not hold public hearing nor approve allocation of 2010/2011 Supplemental Law Enforcement Service Funds and thereby reject stating SLESF funds.

RECOMMENDATION

Staff recommends council hold public hearing, and approves, by motion, the proposed allocation of 2011/2012 Supplemental Law Enforcement Service Funds

Respectfully submitted,


William Spears,
Chief of Police

Approved by,


Steve Holsinger,
City Manager

Attachments:

None

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Two Years Additional Service Credit-Retirement-Establishing a Window for Election to Participate

RECOMMENDATION

By motion, that the City Council elect to invoke the "Two Year Additional Service Credit" provision (Public Employment Retirement Law Section 20903) in the City's PERS contract and direct staff to return with a resolution to grant a designated period from October 12, 2011 to March 9, 2012 for eligible employees to retire with said additional two years service credit.

SITUATION (or BACKGROUND):

The City entered into a contract amendment with CalPERS effective July 29, 2011, whereby the City may offer, during periods of significant financial hardship, two years additional service credit to employees who are eligible to retire. Said offering may apply to specific positions or to an organizational unit (eligible City employees as a whole in this case as directed by Council). The offering of the retirement incentive is to occur, at Council discretion, when mandatory layoffs, transfers, and/or demotions to at least one percent of the organizational unit become eminent. Such is the case with the passage of the 2011-12 Budget. Further, Council will need to confirm its intent not to fill at least one of the positions vacated by these retirements.

Granting the designated period, or "opening the window", is a two step process. The estimated cost of offering the two year service credit retirement, as noted in the "Financial Considerations" portion of this staff report must be disclosed and reviewed. Once reviewed and directed by Council, Staff may return at a subsequent meeting (next Council meeting is slated for October 11) to provide a resolution to open the window period for eligible employees to retire and utilize the additional two years service credit. The recommended offering period is from October 12, 2011 to March 9, 2012 (150 days). The period must be a minimum of 90 days and a maximum of 180.

FINANCIAL CONSIDERATIONS:

At the June 14 Council meeting, it was noted that the additional cost for all eligible employees, amortized over 20 years, of providing the retirement incentive is approximately \$477,937. It is anticipated that a minimum of 3, with a possibility of up to 6 employees may actually elect to retire utilizing the incentive. The 20 year amortized cost of these employees is \$71,005 to \$153,826, depending upon the actual number of retirees. PERS will start charging the City two years from the opening date of the retirement window (October, 2013). Based upon the 3 committed retirements at this time, with replacement of positions not planned, the anticipated cost savings is \$103,000 in 2011-12 and approximately \$182,000 per year for 2012-13 and beyond.

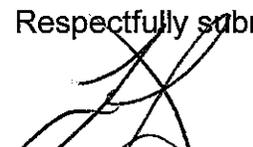
NOTIFICATION

N/A

RECOMMENDATION

By motion, that the City Council elect to invoke the "Two Year Additional Service Credit" provision (Public Employment Retirement Law Section 20903) in the City's PERS contract and direct staff to return with a resolution to grant a designated period from October 12, 2011 to March 9, 2012 for eligible employees to retire with said additional two years service credit.

Respectfully submitted,


Tim Sallsbery
Finance Director
