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

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CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, September 9, 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 9, 2014, Agenda.
5. Presentations & Proclamations:
   a) Mayor Cobb will present a Proclamation honoring the memory of those whose lives were lost in the September 11, 2001, attack on the United States to Barbara LaDoucer of the American Legion Auxiliary.
   b) Mayor Cobb will present a Proclamation in Recognition of September 19, 2014, being "National POW/MIA Recognition Day" to Barbara LaDoucer of the American Legion.
   c) Mayor Cobb will present a Proclamation of the City of Willows recognizing the 200th Anniversary of the Star Spangled Banner.
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 12, 2014, Regular City Council Meeting.

   c) Consider second reading by title only and adoption of Ordinance Number **710-2014** 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"**

   d) Consider renewal of the Fiscal Year 2014/2015 Contract for Services between the City of Willows and 3CORE, Inc.

8. Public Hearings: None
   (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).

9. Ordinances: Action taken under item 7c.

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

11. New Business: None

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 5, 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.

The City of Willows is an Equal Opportunity Provider

City of Willows

Proclamation

Whereas, *on September 14, 2014, the people of the United States of America will celebrate the Bicentennial of the National Anthem; and*

Whereas, *after a sustained twenty-five hour bombardment by the British Royal Navy on Fort McHenry between September 13 and September 14, 1814, a large American flag with 15 stars and 15 stripes was raised over the fort; and*

Whereas, *an American lawyer, Francis Scott Key, witnessed the siege from a British ship while negotiating the release of a captured American doctor; and*

Whereas, *Francis Scott Key wrote a four-stanza poem recounting the heroic defense of Fort McHenry and the city of Baltimore from invasion, representing a turning point in the War of 1812; and*

Whereas, *the National Anthem was written to joyously celebrate American courage at a time when the torch of liberty looked as if it was about to be extinguished; and*

Whereas, *on March 3, 1931, Congress voted to establish the National Anthem as the official anthem of the United States of America; and*

Whereas, *singing the National Anthem at public events brings patriotic unity to the "Great Melting Pot" known as the United States; and*

Whereas, *the War of 1812 clarified the sovereignty of the United States of America as a nation, and asserted this great country as a source of stability and strength throughout the world; and*

Whereas, *the Star Spangled Banner must be preserved as our National Anthem and maintained as a symbol of "the land of the free and the home of the brave", and*

Whereas, *it is important to educate young people about the history of the National Anthem and its legacy upon our great nation;*

Now, therefore, I, Jeffrey T. Cobb, *Mayor of the City of Willows, California, and on behalf of the Willows City Council, do hereby proclaim September 14, 2014 as*

"200th Anniversary of the Star Spangled Banner Day"

in the City of Willows, California.

In Witness Whereof, *I have hereunto set my hand and caused the Great Seal of the City of Willows, California to be affixed on this 8th day of September, 2014.*

_____

Jeffrey T. Cobb, Mayor

City of Willows

Proclamation

NATIONAL POW/MIA RECOGNITION DAY
SEPTEMBER 19, 2014

WHEREAS, in 1979, Congress passed a resolution authorizing observance of National POW/MIA Recognition Day; and

WHEREAS, that national observance now takes place annually on the third Friday of September – this year on September 19; and

WHEREAS, throughout American history, generations of patriots have bravely served in our military and sacrificed much to protect our country and preserve democracy around the world; and

WHEREAS, some of those brave men and women who answered the call to service were captured in conflict and imprisoned by our enemies; some never returned from the battlefield; and

WHEREAS, today and every day, we pay tribute to the American men and women who have not returned to the country they so valiantly defended, and we express profound gratitude to those who returned after facing unimaginable hardships; we will never forget the sacrifices they made to keep this nation free; and

WHEREAS, observances of National POW/MIA Recognition Day are held across the country on military installations, ships at sea, state capitols, veterans facilities; and

WHEREAS, we urge the Government of the United States to continue the quest to fully account for every service member still classified as missing.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Willows, California, does hereby declare September 19, 2014, as "POW/MIA Recognition Day," never forgetting the sacrifices they made.

Proclaimed this 9th day of September, 2014.

Jeffrey T. Cobb, Mayor

City of Willows

Proclamation

"A DAY TO REMEMBER"

WHEREAS, the unprovoked attacks of September 11, 2001, upon America by foreign terrorists have thrust the United States and other countries into a war it never envisioned, militarily or diplomatically; and

WHEREAS, the challenges facing all the civilized people of the world as they relate to the war on terrorism will not end until those fanatics responsible are eliminated or brought to justice; and

WHEREAS, America is fully committed to ensure our freedoms remain unfettered and sovereign for all generations, now and forever; and

WHEREAS, world opinion needs to remain focused upon the eradication of these inhuman acts perpetrated around the globe; and

WHEREAS, one way to accomplish this is to NEVER FORGET that those innocent victims did not die in vain; and

WHEREAS, America can fight back by reminding the world that the deaths of these people will always be remembered, and they will be forever loved; and

WHEREAS, a noble and appropriate way to accomplish this is through the annual celebration of their living; and

WHEREAS, this commemoration should be held each September 11 throughout the land to include:

- The promotion of global peace and goodwill;
- The demonstration of America's resolve and perseverance to win the war on terrorism;
- The advancement of responsible citizenship;
- The encouragement of patriotism and love of county; and
- The poignant remembrance of those innocent victims who died on September 11 as heroes, one and all.

NOW, THEREFORE, BE IT PROCLAIMED that the City Council of the City of Willows issues this Proclamation to memorialize those men, women, and children who lost their lives; and

BE IT FURTHER PROCLAIMED that this Proclamation be publicized for all to see, and know that the citizens of Willows remember with eternal respect those lives which were suddenly, without cause, and pointlessly taken on September 11, 2001--**May They Forever Rest in Peace and Abide in our Memories.**

PROCLAIMED this 9th day of September, 2014.

Jeffrey T. Cobb, Mayor

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD August 12, 2014

1. Mayor Cobb called the meeting to order at 7:08 p.m.

2. **PLEDGE OF ALLEGIANCE:** Jeff Williams 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 Taylor-Vodden and **seconded** by Council Member Hansen to accept the August 12, 2014 agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:**

a) Mayor Cobb presented a Proclamation declaring the month of September as "Support our local hospital month". Mr. Hoover Mock accepted the Proclamation on behalf of Glenn Medical Center and he also announced that the 11th annual Hospital fundraiser "Splendor in the Valley" would be taking place on Saturday, September 13, 2014 at 5:30 p.m. and he encouraged everybody to attend this fundraiser.

6. **Public Comment/Written Communications:** None

7. **Consent Agenda:**

It was **moved** by Council Member Domenighini and **seconded** by Council Member Mello 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 (26555-27729; Z05431-Z05464; 33261-33294).
b) Approval of the Minutes of the Regular City Council Meeting held on June 10, 2014.
c) Approval of the Minutes of the Regular City Council Meeting held on June 24, 2014.
d) Approval of the Minutes of the Regular City Council Meeting held on July 22, 2014.

8. **Public Hearings:**

a) Review of draft Housing Conditions Survey Report:

In 2013 the City applied for and received Planning and Technical Assistance grant funding from the 2013 Community Development Block Grant Program (CDBG) to fund the preparation of a city-wide Housing Condition Survey (HCS). The City solicited for contract services to prepare the Survey and selected PMC to prepare the document. The HCS will be used to assess current housing conditions throughout the City to establish the need for housing rehabilitation for the purpose of benefiting low and moderate income homeowners of single-family and multi-family

residences/units. The results provided detailed documentation and analysis of exterior housing conditions and the geographic locations of those housing units in need of rehabilitation and will also comply with a current Housing Element goal to ensure quality, safe, and livable housing stock in the City.

The data from the survey will assist elderly and low-and-moderate-income homeowners with housing preservation and with eliminating any health and safety issues the housing units may have. The survey of the units was documented on tablet computers producing an overall point rating of the condition of the units. A parcel by parcel survey was carried out in May 2014 with the preparation and processing of the draft and final documents. The results were mapped and tabulated using GIS software to record the housing conditions on a parcel-by-parcel basis in order to facilitate the tabulation of citywide data by occupancy status, census tract, and block group level.

As the survey results showed, 58.2% of the single family housing stock (963 units), 78.3% of duplexes (47 units), and 68.4% of multi-family housing (13 total) with the City of Willows is in need of some form of rehabilitation, with 10.5% of MF in dilapidated condition. The survey shows that housing units located east of I-5 and south of State Route 162 (aka Wood Street) have the highest number in need of substantial repair out of all the census block groups surveyed. According to the survey report, overall 59% of the housing stock in the City of Willows is in need of some form of rehabilitation.

Staff then requested that the Mayor conduct the required Public Hearing and upon conclusion, consider adoption of a Resolution approving the submittal of a Housing Conditions Survey to HCD. Mayor Cobb opened the Public Hearing at 7:19 p.m., and hearing no comments, subsequently closed the Public Hearing at 7:19 p.m. It was then **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to adopt a Resolution recommending approval of the Draft Housing Condition Survey and forward to HCD. The motion unanimously passed.

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

TK development, LLC submitted an Appeal to the City Council on July 25, 2014 requesting that the Council overturn the decision of the Planning Commission on July 16, 2014 regarding a change in the perimeter fencing material for the Willows Senior Housing Project. The request was to change the original approval of the project located in the vicinity of 1330 West Sycamore Street. The request specifically asked to change the perimeter fencing material from a CMU wall to a Decorative Cedar Architectural Style Fence. The reason for the change was because the developer, Pacific West Communities, received $500,000 less than anticipated of Affordable Housing Program Funds, administered through the Federal Home Loan Bank. The changing of the CMU wall to a decorative Cedar style fence will save the project at least $212,025, as with the cedar fence there is no need to construct a concrete footing, installing of steel bars the entire length and height of the wall, 1100 lineal feet long and 38 Pilasters at a cost of $41,000.

Pursuant to a subsequent request from TK Development, they asked that tonight's legally noticed Public Hearing Appeal be continued to a future date as determined by the Council this evening,

as they were unable to have a representative present at this evening's meeting. The City Manager suggested that the Mayor open up the Public Hearing and rather than close the appeal hearing tonight, the Council should continue this item to a future date. Mayor Cobb opened the Public Hearing at 7:31 p.m. Hearing no comments, Mayor Cobb announced that the Appeal Hearing would be continued to the City Council meeting scheduled to occur on August 26, 2014.

9. **Ordinances:** None.

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

a) The City Manager announced that the City Building Official, Clay Dawley, is currently on limited duty and is not able to perform routine building inspections. In order to see that inspections are completed during his time on light duty, the City has contracted with Wildan Engineering to perform inspections one day per week on Tuesdays until such time as Mr. Dawley is taken off of light duty status.

b) The City Manager gave the Council an update of the status of a Draft Proposed Ordinance (Title 2, Willows Municipal Code) to establish and/or amend the time, place and frequency of City Council Meetings by Resolution. He informed the Council that staff has prepared a draft Ordinance amendment which the City Attorney has reviewed and approved and this item will go before the Council for consideration and formal action at a future meeting.

c) Staff is seeking direction from Council on Writ of Mandate – Solano County Taxpayers Association & California Manufacturers & Technology Association – Sacramento County Superior Court Case #34-2014-80001850:

The City Manager stated that he has been contacted by a couple of Council Members and a few Attorneys, including the Attorney of record for a Court Case that has been filed in Sacramento County on behalf of the Solano County Taxpayers Association & California Manufacturers & Technology Association. There has been a suggestion expressed by Alan Schauer that the City of Willows should consider joining in on this particular Writ of Mandate and Injunction. Staff is seeking direction from the Council on whether or not they would like to have an item placed on a future agenda in order to formally discuss this possibility and possibly take an action. Council discussion ensued and Council Member Taylor-Vodden stated that it is difficult for the Council to review the information on this item and take action without having recommendations that are easily available or easily produced and the Council doesn't really have that ability at this point. Her thoughts are that the Council needs to study this issue in greater detail and perhaps have two Council Members act as a subcommittee to get together and further research this topic and also include the City Manager, Mr. Schauer, California Water Service and

interested citizens to take part in the discussions. Council Member Taylor-Vodden stated that she would volunteer to serve on such a subcommittee. Council Member Domenighini also stated that he would be willing to volunteer as well.

The City Manager pointed out that the Council would have approximately sixty (60) days to make a formal decision. That includes returning this item to a future agenda and taking a formal action on whether or not the Council wishes to join in on the Court Case. If it is decided that a subcommittee conducts an investigative review, ultimately an item still needs to come back before the whole Council to make a decision and that would need to be done by the end of September or beginning of October.

It was ultimately the consensus of the Council that Council Members Taylor-Vodden and Domenighini will serve as a subcommittee to research and study this topic in greater detail and they will give a formal report of findings and/or recommendations to the full Council at the September 9, 2014 City Council Meeting.

d) City Manager Employment Anniversary: Seven years of continuous employment elapsed on August 6, 2014. In accordance with the contractual "Conditions of Employment provisions" the Council may consider a salary review & adjustment in conjunction with a Performance Evaluation at this time. Staff is seeking direction from the Council. (Please note, wage adjustments have not been considered or authorized by the Council in conjunction with Management & Administrative Staff members since October 2006):

The City Manager stated that there is a stipulation in his employment contract which says that each year on or about his anniversary the Council has a right to conduct a performance review and salary adjustment. Out of professional obligation, every year he advises the Council accordingly that his anniversary has lapsed in the event that the Council chooses to conduct some type of performance evaluation. He stated that in this particular instance that he is not looking for a salary increase or any type of adjustment because he is looking at wrapping up his career in the City of Willows. He doesn't know if the Council has an interest in pursuing an evaluation, but he believes it would be a fool hearty pursuit. In essence, the Council could spend the next year reviewing someone who is about to step out the door. The City Manager stated that he doesn't have a formal date set, but he is looking at a date-certain in 2015 and as soon as he pins that date down he will share that with the Council in advance, but he wanted this to be formal notice that 2015 will be his last year of employment with the City of Willows. There are a few larger projects that he would like to see wrapped up and some things that need to be done before he formally announces a departure date. He thinks that his making this announcement in advance is important because he sees the Organization has positioned itself in exactly the same dilemma as they were in back in 2006. Back in 2006 the Council was faced with both a City Manager and a Police Chief retiring and the Council

was unable to fill the positions. Of course, none of the current Council Members were seated on the Council at that time, nor was he an employee of the City, but he's seen the record. The Council hired a recruiter and spent money on two recruitment processes trying to find a City Manager and they were not able to successfully find a candidate. The Council also could not find a successful candidate to take the Police Chief position because they couldn't afford the salary. That is the same dilemma that the current Council is locked into now. The Administrative staff of the City of Willows has not had a wage consideration adjustment since October of 2006, when it specifically was adjusted to allow an accommodation to salary so the City could hire quality staff coming in. He stated that the Council needs to stay current with the market and he is advocating that if the Council wants to have some discussion going forward, he would be happy to work with the Council on articulating out a Separation Agreement and a transition policy or transition statement and allowing the Council to accommodate the kind of salary adjustments that they may need to make to look forward to recruiting successfully in order to get the person that they want in the position they need to fill. Whether this is for the City Manager's position or not, he stated that the City has other employees that may decide it is time to seek employment elsewhere as well. If any of those employees are in the Administrative category, the Council is going to have a really difficult time recruiting talented employees to come into the organization. The City Manager stated that he is advising the Council of these facts as he believes he has an obligation to do. He stated again that he would be happy to work with the Council on a transition plan, but if the Council wishes not to do that and instead to do the standard type of evaluation, they could do that as well. He asked the Council to let him know how they would like to schedule something going forward, and any of those items would obviously be closed session discussions, so the Council just needs to advise the City Manager when they wish to do that and how they wish to move forward.

Mayor Cobb thanked City Manager Holsinger for his announcement, stating that he's sure there will be time in the future to have further discussion about his departure. He stated that since this is just an item for discussion, the Council doesn't have to make a commitment as far as the when the closed session would take place. The Council could take a little time to think about this and set up a future closed session item for this purpose if that is agreeable to the Council. The City Manager stated that it is no big hurry, but it really depends on where the Council wants to go. The Council could commence a discussion on September 9, although there will be a Council Member absent from that meeting. However, that happens to be a Council Member that will not be returning to the Council after November when their term of office is up.

Council Member Taylor-Vodden didn't see why it would be beneficial to begin this process before seating the new Council in November. Depending on the make-up of the

next Council, they would need to virtually begin the process from the beginning, and there would need to be a repeat of past discussions that the current Council had once the new Council is seated in order to bring them up to speed. Council Member Taylor-Vodden asked that other than advisory to her personally, that she not be included in those discussions since she will be leaving her Council seat in November. She recommends that since the election will be over on November 4, the Council should go at least that far out to the future before commencing discussions.

The City Manager stated that ordinarily he couldn't agree more with Council Member Taylor-Vodden, however, he disagrees in this particular instance. Reason being is pretty straight-forward; The City has a Municipal Code, and the City Manager has an employment contract which will prohibit the newly-seated Council from having that discussion about his separation from the City until after February of 2015. So, professionally, the City Manager stated that he needed to advise the Council that they should begin having some discussions on where they want the organization to be headed before a new Council is seated. It is easier to bring a new member or two up to speed, than it would be to commence those discussions in six months.

Council Member Domenighini then asked if the Council could look at commencing with transition discussions in September. He also asked if the City Manager's contract states the Council "shall" conduct a review or "may" conduct a review. The City Manager stated that the Council "may" conduct a review. Council Member Domenighini then acknowledged that as a City Council, they have been rather weak on this because the City Manager hasn't had a review since 2011, and aside from the City Attorney, the City Manager is the Council's only other employee. He sees this is a weak link in the process and the Council needs to do better in the future making sure there is a good evaluation process. As part of the transition discussions with the Council, he suggested that the Council should also begin laying out goals for future evaluations. He would like to see a better evaluation process than he has seen in the last two years. Council Member Hansen agreed that the Council definitely needs to commence discussions about a transition plan, and the sooner the better. Council Member Mello concurred.

The City Manager stated that as he sees it, "transition" really means that the Council will need to address all of the components going forward to position the City's organization appropriately in the market place, and allow themselves the opportunity to recruit the best and most talented individuals out there. He added that his primary focus is going to be to get the appropriate adjustments to the Administrative Staff levels so that the Council can establish where they want to be in a salary range for the City Manager. One of the things the Council may want to do, as soon as they set a date to commence these discussions, is to have an up-to-date Salary Survey for all of the City Managers in the region.

The Council gave staff direction to conduct an up-to-date Salary Survey and to place a closed session item on the agenda for the September 23 meeting. Mayor Cobb asked if Finance Director Sailsbery would conduct a salary survey and have the information available at the time of that meeting. Mr. Sailsbery stated that he would have the information available for the Council to review at that time.

e) Finance Director Sailsbery gave the Council a brief update on the status of the City's Information Technology transition. On June 30, 2014 the City was slated to end their contract with Ray Morgan Company Pro IT, but by mutual agreement between Ray Morgan and the City, they extended the contract to August 31. In the meantime the City has entered into a contractual agreement with Matson & Isom's Information Technology Group. The City has entered an agreement for a Technology and Infrastructure Upgrade which began today. Mattson & Isom is officially set to take over full IT Services for the City Effective September 1.

11. New Business:

a) Consider, by motion, adoption of a Resolution approving the renewal of the Professional Service Agreement with Coastland Civil Engineering:

Throughout the past six fiscal years, Coastland Civil Engineering has served the City of Willows in the capacity as City Engineer. A Contract for Engineering Services was awarded to Coastland Civil Engineering during the Fiscal Year 2008/09 and ending June 30, 2011. That Contract had been renewed by mutual agreement in accordance with contract provisions for an additional three year term.

The current proposal is to continue to provide City Engineering Services under the same hourly billing rate for the City Engineer as in prior years. The proposal also incorporates modest rate adjustments for additional staff supporting services available through Coastland Offices. Contact Renewal will allow the City of Willows to be able to maintain a superior level of professional engineering services over the next three fiscal years. Staff is recommending that the Council approve the Resolution to renew the Agreement with Coastland Civil Engineering for the next three Fiscal Years.

It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to adopt a Resolution approving an agreement between the City of Willows and Coastland Civil Engineering, Inc. for Engineering Services and authorizing the City Manager to sign said agreement on behalf of the City. The motion unanimously passed.

b) Consider the composition of the Glenn County Air Pollution Control District Board and the possibility of City membership with the Board:

Staff was recently notified by Glenn County concerning the composition of the Air Pollution Control District Board membership in accordance with a 1994 Health & Safety Statute requirement. In June of 1994, the Cities of Orland and Willows partnered with Glenn County through a joint Resolution to vest membership in the District Board in the County Board of Supervisors for Glenn County as a county-wide district. Due to changes in population distribution throughout Glenn County currently, there is a possibility that one or both cities may wish to request a membership seat on the District Board. Orland City Council has recently decided to seek a membership seat on the County Air Pollution Control District Board. Staff is seeking direction from the Council on the possibility of requesting a membership seat on the Air Pollution Control District Board.

Council discussion ensued and it was the consensus of the Council to opt out of a seat on the Air Pollution Control Advisory Board at this time, but to still have the option at a future time seek membership to a seat on the Board if they find it necessary.

c) Consider, by motion, adoption of a Resolution authorizing Joe Flesher, Youth for Christ Director, in coordination with the Public Works Department, to repair and paint the skateboard park in Sycamore Park:

Joe Flesher, Youth for Christ Director, recently approached City Staff with an idea to prevent graffiti and vandalism to the skateboard park by allowing those that use the park to paint a mural or design on the concrete surface. Mr. Flesher addressed the Council and explained that with his ministry, he is at the skate park on a frequent basis and saw a need that he thought would benefit both the City of Willows and the youth in the community who use the skate park. On one occasion while at the skate park he watched a young man graffiti the park and he asked the kids why they let other kids destroy their park by painting graffiti where they ride. Their reply was "It's not our property". He explained to the kids that it was theirs and asked them if they would be interested in painting the park in order to give them "ownership" of the park and the enthusiasm and ideas that the kids formed was very encouraging.

He has contacted other members in the community and is currently trying to get appropriate murals and designs that would both individualize the park and look good as well. What he would like to see is the community join together in support of our youth and support a project that allows the youth to participate in a project that allows them some artistic choice while at the same time, giving them "ownership' of the park they hang out in. He believes that if the youth are a part of the project working hard to improve the looks of the park, they will be less likely to allow someone to come along and graffiti "their" park.

He understands the budget problems that face the City and he is not sure how much the City would be able to help, but he believes that together everybody could come up with something that we all could live with. He has done some research and has found that the paint needs to be a 100% Acrylic paint that allows the concrete to breath and he will need primer and a main coat. His intention first would be to repair the areas that are in need.

In order to prepare for the project, the park will need to be cleaned and prepped for painting. His plans are to use the kids that he works with who are in need of Community Service hours to do most of the prep work needed to be able to paint the park. He believes they can power-blow and power-wash the park, along with any other work needed to prepare for this project. In the Willows community, there are several kids who are in need of Community Service hours and he believes this will give them a chance to earn those hours while doing a service that will benefit them and the entire community in the end.

He requested that the City make available power-blowers and a power-washer for use in preparing the park for painting. Additionally, he requested that the City check into any available funds they may have to assist with the cost of paint for the project.

Council discussion ensued and the Council Members all believed this was a great project for the City's youth and will benefit the community as a whole. The City Council agreed to a $500/year allocation from the Community Discretionary Fund and if the need arises, they could allocate additional funds from the Community Discretionary fund at a future meeting as the project progresses. It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Domenighini to adopt a Resolution to coordinate with Joe Flesher, Youth for Christ Director, to repair and paint the Sycamore Park skateboard park facility. The motion unanimously passed.

d) Consider, by motion, adoption of a Resolution authorizing the closure of City Hall for the week between Christmas and New Year's Day:

The City Manager stated that this is an item that was returned after some earlier discussion from a prior meeting in which the Council asked staff to table the item to be heard at this evening's meeting in order that staff could clean up some of the language on the original Resolution adjusting for the misleading information within the original Resolution that indicated there were fiscal constraints that were responsible for forcing the holiday closure. That would have been incorrect and was the rationale in the previous 5 years when the Administrative Staff was furloughed. This simply comes down to a staffing component where generally during the holiday season business slows down significantly and a number of Administrative Staff have already scheduled vacation which impacts an already very limited number of staff just at City Hall. Closing City Hall for an additional 5 days (which is a total of an 8 day period when you consider the 3 included holidays) allows the staff members that have a forced component to use

their leave time to do so during this time. This is not something that is brand new to the City and the City Hall Administrative offices have been closed between the Christmas and New Year Holidays for the past 5 fiscal years. What is being proposed this evening is to close the Administrative Offices beginning on December 24 and re-opening for business on Monday January 5, 2015. This is really at the pleasure of the Council and if the Council wishes to approve the request that is fine, and if not, the Administrative Staff will just use the traditional Holiday schedule.

Council discussion ensued. Council Member Taylor-Vodden stated that one of the reasons that she asked for this item to be removed from the Consent Agenda at the meeting when this was originally introduced was because of the wording on the Resolution and she considered that a Council concession to previously when the Administrative Staff was on furlough. The Council has since removed the furloughs and brought the service hours back up to full time. Previously when there were furloughs, the Administrative staff was off each Friday consistently and therefore the Holiday Closure during that time made more sense. However, she is concerned that when the Council took away the furloughs, they stated that they were not concerned about any staff members' particular schedules, but they did want to go back to full-time access to the City. She stated that she doesn't have any concerns being off from December 24 through December 26 or on January 1 & 2, but what she does have concerns about is City Hall being closed on December 29, 30 & 31. She stated that having that many days off in a row that could be staffed but wouldn't be staffed is something that she would like to discuss with the other Council Members to hear their input.

Council Member Domenighini concurred with Council Member Taylor-Vodden's line of thinking and he believes that long a closure would be just too big of a stretch. He stated that he is very sympathetic to staff wanting to have that time off to spend with family, but then again, he has to consider what the public needs. He believes that the Administrative offices should at least be open on December 29, 30 & 31, so he goes along with what Council Member Taylor-Vodden is thinking.

Council Member Hansen stated that those comments are well taken and he tends to agree. He stated that he too was concerned about being closed for those same three days. He knows that the Holiday closure over the last five years was due to budgetary concerns and that was the reason that it worked well and there wasn't any negative impact from the community for closing the Administrative offices during that period of time. He wondered if using a "skeleton crew" just to cover the three days on December 29, 30 & 31 would be possible. He uses the term "skeleton crew" loosely, as he realizes that the current levels of Administrative staff are already essentially a skeleton crew, but he would like to see at least minimal staff coverage for at least those three days. He stated that realizes that the Holiday season is a fantastic time of year and he understands that employees often times take vacation during that period of time, but he would like to see staff work around those three days.

Council Member Mello stated that essentially this would be a 12 day stretch of City Hall Administrative Office closure, however, four of those days are weekend days and three of them are recognized Holidays, which basically amounts to an additional five days of closure. He is

okay with all of the closure days except December 29 & 30 which he believes the offices should be open and staffed.

Council Member Taylor-Vodden stated that she checked to see how the City of Orland plans to handle their Holiday closure and she learned that they have opted to switch their normal holiday days off to instead being off on December 25 & 26 and January 1 & 2, thus having two four-day weekends in a row. She stated that she is not so concerned about the staffing at City Hall and whether there is one person or three people working, but she reiterated that she would like to see City Hall stay open on December 29, 30 & 31.

Mayor Cobb stated that the Council is in a Catch-22 position because they all deeply care about the employees of the City and what they are requesting, and they also want to serve the citizens of Willows. His take, based on what the City Manager stated, is that there is really not a demonstrated need for the Administrative offices to stay open during that time. The City Manager stated that based on past experience that appears to be the case and there is certainly a very diminished demand for service during this time historically. There will likely be very minimal foot traffic or telephone calls the Administrative Offices during that time, however that is not to say that this year there won't be 100 people come in during those three days but based on what staff has learned from the past and based on what they know now after having reestablished working on Fridays, there is essentially very little community business conducted.

Vince Holvik of the audience asked the Council whether these days off would be paid days off for the Administrative staff. The City Manager stated that this essentially is a request by the Administrative staff to close the offices so everybody can utilize their vacation hours. Since the Council adopted a policy which mandated that the Administrative Staff must utilize a set amount of vacation days per year, this would be a good opportunity to do that. The request and the preference of the Administrative staff is to have that time as vacation and each member of the staff has enough leave time and has agreed that they have no issues utilizing their leave time to take this time off. He believes what he is hearing is that the Council is leaning toward having the Administrative Offices remain open, but he stated that he will still likely have most employees request that time off for vacation if they have not already done so.

Council Member Hansen stated that the Mayor said it best and that the Council is really in a difficult situation here because this is not a gift of public funds; it is employees using their vacation or annual leave time. During the past five years this has been the practice to close during the Holiday period and there has been minimal or no impact to the City that the Council knows of. This is a very difficult decision for the Council to make for a very simple request made by dedicated employees and at this point he stated that he is undecided and could really go either way on his decision. He wants to do what is right for both the Administrative staff as well as the public that they serve.

Council Member Taylor-Vodden reiterated that she just does not see how the staff is serving the public by shutting down for what is essentially a 10-day period. She stated that she does not have a problem with staff taking time off for vacation but she does think that staff needs to adjust the schedule also to serve the public and she doesn't believe by closing the offices that the public is being served in this case. She believes that for the offices to be closed for that many days in a

row sends a message to the public. She pointed out that the city will have other services available during this time, such as the library, public works, police and fire and she thinks that having the Administrative offices manned during this time is a minimum requirement. She would be happy to have all three days staffed, but depending on the rest of the Council, she would settle for just the two days if that is their preference.

The City Manager then stated that if there is no objection from the Council, his preference is to formally withdraw this request. He stated that it will be his responsibility to see to it that City Hall is open during this time, but he would just as soon like to withdraw the request.

Mayor Cobb stated that he believes that would probably be in order and agreed to allow the request to be withdrawn. He then asked if before the Council moved on, if it would be beneficial to staff if the Council just changed the original recommendation to be closed between the Christmas and New Year Holidays, to adjust the schedule to just be open on the two days that Council Member Mello recommended (December 29 & 30). The City Manager stated that realistically in his mind right now he cannot reconcile how it would be possible to please everybody and therefore he believes it would be better to just withdraw the item and he will worry about accommodating scheduling at City Hall during this time, which was basically his commitment to the Council when they ended the furlough program. He believes withdrawing the request is the best solution at this point.

12. Council Member Reports:

Council Member Domenighini:

- Reported that he plans to attend the Library Board Meeting this Thursday and also plans to attend the Transportation & Transit Committee Meeting on Thursday of the following week.

Council Member Taylor-Vodden:

- Reported that she and the City Manager recently had a meeting with members of the Willows Chamber of Commerce to discuss future City funding of the Chamber and the new requirements that the City has for the Chamber to request funding.
- Reported that she attended a LAFCO meeting yesterday.

Council Member Mello:

- Reported that he will be giving a 10 minute presentation regarding Banner Poles at a Council Meeting in September.

13. Executive Session: None

14. Adjournment: Mayor Cobb adjourned the meeting at 8:52 p.m.

Dated: August 12, 2014

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

ORDINANCE NO. 710-2014

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 THE WILLOWS MUNICIPAL CODE

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLOWS:

SECTION 1. Chapter 2.05 of the Willows Municipal Code is hereby amended to read as follows: **Section: 2.05.040**

2.05.040 - **Meetings**.

A. Meetings of the city council shall be held and conducted in accordance with Section 54954 of the California Government Code, and all other provision of the general law of the State of California.

B. The city council shall establish by Resolution the time, place and frequency of its regular meetings.

2.05.050 - Special Meetings

A. Section 2.05.050 is hereby repealed; because it is not consistent with the requirements of current California Law, Government Code, Section 95456.

B. The city council shall establish by Resolution the requirements of Special Meetings in accordance with Government Code, Section 95456

SECTION 2: It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Ordinances of the City Council.

SECTION 3: The City of Willows City Council may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to establishing the time, place and frequency of its regular meetings.

SECTION 4. *Severability*. Should any provision of this ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this ordinance or the application of this ordinance to any other person or circumstance and, to that end, the provisions hereof are severable.

SECTION 5. *Effective Date.* This ordinance shall take effect and be in force thirty (30) days after its adoption as provided by Government Code Section 36937.

SECTION 6. *Certification.* The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in accordance with State Law.

I HEREBY CERTIFY that the foregoing ordinance was introduced at a regular meeting of the City Council of the City of Willows on the 26th day of August 2014 and passed and adopted at a regular meeting thereof, held on the 9th day of August, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Jeffrey T Cobb, Mayor

ATTESTED:

Natalie Butler, City Clerk

AGENDA ITEM September 9, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of possible renewal of the Fiscal Year 2014 Contract for Services between the City of Willows and 3CORE, Inc.

RECOMMENDATION

Staff is recommending City Council approval for the renewal of the 2014-2015 Contract for Services between the City of Willows and 3CORE, Inc.

SUMMARY

Each fiscal year it is necessary to renew our membership commitment with 3CORE (Formerly Tri-County Economic Development) and establish a list of priority projects. Typically city management staff will review the CEDS (Comprehensive Economic Development Strategies) priority list, makes any necessary updates, revisions or modifications based upon council directives and feedback throughout the preceding year. This step has already been completed and staff is working collaboratively with the Cities/County ED Steering Group on a more regionalized CEDS focus for the immediate future.

Therefore staff is now seeking council consensus to renew the annual contract commitment for next fiscal year. The annual cash-match contribution for next year will be $5,000; which is equal to the cash match required during last fiscal year. Historically our return-on-investment has been approximately 10-to-1 or ten dollars returned for each dollar invested. Therefore, staff believes it is prudent at this time to continue our membership in 3CORE and recommends council approval for renewal.

FINANCIAL CONSIDERATIONS

Contract renewal will require a $5,000 cash match for member services with 3CORE, Inc during FY 2014/15. These funds have already been approved as part of the FY 14/15 Financial Work Plan.

RECOMMENDATION

Staff is recommending City Council approval for the renewal of the 2014-2015 Contract for Services between the City of Willows and 3CORE, Inc.

Respectfully submitted,

Stephen A Holsinger
City Manager

3CORE
FINANCING · MENTORING · PERSPECTIVE

INVOICE

Date: April 9, 2014

To: Steve Holsinger
City of Willows
201 North Lassen
Willows, CA 95988

From: 3CORE, Inc.

Amount Due: $5,000

For: Cash Match for fiscal year 2014-2015
for the annual EDA planning grant.

If you have any questions regarding this statement, please contact Marc Nemanic at (530) 893-8732 ext. 204 or at mnemanic@3coreedc.org. Thank you.