

# CITY OF WILLIAMS

## *Council Minutes*

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810 E Street / P.O. Box 310, Williams, CA 95987

Regular Meeting of the City Council

Wednesday, October 06, 2010 – 6:00 p.m.

### ROLL CALL:

COUNCIL MEMBERS PRESENT: Mayor Pro-Tem John Troughton, Jr.,  
Council Members Don Barker, Eddie  
Johnson and Patricia Ash

COUNCIL MEMBER ABSENT: Mayor Angela Plachek-Fulcher

STAFF MEMBERS PRESENT: Charles Bergson, City Administrator  
Ann Siprelle, City Attorney  
James P. Saso, Chief of Police  
Wes Goforth, Public Works Director  
Rex Greenbaum, Finance Officer  
Mariela Cruz, Office Assistant  
Ya-Yin Isle, Redevelopment Agency  
Consultant

Mayor Pro-Tem Troughton, Jr. called the meeting to order at 6:00 p.m., and lead the meeting in the Pledge of Allegiance.

### **PUBLIC COMMENT**

Mr. Walt Hollybee addressed Council regarding the landscaping and the water meter reading. Mr. Hollybee asked why it takes two people to read the water meters, he also mentioned there is landscaping that is not being done at Valley Ranch Subdivision. There are a few empty lots that need landscaping done. City Administrator Bergson will investigate these complaints and report back to Council at the next meeting.

### **CONSENT**

On a motion by Council Member Ash, seconded by Council Member Johnson and carried unanimously by the following vote, Council approved the Consent Agenda as below:

Ayes: Council Members Ash, Barker, Johnson  
Noes: None

Abstain: Mayor Pro Tem Troughton, Jr.  
Absent: Mayor Plachek-Fulcher

### **MINUTES - AUGUST 18, 2010**

Council approved the minutes of the regular meeting of August 18, 2010 as presented.

### **MINUTES - SEPTEMBER 1, 2010**

Council approved the minutes of the regular meeting of September 1, 2010 as presented.

### **EMPLOYMENT AGREEMENTS**

Council ratified the Employment Agreements for the Director of Public Works, the Chief of Police and the Finance Officer. (See further discussion below).

### **MEMORADUM OF UNDERSTANDING**

Council ratified the Memorandum of Understanding with the Williams Peace Officers' Association.

## **OLD BUSINESS**

### **PARKS AND RECREATION SUPERVISOR**

City Administrator Charles Bergson mentioned the City has been without a functioning Parks and Recreation Department for some time. The City requested from the State the opportunity to use Community Development Block Grant funds to help the City enhance the current programs and expand upon that usage. It is estimated that our programs would call for approximately 1,000 hours per year. These funds have not been utilized fully and must be returned to the State if not earmarked for other eligible projects and/or programs. The State has changed the regulations to allow funds to be utilized for these purposes. Reduction of the CDBG fund balance on hand would allow us to be eligible for future funding through the program. In the interim, Mr. Bergson placed a notice of recruitment for a Parks Supervisor who would manage the program and complete the necessary paperwork associated with the programs to be run. The City has received an approval letter from the State for our request.

Mr. Bergson recommends that two temporary staff members be employed to fully operate our programs. Mr. Bergson will also be applying for other CDBG funds for this program and such other things as housing and paving money for residential streets. Sandra Cabral who presently works with the Colusa Parks and Recreation program on a part-time basis, would be employed as the Parks/Recreation Senior

Supervisor and would start the program. Tim Miller would be employed as the Parks Supervisor and would handle the majority of the paperwork portion of the position. Ms. Cabral has been in contact with teachers who have indicated a desire to begin programs in crafts, yoga, exercise class, self-defense or karate, soccer, softball, basketball, youth basketball, working with Arbuckle, Colusa and Maxwell on an intramural type program, provide more games for other kids and other activities. All programs are self-sufficient and would pay for themselves but would not necessarily pay Ms. Cabral's fees.

Tim Miller outlined his background in parks and recreation programs. Mr. Miller will be assisting Ms. Cabral in the program development and helping to expand the programs as the need arises.

On a motion by Council Member Ash, seconded by Council Member Johnson and carried by the Members present on the following vote, Council approved the proposed staffing level of the Parks and Recreation Program.

Ayes:	Council Members Ash, Barker, Johnson, Mayor Pro Tem Troughton, Jr.
Noes:	None
Abstain:	None
Absent:	Mayor Plachek-Fulcher

#### **RESOLUTION 10-27 - REDEVELOPMENT SURVEY AREA**

City Administrator Charles Bergson introduced the item and brought forward Ya-Yin Isle, the Consultant.

Ms. Isle, Redevelopment Agency Consultant said the possible Redevelopment Survey Area needs to be identified and studied to determine inclusion into an approved Redevelopment Area. The process for determination of the actual area has several steps. The first of those steps is to adopt a Plan designating the area. At present they are recommending the entire City be within the Survey Area. This will determine the actual area to be part of the final Plan. A Plan adoption would give the City the authority to use Redevelopment and a portion of the Property Taxes within the boundaries to improve infrastructure in accordance with the General Plan. Redevelopment is a tool to help the City reach the goals that have been set in the General Plan. All Redevelopment projects would be subject to City Council approval, even with an approved Redevelopment Plan in place. Redevelopment is authorized under California law and allows City to address areas in need. The actual boundaries will be smaller than the Survey Area. Once the proposed area is identified, it will go before the Planning Commission. Once the Planning Commission approves the Plan, it will be forwarded to the Redevelopment Agency Board for consideration and approval. There are many further steps including, community information meetings to facilitate complete understanding by the citizens, final adoption in the Spring of 2011.

Citizen Alfred Sellers questioned council on how the Consultant was solicited to come in and explain Redevelopment; he further stated that Ms. Isle has not specified what she planned to do or what area will she be targeting for Redevelopment? Ms. Isle said the City did a Request for Proposal for the Redevelopment Plan adoption services. There were five firms under consideration. The Council interviewed the firms and her firm was ultimately selected. It was a competitive process. The area will be determined by meeting with the Planning Commission to begin the process on October 25, to seek their input on the boundaries and study the entire City to make that recommended determination. The staff report to the Planning Commission will be ready for review next week.

On a motion by Council Member Barker, seconded by Council Member Ash and carried by the Members present on the following vote, Council adopted Resolution 10-27, "A Resolution of the City Council of the City of Williams Designating a Redevelopment Survey Area".

### **ORDINANCE 181-10 - ESTABLISH THE CITY OF WILLIAMS REDEVELOPMENT AGENCY**

City Administrator Charles Bergson explained this Ordinance was introduced at the last meeting and is now before you to consider for adoption.

City Attorney Siprelle indicated that Council had directed staff to move ahead with the establishment of the Redevelopment Agency. An Ordinance had been introduced at the September 22, 2010 meeting as part of that process. This Ordinance must be adopted and effective prior to the City Council beginning the process to transact any business or exercise any powers as it will designate the City Council as the Agency Board. If approved this evening, the Ordinance will go into effect on November 5, 2010 which is 30 days following approval as per law. We are asking that Council hold a Special Meeting on November 5<sup>th</sup> to take special actions as the Agency Board. One action would be the adoption of the Preliminary Plan at that time so that the City can keep on schedule.

On a motion by Council Member Johnson, seconded by Council Member Barker and carried by the Members present on the following vote, Council waived the second reading, read by title only and adopted Ordinance 181-10, "An Ordinance of the City Council of the City of Williams Establishing the City of Williams Redevelopment Agency".

Ayes:	Council Members Ash, Barker, Johnson, Mayor Pro Tem Troughton, Jr.
Noes:	None
Abstain:	None
Absent:	Mayor Plachek-Fulcher

## **CONSENT CALENDAR (continued)**

City Attorney Ann Siprelle asked that Council revisit an item on the Consent Calendar. Item 3 was to ratify the Department Directors, and there is an error on the Police Chief contract, page three on the salary number. It is listed at \$7,084 per month and it should be \$7,280.

On a motion by Council Member Ash, seconded by Council Member Barker and carried by the Members present, Council ratified the contract for the Police Chief with the salary figure as \$7,280 per month.

Ayes: Council Members Ash, Barker, Johnson, Mayor Pro Tem Troughton, Jr.  
Noes: None  
Abstain: None  
Absent: Mayor Plachek-Fulcher

## **NEW BUSINESS**

### **CONTRACT FOR CITY CLERK/HUMAN RESOURCES MANAGER**

City Administrator Charles Bergson brought before the Council a contract for Consultant Services for City Clerk and Human Resources Manager. As present, the City Administrator is providing services as the Interim City Clerk and Human Resources services are being provided by the Police Chief and staff. The City is in need of a City Clerk and a Human Resources Manager with background in those fields. It is prudent for the City to procure the services of a seasoned City Clerk to insure that process and procedures follow the law and that records are kept in a manner consistent with the needs of the City. Human Resources need to be centralized under the direction of a competent Human Resources Director. It is recommended that Council approve the contract for City Clerk and Human Resources services with Sue Vannucci, retired Director of Administrative Services for the City of Woodland. Ms. Vannucci is a Certified Municipal Clerk and holds a degree in Human Resources Management. Her education and experience will suit the needs of the City of Williams. Her services would be secured as an Independent Contractor.

Council Member Barker asked if there will be a duty statement for this position and are these two positions that you will be combining? City Administrator Bergson said we do have duty statements for the City Clerk as most of that information is in the Code. The Human Resources Director position we do not have, but we can get those from other sources in the area and the Personnel Manual has much of that information as well. He spoke generally in the report on what Human Resources are needed. Those would be some of the guidelines.

City Attorney Siprelle said those duties would also be described in the Independent Contractor Agreement that will describe more in detail what the duties would be.

Citizen Alfred Sellers asked where Ms. Vannucci is from? Does the Council know very much about her background and education? Mayor Pro Tem Troughton, Jr. said there is a resume on file with the City. Ms. Vannucci has quite an extensive background in the City Clerk and Human Resources field. Mr. Sellers asked if there are now two City Clerks and Mayor Pro Tem Troughton, Jr. said the former City Clerk resigned some months ago. There are certain requirements with the law and election law that need to be administered. Ms. Vannucci will be able to advise the Council on these issues. We also have a ballot Measure that will eliminate the elected position and make it an appointed one along with the City Treasurer as appointed. We currently have a duplicate of City services with the Treasurer and Finance Officer. The City Clerk will still have to have the qualifications.

City Administrator Bergson said we need a Human Resources Manager more than ever before.

On a motion by Council Member Ash, seconded by Council Member Johnson and carried by the Members present, Council approved the retention of Susan L. Vannucci for City Clerk services and Human Resources Management services for the City of Williams.

Ayes: Council Members Ash, Barker, Johnson, Mayor Pro Tem Troughton, Jr.  
Noes: None  
Abstain: None  
Absent: Mayor Plachek-Fulcher

## REPORTS

### **REPORTS:**

<u>City Attorney</u>	There will need to be a very short Special Council meeting on Friday, November 5, 2010 at 9:00 a.m. There will be an open house on October 15, 2010 to welcome our new Attorneys and all Council Members are invited.
<u>City Clerk</u>	Nothing to report.
<u>City Treasurer</u>	Summarized cash and investments.

### **COUNCIL REPORTS AND COMMITTEE UPDATES:**

<u>Council Member Ash</u>	The McCarls dedication was a success.
<u>Council Member Johnson</u>	Nothing to Report

<u>Council Member Barker</u>	Reported on various meetings he had attended
<u>Mayor Pro-Tem Troughton, Jr.</u>	Provided updates on various issues.
<u>Mayor Plachek-Fulcher</u>	Absent

**STAFF GENERAL REPORTS AND DISCUSSION:**

<u>City Administrator</u>	Indicated the Odd Fellows building and Chevron Lot will be going forward.
<u>Police Chief</u>	Wally Herger will be at the school at 2:15 p.m. next week.
<u>Fire Chief</u>	Absent
<u>Public Works Director</u>	Absent
<u>Finance Officer</u>	Nothing to Report

**ADJOURNMENT**

At 6:50 p.m., Mayor Pro Tem Troughton, Jr. adjourned the regular meeting of the City Council.

Approved: \_\_\_\_\_  
 John Troughton, Jr.  
 Mayor Pro Tem

Attest: \_\_\_\_\_  
 Charles Bergson, Interim City Clerk

Notes taken by: Mariela Cruz, Office Assistant