

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
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL MEETING AGENDA

Tuesday, January 11, 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 January 11, 2010, Agenda.
5. **Presentations & Proclamations:**
 - a) Chief Spears will introduce and present Certificates of Completion to the Graduates of the latest Citizen's Academy.
6. **Oral and Written Communications/Public Comment:** 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. (*Oral communications are 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 Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval of the Minutes of the Regular Willows City Council Meeting held December 14, 2010.
 - d) Consider adoption of a Resolution authorizing the Police Chief and City Manager to execute all agreements between the USDA and the Willows Police Department and City of Willows regarding funding applied for under a rural community grant for a police canine.
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 to receive public input regarding the 2010/2011 Appropriation Limit and upon closure of the Hearing, consider by motion, adoption of a Resolution establishing the Appropriation Limit.

9. **Ordinances:** None

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

11. **New Business:**

- a) Consider, by motion, acceptance of the audited financial statements of the City of Willows and the Willows Community Redevelopment Agency for the fiscal year ending June 30, 2010.
- b) Consider, by motion, adoption of a Resolution to authorize the City Manager to execute all documents related to CalRecycle Grant Funding.
- c) Consider, by motion, adoption of a Resolution to allow the Chief of Police to apply for the Office of Traffic Safety Grant.
- d) Establish a date and time for 2010/11 Mid-Year Budget Review Special Meeting.

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 January 6, 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.

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MINUTES OF THE WILLOWS CITY COUNCIL MEETING HELD December 14, 2010

1. The meeting was called to order at 7:01 p.m. by Vice Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Council Member Cobb led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Holvik, Hobbs, Cobb, Yoder & Hansen
Absent: None

4. **Agenda Review:**

- a) Council Member Yoder requested that item 11 (g) to receive nominations and by motion, appoint a Mayor and Vice Mayor for 2011 to become effective immediately, be moved to item 4 (b). It was then **moved** by Council Member Holvik and **seconded** by Council Member Yoder to accept the December 14, 2010, Agenda as amended to move item 11 (g) up to item 4 (b). The motion was unanimously passed.
- b) Vice Mayor Hansen opened nominations for appointment(s) of a Member of the Council to serve as Mayor for 2011. Council Member Holvik made a **motion** to nominate Vice Mayor Hansen to be appointed to serve as Mayor for 2011, with the appointment to go into effect immediately. There were no further nominations for Mayor and nominations were closed. Council Member Yoder **seconded** Council Member Holvik's motion to appoint Vice Mayor Hansen to the seat of Mayor for 2011, with the appointment to become effective immediately. The motion was unanimously passed.

Newly Appointed Mayor Hansen opened nominations for appointment(s) of a Member of the Council to serve as Vice Mayor for 2011. Council Member Yoder made a **motion** to nominate Council Member Holvik to be appointed to serve as Vice Mayor for 2011, with the appointment to go into effect immediately. There were no further nominations for Vice Mayor and nominations were closed. Council Member Hobbs **seconded** Council Member Yoder's motion to appoint Council Member Holvik to the seat of Vice Mayor for 2011, with the appointment to become effective immediately. The motion was unanimously passed.

5. **Presentations & Proclamations:** None
6. **Oral and Written Communications/Public Comment:** None
7. **Consent Agenda:**

Council Member Yoder requested that items 7 (c) and 7 (d) be pulled from the Consent agenda and voted on separately due to the fact that our two newly seated Council Members were not in attendance at those Council Meetings and should not vote to approve the minutes of those meetings. It was then noted that the two new Council Members were present at the November 23 Council Meeting, in which they were administered the Oath of Office. Council Member Yoder then requested that only item 7 (c) be pulled from the Consent Agenda and voted on separately. It was then **moved** by Council Member Yoder and **seconded** by Council Member Holvik to approve the Consent Agenda, minus item 7 (c). The motion was unanimously passed.

It was then **moved** by Council Member Yoder and **seconded** by Council Member Holvik that item 7 (c) be approved. The motion passed with three Ayes and Council Members Cobb and Hobbs abstaining and the following items approved/adopted:

- a) Approval of General Check Register (22468-22502).
- b) Approval of Payroll & Direct Deposit Check Registers (Z02084-Z02130 & 30989-31016).
- c) Approval of the November 9, 2010, City Council Meeting Minutes.
- d) Approval of the November 23, 2010, City Council Meeting Minutes.
- e) Accept a proposal to dispose of surplus vehicle by sealed bid method.
- f) Approve a proposed Non-Disposal Facilities Element (NDFE) for the County of Glenn, City of Orland and City of Willows.

8. **Public Hearings:** None

9. **Ordinances:** None

10. **Items introduced by City Council or Administrative Staff for discussion purposes only (Including Economic Development Updates, if any):** None

11. **New Business:**

- a) Consider adoption of a Resolution to designate the City Manager as the authorized representative to act on behalf of the City in completing an application process for financial assistance with the State Water Resources Control Board for sewer line replacement:

City Manager Steve Holsinger explained that in April of 2009, the City Council authorized Staff to pursue loan financing for the replacement of existing sewer lines in an amount not to exceed \$1.85MM. At that time, ARRA funds were potentially available by the Federal Government via the California State Water Resources Control Board (CSWRCB) for 0% loan financing. However, City Staff subsequently learned that the funding source had been exhausted in advance of processing the City's application for funding. At that time, Staff put the application process on hold, pending other advantageous funding opportunities. At this time, a new program has been developed by the Federal Government in association with the CSWRCB to provide up to 50% loan forgiveness. The City may be eligible to participate in this program and now is the time to re-start the application process. Under the current potential funding parameters, the City would be responsible for up to \$925,000 (50% of the \$1.85MM total) in loan funding over 20 years. While the interest rate is yet to be determined, it is assumed, at this time, that it will not exceed 3%. At this interest rate, the annual payment would be approximately \$62,200 per year.

There are a number of items to be completed by City Staff over the next several weeks in order to submit a full application. One of those items is to have an approved Resolution naming an authorized representative to act on behalf of the City pertaining to this transaction. Staff is suggesting that Council adopt the Resolution to designate the City Manager as the Authorized Representative.

It was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to adopt a Resolution naming the City Manager as the Authorized Representative for purposes of applying

for financial assistance with the California State Water Resources Control Board. The motion was unanimously passed.

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- b) Consider adoption of a Resolution authorizing the City Manager to sign a Notice of Completion for work performed in conjunction with Phase I of the South Tehama Street Project.

Public Works Director Greg Tyhurst explained that bids were received in April to pave a section of South Tehama Street within the boundaries of County Road 57 to Fern Street. Granite Construction was the low bidder and the contract was awarded to them on April 13. Work commenced on the project on June 18 and was completed on October 10. Staff has reviewed all of the work within the project scope and has found the work to be in compliance with the plans and specifications as set forth by the City Engineer. At this time Staff is asking the Council to adopt a Resolution allowing the City Manager to sign a Notice of Completion.

It was **moved** by Council Member Yoder and **seconded** by Council Member Hobbs to adopt a Resolution authorizing the City Manager to sign a Notice of Completion for work performed under an agreement dated April 13, 2010, for the South Tehama Street Phase I Project (State Funding number ESPL 5062 (013)). The motion was unanimously passed.

- c) Consider adoption of a Resolution authorizing the City Manager to sign a Notice of Completion for work performed in conjunction with the South Tehama Street Landscape Project, the South Tehama Street Phase II Project and the South Tehama Street Phase III Project.

The Public Works Director stated that much like the previous item, he is seeking Council approval to adopt a Resolution to allow the City Manager to sign a Notice of Completion for the South Tehama Street Landscape Project, the South Tehama Street Phase II Project and the South Tehama Street Phase III Project. He explained that Knife River Construction was the low bidder and was awarded the contract on September 28. Work on the project commenced on October 18 and was completed November 18. Staff reviewed all of the work within the project scope and has found the work to be in compliance with the plans and specifications as set forth by the City Engineer.

It was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to adopt a Resolution authorizing the City Manager to sign a Notice of Completion for work performed under an agreement dated September 28, 2010, for the South Tehama Street Landscape Project, the South Tehama Street Phase II Project and the South Tehama Street Phase III Project (State Funding numbers ESPL 5062 (014, 015, & 016)). The motion was unanimously passed.

- d) Consider acceptance of the General Plan Annual Progress Report and direct Staff to forward the report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development.

City Planner Karen Mantele presented this item to the Council explaining that Section 65400 of the State of California Code requires that cities evaluate and annually report to the Office of Planning and Research and the Department of Community Development, the status of the General Plan and progress in its implementation and the progress made towards meeting the City's share of regional housing needs, (which planning period covers from January 1, 2007 to

June 30, 2014), and efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing.

The City adopted its General Plan in 1981 and has not updated the General Plan since that time, other than a major revision to the Land Use Element in 1987 with the annexation of land South of the canal, and some revisions to the Element and Land Use Map in 2000, an updated Housing Element in 2005, and most recently the current 2009-2014 Housing Element Update. The 2009-2014 Housing Element was adopted by the City Council on June 8, 2010. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on September 9, 2010. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

Other General Plan Elements include Open Space (1981), Conservation (1981), Circulation (1981), Safety (1974), Seismic (1974), Noise (1974), and Scenic Highways (1974). The City Council in 2008 contemplated a General Plan Maintenance Fee which would have been assessed on all building permits, to set aside funds for a comprehensive update to the General Plan. However, with strong public opposition, the Council voted against implementing such a fee to each building permit. As such the City has no plans in the near future to update their General Plan.

Affordability levels for the City of Willows is based upon Glenn County income limit information (adjusted for household size) provided by HCD each year. In Glenn County, the 2010 income limits are based upon a median income of \$33,780 for a family of four. Willows' fair share housing allocation represents 37 percent of Glenn County's total housing allocation needs.

The housing unit report presented to the Council for approval includes the unit count of new housing produced during the calendar years from 2007 to 2010 (those years within the RHNA Planning period) and provides a ten year overview of building permit issuance.

The Planning Commission at their November 17, 2010, meeting reviewed and discussed the General Plan Annual Progress Report and directed Staff to add information to the Report before forwarding to the City Council, regarding entitlements that the City has approved towards producing new residential units. This additional information is included in the housing report presented to the Council and is in italics. Additionally the Commission expressed that they would like to see the Senior Housing Survey done as soon as feasible, and prior to 2014, as this is one of the 2009-2014 General Plan policies as listed at the end of the Annual Report along with other policies to implement prior to 2014. With that, Ms. Mantele asked that Council consider acceptance of the Progress Report and direct Staff to forward the Report to the required State Agencies.

Council discussion ensued, with the main focus of discussion being on Council's desire to make the conducting of a Senior Needs Assessment Survey a priority, per the recommendation of the Planning Commission.. The City Manager explained that this type of survey would cost approximately \$30,000 - \$40,000 and he doesn't know how the City would fund a survey at this time unless funds were taken straight from the General Fund. Ms. Mantele stated that she has contacted HCD to see if there were any grant funds available for this type of project and she was told that nothing is available at this time. The Council suggested that perhaps City Staff could look into some other resources that might be available to prepare a survey, such as a Chico State

student who could prepare it as part of their course work or as a special project. Staff confirmed that they would investigate to determine if anything like that may be available. The City Manager then reminded the Council that the Senior Needs Assessment Survey, although a priority for both the Planning Commission and the City Council, is not required to be completed until 2014, whereas there are several other actions in the report which are required to be completed before December of 2011 in order for our current Housing Element to remain certified.

Once discussions ceased, it was by **unanimous consensus of the Council** to accept the General Plan Annual Progress Report and to direct Staff to forward the report to the Governor's Office of Planning and Research and the State Department of Housing and Community Development.

- e) Consider improvements as satisfactorily completed in compliance with the Nuisance Abatement complaint against Mrs. Anna Francis at 429 N. Shasta Street (Glenn County Superior Court Case #09SCV0115).

The City Manager presented this item to the Council explaining that since May of 2000, City Staff has attempted to work with the property owner at 429 North Shasta Street to self-abate the public nuisances that existed at this location. In May of 2009 the City Council authorized the City Attorney to commence court action against the property owner Anna Francis. On November 5, 2010, the City was advised by the court to proceed with actions necessary to satisfy the requirements of the cleanup.

Since that time, Mrs. Francis and her family have continued their efforts to remove the nuisances from her property. Upon the City's last inspection it was found that only a few items were left to be removed. City Staff was able to work with a local towing company to remove the remaining items and the items are scheduled for removal in the very near future. At this time, the Willows Fire Department has determined that the public nuisances have been satisfactorily removed or are scheduled for removal in the near future. Therefore Staff declares the owner of the property has met or exceeded the requirements that were set out by the court and is recommending that the City Council find this abatement action as satisfied.

It was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to consider the improvements already completed and/or currently scheduled as satisfactorily in compliance with the Nuisance Abatement complaint against Mrs. Anna Francis, at the property on 429 North Shasta Street (Glenn County Superior Court Case Number 09SCV0115). The motion was unanimously passed.

- f) Staff seeking Council direction on potential changes for the upcoming Weed Abatement Season and clarify what procedures to utilize for the City's Abatement program.

The City Manager presented this item, explaining that earlier this year following the completion of the seasonal weed abatement process, the City Council directed Staff to explore possible changes to the City's Abatement program and procedures. Staff initiated a review of some of the surrounding communities and their weed abatement programs. After reviewing other Cities procedures, Staff prepared a summary of some possible alternatives that the Council could consider utilizing during the 2011 Weed Abatement Season. These options are being introduced for Council discussion purposes only and Staff is not recommending any specific changes to the current process at this meeting, but rather seeking Council direction on which option they would like to implement moving forward. Staff will then complete a more comprehensive

recommendation on specific policy and procedural changes to incorporate within the City's Municipal Code. Following are the possible alternatives being introduced for discussion:

Option 1: Use the same or very similar program that we have been using, but with specific modifications to the current contract format and bidding/awarding process.

Option 2: Get out of the Weed Abatement business altogether, although Staff doesn't believe this is possible because the Abatement Program is mandated under State Law. As an alternative, the City could simply move to a fine or citation type system, similar to parking or traffic enforcement citations.

Option 3: Develop an "In-House" Program utilizing Public Works or seasonal part-time employees; funded via special revenue enterprise fund. This is a viable option but would be very difficult in that it would require additional staff and special equipment that the City currently does not possess.

Option 4: Contract the Weed Abatement program out completely and/or create a citizens oversight committee to administer the program through July 1 each year and then come before the City Council with a recommendation on assessments, fines, etc. This would provide for complete local residential control of program and procedures with the exception of confirming assessments/liens on properties, which is authority only vested in the City Council.

Option 5: Assign or create an advisory or ad-hoc committee consisting of citizens and/or Council Members and/or Staff members in order to recommend a contractor and to oversee the entire abatement process and make recommendations to the Council.

Extensive discussion ensued among the Council and each Council Member voiced their preferred option and discussed the pros and cons of each of the options. Upon conclusion of discussions, a majority of the Council Members believed that the procedures should remain as they have been in the past, but they would like to straighten out some of the loopholes in the contract and make any necessary changes in order for the process to be fair and run smoothly. In order to do this, it was the consensus of the Council to create a subcommittee consisting of two Council Members and key City Staff members to review the current contract and procedures and bring back their recommended changes and modifications to the entire Council for approval at a future meeting. Council Members Holvik and Cobb volunteered to sit on the Committee and the Council then directed the City Manager to set up a meeting of the subcommittee in the near future.

Jeff Williams, an audience member present at the meeting, stated that he believed the Council should seek public comment and input on the Weed Abatement processes. He also questioned why the City Attorney was not present at the meetings and why he wasn't involved in the Weed Abatement process. He then stated that he believed that Staff should identify each property that is scheduled to be abated by the Contractor, post a notice at the property itself and possibly on the City's website, and take bids on each individual property to be abated and post the bid amount on the property. Mayor Hansen thanked Mr. Williams for his comments.

g) Appointment of Mayor and Vice Mayor for 2011. (Action already taken under item 4-b)

h) Consider appointments to various committees, commissions, and or panels for 2011.

Following discussion and reviewing the 2010 committee appointments list, it was by consensus of the Council to make the following committee appointments/reappointments for 2011:

Airport Land Use Committee: Holvik & Cobb (alternate)

Glenn County Waste Management Regional Agency: Hansen & Holvik (alternate)

Transit Committee: Yoder & Hansen

Transportation Committee: Yoder & Hansen (alternate)

LAFCO: Holvik & Hobbs (alternate)

City Select Committee: Mayor (Hansen)

Countywide Mosquito & Vector Committee: Cobb

Finance Committee: Cobb & Hobbs

GCID Voting Delegate: Mayor (Hansen)

League Legislative Delegate: Mayor (Hansen)

Library Board: Hobbs

3CORE (f.k.a. Tri-Counties Economic Development Committee): Hobbs & Holvik (alternate)

CDBG Loan Committee: Yoder & Cobb

12. Council Member Reports:

Council Member Yoder stated that he will be attending the Transit & Transportation Committee Meetings this upcoming Thursday.

Mayor Hansen stated that he attended the recent Craft Faire and Light Parade and that there was a very nice turnout.

13. Executive Session: None

14. Adjournment: Mayor Hansen adjourned the meeting at 8:48 p.m.

Dated: December 14, 2010

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

January 11, 2011

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: William Spears, Chief of Police
SUBJECT: RESOLUTION IN SUPPORT OF APPLICATION OF
USDA GRANT (FOR K-9 UNIT)

RECOMMENDATION:

To authorize, by motion, a resolution of the City Council of the City of Willows authorizing the Chief of Police and City Manager to sign and execute all agreements between the U.S. Department of Agriculture and the Willows Police Department and City of Willows with regards to funding applied for under a Rural Community Grant for a police K-9

SITUATION

On August 24, 2010 the Willows City Council authorized the Chief of Police to submit an application for a grant through the U.S. Department of Agriculture.

The grant package was completed and submitted. The U.S. Department of Agriculture has acknowledged the receipt of the application and has requested a resolution of support and authorization by the city concerning this grant.

The requested resolution is attached for Council's review and approval.

FINANCIAL CONSIDERATIONS

- A. To approval the Resolution of authorization and support for the U.S. Department of Agriculture Grant.
 - 1. In approving the resolution the grant application package can continue its review process for the \$32,292.15 grant.
- B. Not approving the Resolution of authorization and in support and in the seeking or accepting USDA grant
 - 1. In not approving the resolution, the city would effective be withdrawing the application package and no further consideration would occur.

NOTIFICATION

WSPA

ALTERNATE ACTIONS

1. To authorize, by motion, a resolution of the City Council of the City of Willows authorizing the Chief of Police and City Manager to sign and execute all agreements between the U.S. Department of Agriculture and the Willows Police Department and City of Willows with regards to funding applied for under a Rural Community Grant for a police K-9.
2. To authorize, by motion – as amended, a resolution of the City Council of the City of Willows authorizing the Chief of Police and City Manager to sign and execute all agreements between the U.S. Department of Agriculture and the Willows Police Department and City of Willows with regards to funding applied for under a Rural Community Grant for a police K-9.
3. To not approve a resolution of the City Council of the City of Willows authorizing the Chief of Police and City Manager to sign and execute all agreements between the U.S. Department of Agriculture and the Willows Police Department and City of Willows with regards to funding applied for under a Rural Community Grant for a police K-9.
4. Return to staff for further consideration to be brought back to Council at a later time.

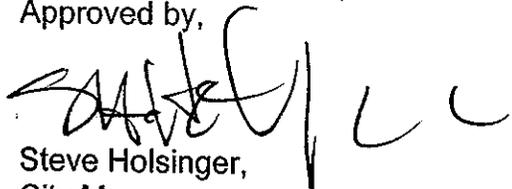
RECOMMENDATION

To authorize, by motion, a resolution of the City Council of the City of Willows authorizing the Chief of Police and City Manager to sign and execute all agreements between the U.S. Department of Agriculture and the Willows Police Department and City of Willows with regards to funding applied for under a Rural Community Grant for a police K-9

Respectfully submitted,


William Spears,
Chief of Police

Approved by,


Steve Holsinger,
City Manager

Attachments:

EXHIBIT A: Resolution

EXHIBIT A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CHIEF OF POLICE AND CITY MANAGER TO SIGN AND EXECUTE ALL AGREEMENTS BETWEEN THE U.S. DEPARTMENT OF AGRICULTURE AND THE WILLOWS POLICE DEPARTMENT AND CITY OF WILLOWS WITH REGARDS TO FUNDING APPLIED FOR UNDER A RURAL COMMUNITY GRANT FOR A POLICE CANINE.

WHEREAS, the City recognizes that there are those who criminally victimize others within our community each year; and

WHEREAS, such criminal acts can result in thousands of dollars in damage, injuries and death to our residents; and

WHEREAS, the safety of the public is a paramount duty of the City of Willows and the Willows Police Department; and

WHEREAS, it is recognized that police canine's are a valuable asset in the deterrence of crime and apprehension of criminals; and

WHEREAS, the Willows Police Department as part of its desire to promote and maintain public safety within the city wishes to seek grant funding for the purchase of a police canine from the U.S. Department of Agriculture; and

WHEREAS, the City recognizes that one of the missions of the U.S. Department of Agriculture is to efficiently administer rural municipal safety grant funds to promote safety and enhance the quality of lives of those residing in rural communities.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows does hereby authorize the Chief of Police and City Manager to enter into and execute all agreements between the City and the U. S. Department of Agriculture for a rural community safety grant.

PASSED AND ADOPTED by the City Council of the City of Willows this 11th day of January, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Gary Hansen, Mayor

ATTEST: _____
Natalie Butler, City Clerk

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: 2010/11 Appropriation Limit

RECOMMENDATION

Conduct a Public Hearing regarding the 2010/2011 Appropriation Limit for the City of Willows and adopt resolution establishing said limit.

SITUATION (or BACKGROUND):

The City is required to establish its appropriations limit annually by Council resolution. The appropriation limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on the actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit, only those that are designated as "proceeds of taxes" are included.

The City's appropriation limit for fiscal year 2010/11 is \$7,360,979. With qualified appropriations of \$2,817,076 for the year, the City is \$4,543,903 under the limit. The City Auditor has reviewed the worksheets.

FINANCIAL CONSIDERATIONS:

No direct financial consideration as the City is below the Appropriation Limit for 2010/11.

NOTIFICATION

Notice of Public Hearing published in local newspaper

ALTERNATE ACTIONS

1. Adopt by Resolution
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Conduct a Public Hearing regarding the 2010/2011 Appropriation Limit for the City of Willows and adopt resolution establishing said limit.

Respectfully submitted,



Tim Salsbery
Finance Director

Attachments:

Appropriations Limit Worksheets 2010/11

RESOLUTION NO. ____-2011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ESTABLISHING 2010/2011 APPROPRIATION LIMIT

WHEREAS, Proposition 4 which was on the ballot at a special election held on November 6, 1979, added Article XIII B to the Constitution to place various limitations on the fiscal powers of local government; and

WHEREAS, Proposition 111 amended Article XIII B requiring the city to choose adjustment factors annually; and

WHEREAS, the adjustment factors used to determine the 2010/11 appropriation limit are the California per capita income increase and county population growth.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows' 2010/11 Appropriation Limit is \$7,360,979.

PASSED AND ADOPTED by the City Council of the City of Willows this 11th day of January, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

 GARY HANSEN, Mayor

ATTEST:

 NATALIE BUTLER, City Clerk

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Annual Audit of Financial Statements-City of Willows and Willows
Community Redevelopment Agency

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows, and the Willows
Community Redevelopment Agency as of and for the fiscal year ending June 30, 2010

SITUATION (or BACKGROUND):

Roy R. Seiler, CPA, has completed the annual audit of the financial statement for the
City of Willows and the Willows Community Redevelopment Agency. As a summary of
City performance and activity, please refer to the Management Discussion and Analysis
section of the City of Willows financial statements.

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION

Upon acceptance of the audits

California State Controller
United States Department of Agriculture
United States Federal Audit Clearinghouse (If Applicable)
Municipal Finance Corporation

ALTERNATE ACTIONS

1. Accept by motion
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachment:

- EXHIBIT A: Auditor's Transmittal Letter
- EXHIBIT B: City of Willows Financial Statements
- EXHIBIT C: Willows Community Redevelopment Agency Financial Statements

AGENDA ITEM

TO: Willows City Council

FROM: Public Works Director

SUBJECT: Resolution authorizing the City Manager to sign / execute all documents related to CalRecycle Grants Funding

RECOMMENDATION

Adopt resolution to authorize the City Manager to sign / execute all documents related to CalRecycle Grant Funding

SITUATION (or BACKGROUND)

In March 2008 the City of Willows Public Works Department received grant funds in the amount of \$ 99,706 dollars to be used to purchase rubberized bark for the fall zone area in the playgrounds at Jensen and Central Parks.

The Public Works Director received notification of new funds that are once again available for projects using recycled rubber content.

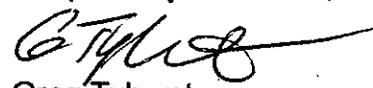
The Public Works Director has identified a project that will meet CalRecycle's criteria for recycled use of used tires. This shall be in the form of rubberized sidewalks around Willows where tree roots are causing sidewalks to lift and become a hazard to pedestrians using them.

This method allows for old concrete to be removed and the roots pruned to allow placement of the rubberized mats, and for future removal if need be to prune any new growth. This method has been successfully used in larger metropolitan cities, and the concern over tree canopy loss has been mitigated, thereby reducing the number of trees that must be removed to replace the damaged sidewalks.

RECOMMENDATION

Adopt resolution to authorize the City Manager to sign / execute all documents related to CalRecycle Grant Funding

Respectfully submitted,


Greg Tyhurst
Public Works Director

Approved by,


Steve Holsinger
City Manager

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER TO SIGN/EXECUTE ALL DOCUMENTS IN CONNECTION WITH CALRECYCLE GRANTS FUNDING SOUGHT BY THE CITY.

WHEREAS, Public Resources Code sections 40000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle), formerly known as California Integrated Waste Management Board, to administer various Grant Programs in furtherance of the State of California's efforts to reduce, recycle and reuse solid waste generated in the State thereby preserving landfill capacity and protecting public health and safety and the environment; and WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures requires, among other things, an applicant's governing body to declare by declaration certain authorizations related to administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows City Council authorizes the submittal of applications to Cal Recycle for all grants for which the City of Willows is eligible: and,

BE IT FURTHER RESOLVED that the City Manager or his /her designee is hereby authorized and empowered to execute in the name of the City of Willows all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project: and,

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution.

PASSED AND ADOPTED by the City Council of the City of Willows at their regular meeting thereof held on January 11, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

By: _____
Natalie Butler, City Clerk

Gary Hansen, Mayor

January 11, 2011

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: William Spears, Chief of Police
SUBJECT: APPROVAL TO APPLY FOR O.T.S. TRAFFIC SAFETY GRANT

RECOMMENDATION

Approve, by motion, a resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.

SITUATION

Safety of the public is a paramount duty of the police. Each year thousands of dollars in damage and injuries and death to our residents occur because of traffic collisions. A traffic survey was conducted in 2006 by the Traffic Safety Institute from UC Berkley of our city. Within this study it was determined that there are traffic safety concerns that can be addressed through the O.T.S. S.T.E.P. grant process.

The Willows Police Department seeks authorization to apply for a grant through the Office of Traffic Safety (OTS) for to conduct directed enforcement tactics to promote traffic safety.

This request is for authorization to apply with OTS for the grant. The grant being sought will request approximately \$93,000. This is not to infer that OTS awarded a grant in this amount. This is simply for application purposes.

OVERTIME OPERATIONS

- DUI saturation patrols (780 hours) \$35,427.60
Officers would conduct extra patrol seeking DUI drivers
- Warrant Service Sweeps (32 hours) \$ 1,453.44
Officers would conduct 4 warrant sweeps during grant period
- Stakeouts (16 hours) \$ 726.72
Officers would stakeout repeat offenders on probation for New DUI offenses.
- Court stings (24 hours) \$ 1,090.08
Officers would watch for persons not obeying the orders of

the court regarding suspended licenses associated with DUI violations.

- Overtime benefits associated with above overtime (13.80%) \$ 5,641.00
- TOTAL OVERTIME REQUESTED \$44,338.84

TRAINING

- In state training \$ 3,500.00
- TOTAL TRAINING FUNDING \$ 3,500.00

EQUIPMENT/SUPPLIES

- 8 Dash Video Systems \$44,000.00
- 2 PAS device \$ 1,300.00
- PAS device mouth pieces (1000) \$ 220.00
- TOTAL EQUIPMENT/SUPPLIES \$ 45,520.00

TOTAL GRANT REQUESTED \$ 93358.84

If successful on this grant proposal, the funding would not become available until next October for the 2011-2012 federal fiscal years.

FINANCIAL CONSIDERATIONS

- There is no negative fiscal impact in applying or accepting the grant.
- The grant would add additional funding to the department's budget for the indicated programs (supplemental funding source).
- The actual amount of positive fiscal impact is reliant on the approval of O.T.S. The application can be approved as presented or modified by O.T.S.
- The grant has a zero match requirement.
- The grant is for one year.

NOTIFICATION

Willows Public Safety Association

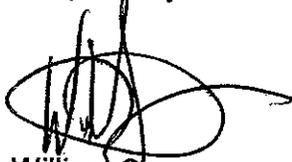
ALTERNATE ACTIONS

1. Approve, by motion, a Resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.
2. Approve, by motion as amended by Council, a Resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.
3. Request additional information from staff
4. Reject staff recommendation and not authorize the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.

RECOMMENDATION

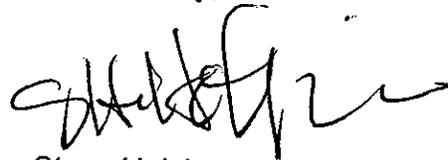
Approve, by motion, of Resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.

Respectfully submitted,



William Spears,
Chief of Police

Approved by,



Steve Holsinger,
City Manager

Attachments:

EXHIBIT A: RESOLUTION

EXHIBIT A

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AUTHORIZING THE CHIEF OF POLICE AND CITY MANAGER TO SIGN
AND EXECUTE ALL AGREEMENTS BETWEEN THE OFFICE OF TRAFFIC
SAFETY AND THE WILLOWS POLICE DEPARTMENT AND CITY OF
WILLOWS WITH REGARDS TO FUNDING APPLIED FOR UNDER OFFICE
OF TRAFFIC SAFETY GRANTS.**

WHEREAS, the City recognizes that each year thousands of dollars in damage, injuries and death to our residents occur because of traffic collisions; and

WHEREAS, the safety of the public is a paramount duty of the City of Willows and the Willows Police Department; and

WHEREAS, the Willows Police Department as part of its desire to promote traffic safety within the city wishes to seek grant funding from the Office of Traffic Safety; and

WHEREAS, the City recognizes the mission of the Office of Traffic Safety to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries and economic losses to local law enforcement agencies.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows does hereby authorize the Chief of Police and City Manager to enter into and execute all agreements between the City and Office of Traffic Safety for a traffic safety grant.

PASSED AND ADOPTED by the City Council of the City of Willows this 11th day of January, 2011, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gary Hansen, Mayor

ATTEST: _____
Natalie Butler, City Clerk

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Mid Year Budget Review-Establish Meeting Date and Time

RECOMMENDATION

Establish Date and Time for 2010-11 Mid Year Budget Review. Preference is for the Week of February 14.

SITUATION (or BACKGROUND):

After six months of operations each year, staff provides a mid-year review and update regarding budget activity. This review is held in February each year as an agendized special meeting held during business hours. Staff requests that Council consider the week of February 14 in determining the date of the meeting.

FINANCIAL CONSIDERATIONS:

Establishment of date and time of the mid-year review does not have a financial impact to the City. However, action taken resulting from the review may have financial impacts.

NOTIFICATION

Agenda to be posted in accordance with the Brown Act.

ALTERNATE ACTIONS

1. Establish Date and Time for Mid Year Review
2. Request additional information from staff
3. Reject holding of Mid Year Review meeting.

RECOMMENDATION

Establish Date and Time for 2010-11 Mid Year Budget Review. Preference is for the Week of February 14.

Respectfully submitted,


Tim Sailsbery
Finance Director
