

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, March 22, 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 March 22, 2011, Agenda.
5. **Presentations & Proclamations:**
 - a) Glenn County Certified Farmer's Market – Claudia Street, Glenn County Resource Conservation District.
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. *(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 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 March 8, 2011.
 - d) Consider authorizing a one year extension to the term of Library Board of Trustee member Dawn George.
 - e) Consider adoption of a Resolution removing the special assessment associated with Nuisance Abatement on APN 005-251-016 (1180 Southgate).
 - f) Consider passage of second reading by title only and final adoption of **“AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS REPEALING SECTION(S) 2.05.100 – 2.05.200 AND AMENDING TITLE II SECTION 2.05.090 OF CHAPTER 2.05 OF THE CITY OF WILLOWS MUNICIPAL CODE”.**

8. Public Hearings: None

(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)

9. Ordinances:

- a) Action taken under item 7 (f).

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

11. New Business:

- a) Consider approval of extension of the Contract for Audit Services with Roy R. Seiler, CPA.
- b) Consider authorizing the Greater Willows Improvement League (GWIL) to proceed with the construction of directional signage for the downtown business area and authorize the release of funds in order to begin construction.

12. Unfinished Business:

- a. City Council will continue discussions from the February 8 City Council Meeting regarding the potential formation of an Economic Development Commission for the City of Willows which was recommended as a result of the SWOT Analysis. Council will provide, as necessary, appropriate direction to Staff.

13. Council Member Reports:

14. Executive Session: None

15. Adjournment:

CERTIFICATION:

Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before March 17, 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 March 8, 2011

1. The meeting was called to order at 7:03 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Council Member Yoder led the Pledge of Allegiance.

3. **ROLL CALL:**

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

4. **Agenda Review:**

- a. It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the City Council March 8, 2011, Agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:** None

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

Karen Roberts reported to the Council that Joanne Dukatz recently had an idea for a project to install lights at the Willow Walk Mall. Mrs. Dukatz contacted Grant Stapleton and asked him to install the lights. Mr. Stapleton installed two solar lights on two existing light poles and on one pole he placed an American Flag and on the other pole, a California flag. Mrs. Roberts said that the Ladies VFW Auxiliary collected money to offset the costs, but Mr. Stapleton would not accept any money. Mrs. Roberts said she believed it would be appropriate to thank Mr. Stapleton for his generosity and for his being a Good Citizen.

Rose Marie Thrailkill updated the Council on past and upcoming Chamber of Commerce and Community Events. She stated that on July 4 the Veterans will be hosting an arm wrestling tournament. She also reported that the Chamber of Commerce expressed an interest in hosting a "State of the City" Luncheon with Chamber Members and City Department Heads in order for City Staff to give a brief rundown of the activities of the various Departments and to get an idea of how the City is doing financially. She hopes to hold the meeting at some time in May at the Old Hwy 99 Steakhouse and will give the Council more information as the details are worked out. Finally, she distributed the brand new updated Chamber of Commerce Business Directory to all of the Council Members and to City Staff.

Rick Thomas addressed the Council stating that he found it curious that the City Attorney wasn't asked to be present at tonight's meeting since there are two items on the Agenda that deal with the laws of the City and potential changes to the City's Municipal Code. He stated that this was merely an observation, and that the real purpose in his addressing the Council tonight was to request that item 7 (d), which is an item to potentially pass second reading and adopt an Ordinance to change the City's Weed Abatement procedures, be pulled from the Consent Agenda for additional discussion. He believes there should be more of an opportunity for the Public to be able to speak on this topic.

7. **Consent Agenda:**

Rick Thomas requested under item 6 that item 7 (d) be removed for further discussion.

It was then **moved** by Council Member Yoder and **seconded** by Council Member Hobbs that Consent Agenda items 7 (a), (b), (c), (e) and (f) be approved as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (22796-22856).
- b) Approval of Payroll & Direct Deposit Check Registers (Z02334-Z02369 & 31118-31139).
- c) Approval of the February 22, 2011, City Council Meeting Minutes:
- e) Adoption of a Resolution to authorize the City Manager to Sign a Notice of Completion for the Sewer Main Replacement Project.
- f) Authorize the Fire Chief to accept the 2010 Regional Assistance to Firefighter Grant EMW-2010-FR-00051.

Discussion ensued regarding Consent Agenda item 7 (d). During the discussion the Council heard comments, concerns and questions raised by Forrest Sprague, Rick Thomas, Barry Duncan, Doug Ross and Jeff Williams. The discussion focused on the Ordinance that is being proposed for Council adoption to repeal certain sections of the City's Municipal Code and adopting by reference the State of California Codes as they pertain to Weed and Rubbish Abatement. Once discussions ceased and all concerns were addressed and questions answered, it was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to approve item 7 (d) of the Consent Agenda as presented. The motion unanimously passed and the following item was adopted:

7 (d) Passage of second reading by title only and final adoption of "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS REPEALING SECTION(S) 8.05.130 – 8.05.180 AND AMENDING ARTICLE III, SECTION 8.05.120 OF TITLE 8; HEALTH AND SAFETY OF THE WILLOWS MUNICIPAL CODE, AND ESTABLISHING AND ADOPTING BY REFERENCE ARTICLE 2 ENTITLED "ALTERNATIVE PROCEDURES " OF CHAPTER 13 ENTITLED "WEED AND RUBBISH ABATEMENT" OF TITLE IV DIVISION 3, PART 2, OF THE GOVERNMENT CODE OF THE STATE OF CALIFORNIA"

8. **Public Hearings:** None

9. **Ordinances:**

- a. Action taken under item 7 (d).
- b. Consider first reading by title only and passage of an Ordinance entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS REPEALING SECTION(S) 2.05.100 – 2.05.200 AND AMENDING TITLE II SECTION 2.05.090 OF Chapter 2.05.OF THE CITY OF WILLOWS MUNICIPAL CODE".

The City Manager presented this item stating that during the City Council meeting held on February 8 there was an item placed on the agenda for the Council to provide clarification and direction regarding Willows Municipal Code Section 2.05.130. During that discussion, the Council felt that it was necessary to amend Section 2.05.130 to be more consistent with what the majority of other cities in the State are practicing as it relates to who is ultimately responsible for placement of items on the agenda. Council directed staff to begin to craft a revision to this Section of the Municipal Code and to bring back an Ordinance amendment for the Council to consider for adoption. Staff has since created an Ordinance amending this Section, along with a few other amendments to the Section that were no longer applicable and/or out of compliance with State Laws and this Ordinance is going before the Council tonight for consideration of passage of first reading. With that, he asked that the Council consider passage of first reading of the Ordinance.

Brief Council discussion ensued and then Mayor Hansen invited comments from the Public on this item. Forrest Sprague, Rick Thomas, Vern Roberts, Barry Duncan and Jeff Williams all shared their comments with the Council, with their main focus of concern being that they feel that if this Ordinance is to pass there will no longer be an opportunity for members of the public to place items on the agenda and that the Council is taking away the public's Constitutional right to be heard. The Council reassured them that this is not the intent of the Ordinance and that any member of the public is allowed to voice their opinion during any City Council Meeting, however, as it pertains to members of the public having the right to actually have an item placed on the agenda, this will be a process in which the individual or group requesting an item to be placed on the agenda would first have to make a request (preferably in writing) to the City Manager and the City Manager along with the Mayor would determine if it is an item that needs to be placed on the agenda for discussion and/or action or if it is an item that could be handled at the staff level rather than at the Council level. The Council also stated that they are always available and willing to listen to the concerns of the Public both during and outside of City Council meetings and the Public should not feel intimidated to approach any member of the City Council if they have a concern. If the Council Member determines that their concern should be placed on the agenda, the Council Member will bring this to the attention of the Mayor and/or the City Manager and ask that it be placed on an agenda for discussion and/or possible action. The Council stressed that this Ordinance is in no way a means of hindering the Public's right to speak or to continue to have a voice in the Community, but it is simply the first step of cleaning up some of the City Codes that are out-dated and/or no longer applicable. Upon ceasing all discussions, it was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to read by title only the Ordinance next in line. The motion unanimously passed. It was then **moved** by Council Member Holvik and **seconded** by Council Member Holvik that the Ordinance next in line entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS REPEALING SECTION(S) 2.05.100 – 2.05.200 AND AMENDING TITLE II SECTION 2.05.090 OF Chapter 2.05. OF THE CITY OF WILLOWS MUNICIPAL CODE" pass first reading. The motion unanimously passed.

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 entering into an amended water use agreement with Glenn Colusa Irrigation District for recycled water reuse of effluent water from the City of Willows Wastewater Treatment Facility:

In January 2005 the City of Willows entered into an agreement with Glenn Colusa Irrigation District to accept treated water from the Wastewater Treatment Facility. This agreement for beneficial reuse allowed for the City to receive grant funding from the State of California. Under the old agreement, only one site could receive these waters to satisfy the State's requirements and therefore violate the terms of the funding and would result in the forfeiture of \$680,000 dollars. However, this past year, flows in the GCID lateral 26-2 has caused issues with the facilities testing requirements mandated by the State. These issues resulted in plant staff diverting waters to another recognized discharge site thereby eliminating the issues with testing, but voiding our compliance with the funding requirements.

An annual report of water delivered to GCID is compiled by the Public Works Director and sent to the State Water Resources control Board for their approval. The new amended agreement recognizes both discharge points that will comply and demonstrate to the State Water Resources Control Board that both sites meet the recycled water criteria. With that, Public Works Director Greg Tyhurst stated that he would be happy to answer any questions. There were no questions by the Council and it was **moved** by Council Member Yoder and **seconded** by Council Member Hobbs to enter into an amended water use agreement with Glenn Colusa Irrigation District for recycled water reuse of effluent water from the City of Willows Wastewater Treatment Facility. The motion unanimously passed.

- b. Consider authorizing the Public Works Director to proceed with obtaining a licensed roofing contractor to make emergency repairs to the Civic Center roof and repair all interior damage using discretionary funding identified by the Finance Director.

The Civic Center roof has outlived its useful life span specified by the roofing materials supplier which had a ten year warranty. The roof was installed in 196 and is essentially five years beyond the warranty period and despite the efforts of the public works staff to patch leaks, it has become a costly and losing battle. The latest leaks are now beginning to affect the safety of the Library systems servers which are quite costly to replace if they become damaged. Additionally the wood structure beneath is now showing signs of rotting, as well as ceiling tile and sheetrock damage in several parts of the building.

The Public Works Director has received a few estimates for the roof replacement that ranged in the area between \$65,000 and \$125,000 to replace the roof membrane and/or place a new coating on top of the existing roof. In addition to the cost of the roof replacement, \$5000 more will be needed to replace and repair the water damage on the inside of the building.

Council discussion ensued and although this is a severe financial hardship at this particular time, all were in agreement that the roof needs to be replaced or it will continue to deteriorate, possibly causing more damage to the interior of the building and equipment in the Library.

It was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to authorize the Public Works Director to proceed with obtaining a licensed roofing contractor to perform the necessary repairs to the Civic Center roof and repair all interior damage using discretionary funding as identified by the Finance Director. The motion unanimously passed.

12. Council Member Reports:

Council Member Holvik reported that he recently attended an award ceremony lunch at the Waste Water Treatment Plant to celebrate the achievement of the City receiving the Waste Water Treatment Plant of the Year award for two consecutive years. He also stated that he recently attended a LAFCO meeting.

Council Member Cobb, referring to tonight's earlier discussions regarding the Weed Abatement Ordinance, stated that he would just like to assure everybody that he is very confident that the revisions and amendments that are being made to the Weed Abatement process will help improve the process of this year's annual weed abatement season and in subsequent future abatement seasons.

13. Executive Session: None

14. Adjournment: Mayor Hansen adjourned the meeting at 8:33 p.m.

Dated: March 8, 2011

NATALIE BUTLER

City Clerk

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AGENDA ITEM

March 22, 2011

TO: Honorable Mayor Hansen and Members of City Council
FROM: Natalie Butler, City Clerk
SUBJECT: Library Board of Trustees Recruitments/Appointments.

RECOMMENDATION

Authorize a one year extension to the term of Library Board of Trustee member Dawn George, changing her term expiration to June 30, 2012.

SITUATION (OR BACKGROUND):

As outlined in Section 2-10 of the City's Code of Ordinances, the Library Board of Trustees consists of five members, who are appointed by the City Council. Members are appointed for three-year overlapping terms and serve at the pleasure of the City Council.

The term of current Board Trustee Dawn George is scheduled to expire on June 30, 2011. Currently, other than Ms. George, there are four additional members serving on the Library Board of Trustees - two whose terms will expire in 2012 and two whose terms will expire in 2013. In essence, this means that in June of every year, city staff must recruit for a new Trustee or Trustees to serve on the Board.

Due to current staffing levels, cost of advertising for the position(s), and the time taken to assign subcommittees to review applications, conduct interviews, etc., staff is recommending that the Council consider allowing Ms. George to remain on the Library Board for one additional year, thus extending her term expiration date to June 30, 2012, when there will then be two additional Trustees' terms expiring.

Library Director Jody Meza is supportive of allowing Ms. George to continue to serve an additional year on the Board and she has spoken to Ms. George about this possibility. Ms. George indicated to Ms. Meza that she would be interested in continuing to serve on the Board for an additional year if the Council would allow her to do so. (See attached letter).

In allowing this one year extension, the recruitments for the Library Board will change from having to recruit every June, to recruiting for three (3) Trustees in June of one year, two (2) Trustees in June of the following year, and the third June there would be no recruitments. The terms will still continue to be three years and will still overlap pursuant to Section 2-10 of the WMC, however, the only change is that there will be one year out of every three years in which staff will not have to recruit for the position.

FINANCIAL CONSIDERATIONS

None if approved. If not approved, cost of advertising for the position.

NOTIFICATION

Jody Meza, Library Director
Dawn George, Library Board Trustee

ALTERNATE ACTIONS

1. Keep the recruitment schedule as it currently is, and direct staff to begin the recruitment process to fill the expiring term of Library Board Trustee Dawn George.
2. Request additional information from Staff

RECOMMENDATION

Authorize a one year extension to the term of Library Board of Trustee member Dawn George, changing her term expiration to June 30, 2012.

Respectfully submitted,

Natalie Butler

Natalie Butler,
City Clerk

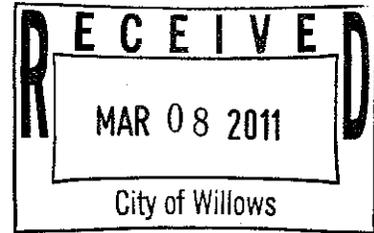
Approved by:

Steve Holsinger

Steve Holsinger
City Manager

Attachments: Letter of intent from Dawn George

Dawn M. George
142 N. Ventura Street
Willows, CA 95988



To: City of Willows
201 N. Lassen
Willows, CA 95988

RE: Willows Public Library Board of Trustees

March 8, 2011

To Whom It May Concern;

It is my understanding that my term as board member is ending June 2011.
I would like to continue on the library board for another year.

Respectfully,

A handwritten signature in cursive script that reads "Dawn George". The signature is written in black ink and is positioned below the word "Respectfully,".

Dawn M. George

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Removal of Lien for Nuisance (Weed) Abatement- 1180 Southgate- APN 005-251-016

RECOMMENDATION

Adopt the Resolution Removing the Special Assessment associated with Nuisance Abatement on APN 005-251-016

SITUATION (or BACKGROUND):

The property at 1180 Southgate (APN005-251-016) was subject to the abatement process during the summer of 2010. The total of the clean-up costs, \$5,993.50 was included on the list of charges that were declared a special assessment on August 10, 2010 and included on the secured property tax assessment for this property as a lien.

Between the time of the declaration of the assessment and the date that the first installment of the property tax was due, the property was sold to the 1928 Corporation. Per Government Code Section 39577, a transfer of property via bona fide purchase or encumbrance during this period creates a situation where the lien can no longer be attached to the real property. As such the secured tax lien should be removed. The County requires a resolution declaring as such in order to process the removal of the assessment, and that is the item for Council consideration.

Section 39577 further states that the assessment should be transferred to the unsecured property tax roll for collection. Staff is requesting that this step be done at a later date in order to properly ascertain the ownership status at various points in this process, as it appears that a foreclosure was completed at or near this interim period and then the subsequent sale took place. Staff will continue to work toward determining the proper party to which the unsecured lien should be placed.

This situation was reviewed with the City Attorney for procedural approval and the Weed Abatement subcommittee. Both concurred as to bringing forward to the City Council for approval.

FINANCIAL CONSIDERATIONS:

Depending upon collectability of potential unsecured lien, \$5,993.50 in weed abatement assessment may become even less likely.

NOTIFICATION

County of Glenn (Upon adoption of resolution)
1928 Corporation (Upon adoption of resolution)

ALTERNATE ACTIONS

1. Adopt the resolution removing the assessment.

RECOMMENDATION

Adopt the Resolution Removing the Special Assessment associates with Nuisance Abatement on APN 005-251-016

Respectfully submitted,



Tim Sailsbery
Finance Director

Approved,



Steve Holsinger
City Manager

Attachments:

- Resolution

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
REMOVING THE SPECIAL ASSESSMENT ASSOCIATED WITH NUISANCE
ABATEMENT ON APN 005-251-016

WHEREAS, the City Council appropriately confirmed the cost of nuisance abatement and declared a special assessment via Resolution 28-2010

WHEREAS, included on this list of special assessment was real property identified by Assessors Parcel Number 005-251-016, with an assessment amount of \$5,993.50

WHEREAS, in the period between this assessment declaration and the due date of the first installment of the property tax assessment, this property was subject to a bona fide purchase

WHEREAS, California Government Code 39577 states that the lien shall no longer attach to the real property if a bona fide purchase takes place during said period

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby removes the Special Assessment for Nuisance Abatement from APN 005-251-016

PASSED AND ADOPTED by the City Council of the City of Willows this 22nd day of March, 2011, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Gary Hansen, Mayor

ATTEST:

NATALIE BUTLER, City Clerk

ORDINANCE NO. 693-2011

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS
REPEALING SECTION(S) 2.05.100 – 2.05.200 AND AMENDING TITLE II
SECTION 2.05.090 OF CHAPTER 2.05
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: 2.05.090**

2.05.090 - Agenda – Preparation - Posting and delivering agenda.

The agenda shall be prepared by the city manager, in consultation with the mayor. The city manager shall deliver a copy of the agenda for each meeting to each councilmember as far in advance of the meeting as time will permit.

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 agenda preparation, posting and distribution.

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 8th day of March 2011 and passed and

adopted at a regular meeting thereof, held on _____ day of _____ 2011, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Natalie Butler, City Clerk

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Extension of Contract for Audit Services

RECOMMENDATION

Approve, by motion, the extension of the Contract for Audit Services with Roy R. Seiler, CPA.

SITUATION (or BACKGROUND):

The City and the Willows Community Redevelopment Agency are required to have an annual audit of their respective financial statements, and assurance procedures are performed on the Annual Appropriation Limit calculations.

In addition, the City is required to have compliance audits performed when Federal funding exceeds \$500,000 for the fiscal year, and specific funding sources may require compliance audits of that particular activity (known as a component unit audit). These particular procedures may or may not be required each year.

The City has contracted with Roy R. Seiler, CPA, since 2000 to provide these services, and City Staff wishes to extend the contract with Mr. Seiler for an additional three years, as the contract expired with the 6/30/10 audit. Mr. Seiler has a solid understanding of municipal finance activity and has been professional and thorough in his work.

Mr. Seiler's offer to extend (attached), includes pricing on a task by task basis. The City will utilize only those services that are required each year.

FINANCIAL CONSIDERATIONS:

Various Funding Sources \$6,275 to \$10,750 in year one, \$6,475 to \$11,000 in year two, and \$6,850 to \$11,400 in year three.

NOTIFICATION

N/A

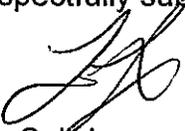
ALTERNATE ACTIONS

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

RECOMMENDATION

Approve, by motion, the extension of the Contract for Audit Services with Roy R. Seiler, CPA.

Respectfully submitted,



Tim Salsbery
Finance Director

Approved,



Stephen Holsinger
City Manager

Attachment:

EXHIBIT A: Offer to Extend Contract for Services

EXHIBIT A

ROY R. SEILER
CERTIFIED PUBLIC ACCOUNTANT

201 C. North Tehama
Willows, CA 95988

Phone: 530-934-8841
Fax: 530-934-8849

February 7, 2011

Timothy L. Sailsbery, Finance Director
City of Willows
Willows, California

Audit Engagement Letter:

I am pleased to submit my engagement letter for the annual audits for the CITY OF WILLOWS (City). I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the entity's basic financial statements, for the years ending June 30, 2011, 2012 and 2013. Also, the document I submit to you will include the following additional information that will be subjected to the auditing procedures applied in my audit of the financial statements.

- Management's discussion and analysis.

Also, the following additional information accompanying the basis financial statements will be subjected to the auditing procedures applied in my audit of the financial statements upon which I will provide and opinion in relation to the basis financial statements:

- Schedule of expenditures of Federal funds, as required.

Audit Objective

The objective of my audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph, when considered in relation to the basis financial statements taken as a whole. The objective also includes reporting on:

- Internal controls related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

- Internal control related to major programs and an opinion on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, Audits of State and Local Governments, and Non Profit Organizations.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the management and City Council, specific legislative or regulatory bodies, Federal award agencies, and if applicable, pass-through organizations and is not intended to be and should not be used by anyone other than these specified parties.

My audit will be conducted in accordance with generally accepted auditing standards and, if applicable the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and the provisions of OMB Circular A-133, Audits of State and Local Government, and will include tests of the accounting records of the City and other procedures I consider necessary to enable me to express an unqualified opinion that the financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles. If my opinion is other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit, I will not issue a report as a result of this agreement.

Management's Responsibilities

Management is responsible for making all financial records and related information available to me. I understand that you will provide me with such information required for my audit and that you are responsible for the accuracy and completeness of that information. I will advise you about appropriate accounting principles and their application and will assist, as requested, in the preparation of your financial statements, but the responsibility for the financial statements remains with you. As part of my engagement, I may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements. That responsibility includes the establishment and maintenance of adequate records and effective internal control over financial reporting, the selection and application of accounting principles, and the safeguarding of assets. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to me in the representation letter that the effects of any uncorrected

misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review as requested.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the audit objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions.

The management of the City of Willows is responsible for establishing and maintaining an internal control structure. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of internal control structure policies and procedures. The objectives of an internal control structure are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of general purpose financial statements in accordance with generally accepted accounting principles, and the federal financial assistance programs are managed in compliance with applicable laws and regulations.

Management is also responsible for making all financial records and related information available to me, including identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, my audit will include tests of transactions related to major Federal award programs for compliance and applicable laws and regulations and the provisions of contracts and agreements.

Because an audit is designed to provide reasonable but not absolute assurance and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or non-compliance may exist and not be detected by me. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform you of any material errors that come to my attention. I will also inform you of any fraudulent financial reporting or misappropriation of assets that come to my attention. I will also inform you of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as auditor is limited to the period covered by my audit and does not extend to matters that might arise during any later periods for which I am not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables

and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will also require certain written representations from you about the financial statements and related matters.

Audit Procedures-Internal Control

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to Government Auditing Standards.

As required by OMB Circular A-133, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with specific requirements and general requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on the control structure policies and procedures and accordingly, no opinion will be expressed in my report on internal control pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or identify reportable conditions. However, I will inform you of any matters involving internal control structure and its operation that I consider to be reportable conditions under standards established by the American Institute of Certified Public Accounts. Reportable conditions involve matters coming to my attention relating to significant deficiencies in the design or operation of the internal control structure that, in my judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the general purpose financial statements. I will also inform you of any nonreportable conditions or other matters involving internal control structure, if any, as required by Government Auditing Standards and OMB Circular A-133.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform certain procedures to test the City's compliance with the general requirements applicable to its federal financial assistance programs as required by Government Auditing Standards and Circular A-133. However, the objective of those procedures will not provide an opinion on overall compliance and I will not express such an opinion in my report on compliance with Government Auditing Standards.

OMB Circular A-133 requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. My procedures will consist of the applicable procedures described in the OMB Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. The purpose of those procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in my report on compliance pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

I understand that you will provide me with the basic information required for my audit and that you are responsible for the accuracy and completeness of that information. I will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, but the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and related internal control structure policies and procedures, the selection and application of accounting principles, and the safeguarding of assets.

At the conclusion of the audit, as necessary, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. However, it is management's responsibility to submit the reporting package in a timely manner.

The audit documentation for this engagement is the property of Roy R. Seiler, CPA, and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit information available to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the US Government Accountability Office for purposes of a quality review of the audit, to resolve findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such information will be provided under supervision.

My working papers will be retained for a minimum of seven years and will be made available to authorized persons upon request and approval from your office.

I affirm that my firm is properly licensed for public practice and it meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and Functions. My firm consists of one certified public accountant, which is the owner, one professional staff person, and support staff. Roy Seiler will be the contact person with the City.

My fees for examination of the City of Willows' financial statements referred to above will not exceed the following(*):

| | <u>For Year ended June 30:</u> | | |
|--|--------------------------------|-------------|-------------|
| | <u>2011</u> | <u>2012</u> | <u>2013</u> |
| Audit of General Purpose Financial Statements | \$6275 | \$6475 | \$6850 |
| Preparation of all applicable Financial statements and Related disclosures | \$2000 | \$2000 | \$2000 |
| Single Audit Procedures under Office of Management and Budget Circular A-133 | \$1425 | \$1450 | \$1475 |
| Component Unit Audit Procedures Pertaining to expenditures Of funds under the State Transportation Improvement Program | \$ 650 | \$ 650 | \$ 650 |
| Assurance services pertaining to Appropriation Limit Calculations | \$ 400 | \$ 425 | \$ 425 |
| Totals | \$10750 | \$11000 | \$11400 |

(*) If at any time during the engagement, extraordinary matter come to my attention (such as unexpected grant/construction activity) and an extension of services appears to be required, the finance director will be consulted before the additional work is undertaken.

The person authorized to make representation for this firm is Roy R. Seiler, CPA. Enclosed is a copy of my latest peer review report, which was unmodified, and letter of comments.

I would like to take this opportunity to thank you for allowing me to submit this proposal. Should you have any questions or a need for additional information, please feel free to call upon me at any time.

Sincerely,

Roy R. Seiler, CPA

STATEMENT OF AFFIRMATION:

AUDIT PROPOSAL APPROVED

SIGNATURE/Title

DATE

GREATER WILLOWS IMPROVEMENT LEAGUE
(GWIL)

City of Willows
201 North Lassen Street
Willows, CA 95988

March 21, 2011

TO: Steve Holsinger, City Manager
Willows City Council Members

FROM: GWIL

RE: Directional signage

GWIL has been working on directional signage for the downtown business area. Funds had been raised through concession sales and obligated to the City for the project in February 2010. The sign funding balance was \$718.86. GWIL is now requesting release of these funds and authorization to proceed for the construction of a minimum of one sign and possibly a second, dependent on funding.

The directional signage would be placed on a concrete base, covered with rock similar to the City's welcoming signs on Tehama Street with the sign installed on a 4x4 inch powder-coated post. The signs are to be made by the Willows High School Shop, using the plasma cutter. A local contractor has volunteered his services for the sign installation. The approximate costs are:

- Rock and cap to cover base-\$350
- Two sign unit cost \$55.00
- Pole of 20 feet at \$3.00 per foot-\$60
- Concrete for base

GWIL is requesting release of the sign funds and authorization to construct a minimum of one sign at the southwest corner of West Wood and North Butte Streets, within the City right-of-way at Circle K and a second sign, pending total costs, within the City's right-of-way at South Humboldt and West Sycamore Streets.

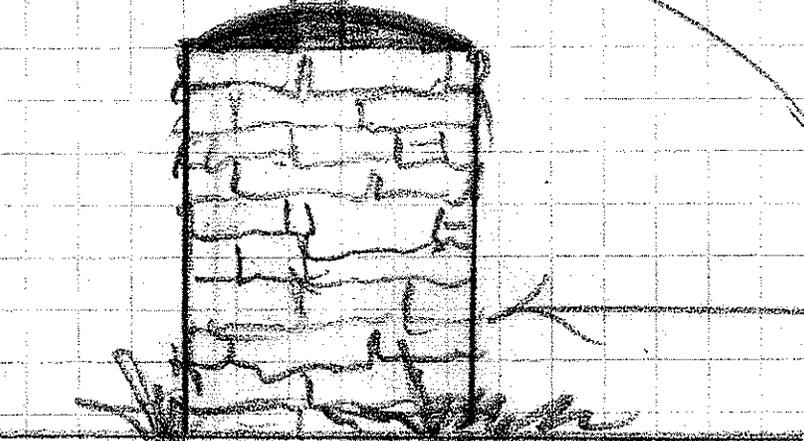


2 layer plasma
cut signs
on 10 gauge on
1/8" sheet metal

4" female hitch
receiver

powder coat

mount on



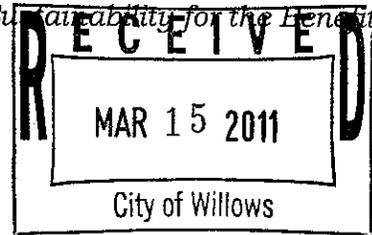


Citizens for Economic Stability

Advocating Business Opportunity and Economic Sustainability for the Benefit of All

March 11, 2011

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



Steering Committee

Chairperson

Rick Thomas
(530) 514-0754

Secretary

Rae Ann Titus
(530) 934-8300

Legislative

Analyst

Forrest Sprague
(530) 514-8700

Directors

Ben Titus
(530) 517-2172

Holly Myers
(530) 934-3204

Vern Roberts
(530) 934-9642

Karen Roberts
(530) 934-9642

Brian Bonner
(415) 235-5943

RE: Information from City of Orland regarding their Economic Development Commission

Mr. Holsinger,

As I agreed at a previous Council Meeting, I contacted the City of Orland to obtain some information regarding their EDC. Attached is OMC 2.20 establishing the Economic Development Commission.

I visited with Janet Wackerman, who since the inception of the Commission has served as the minute clerk. She states the City set up the EDC internally as a "Sub-Set" of the Planning Division. I am not sure of the significance of that, and as the inaugural Chair and subsequent 4 year Chair of the EDC, that was transparent to me.

Some key bullet points are:

1. They meet once per month at 6:00pm immediately before a Council Meeting. Orland Council Meetings start at 7:30 which allows a little more than an hour for discussion.
2. The Council identifies 1 member to serve as an EDC liaison.
3. Initially Ms. Wackerman served the EDC on a contract basis, for about \$70.00 per meeting. She would attend, take minutes, prepare minutes and submit the next agenda items to the City Clerk. She is now an employee of the City and estimated about 2 hours of Staff Time per month.
4. The EDC has no Budget.
5. The authority of the EDC is to make recommendation(s) to the Council.
6. Training of Commissioners was through invitation to the various Agencies involved in Economic Development; i.e. 3core, GC HRA (Yassi Lam), Chico State, City Staff, etc.
7. Information learned or discovered by the City Manager or Council Members relating to Economic Development is shared with the EDC.
8. Agenda's and communications with the Commissioners are delivered via email saving time and money.

The inaugural EDC spent significant time identifying what issues impeded economic growth within Orland, then developed a prioritized work plan of the important issues. Once developed, the EDC began working on the various issues identified. The Willows SWOT analysis has already developed this work plan.

Presently the Orland EDC is conducting a "Branding" Contest, flyer attached.

I believe there are 1 or more local citizens who would be willing to serve the City as the EDC Minute Clerk to alleviate the additional obligations of staff and not adversely affect an already cash strapped City.

I might suggest that Ms. Butler speak with Angie Crook, Orland City Clerk about the Staff Time and Expense associated with the EDC. Thank you for allowing me to assist in what I believe to be an important direction for the City of Willows.

Sincerely,

Richard M. Thomas

Chapter 2.20

ECONOMIC DEVELOPMENT
COMMISSION

Sections:

- 2.20.010 Established.
- 2.20.020 Purpose.
- 2.20.030 Membership and appointment.
- 2.20.040 Term and filling of vacancies.
- 2.20.050 Removal from office.
- 2.20.060 Officers—Meetings—Secretary.
- 2.20.070 Quorum and voting requirements.
- 2.20.080 Minutes and rules for conduct of meetings.

2.20.010 Established.

An economic development commission is created to be known as the economic development commission of the city of Orland. (Ord. 96-12 § 4 (part); prior code § 4900)

2.20.020 Purpose.

The commission shall advise the city council on issues related to:

- A. Facilitating, acting upon and developing strategies and tactics to retain and expand existing business and attract new business;
- B. Expressing a commitment to growth within the area of the city;
- C. Recommending legislation that will implement and further the goals of the city;
- D. Suggesting and recommending negotiations and implementing procedures including, but not limited to, waiving or reducing of hook-ups of required fees for the purpose of enticing business to the city. (Ord. 96-12 § 4 (part); prior code § 4910)

2.20.030 Membership and appointment.

The commission shall consist of five members, who shall be appointed by the mayor and confirmed by the city council. All reasonable attempts shall be made to select at least one member from the Orland area chamber of commerce and one from the local financial community. (Ord. 96-12 § 4 (part); prior code § 4920)

2.20.040 Term and filling of vacancies.

Members shall be appointed to serve overlapping terms of two years with terms starting on January 1st and ending on December 31st. Members whose terms have expired shall continue to serve until their vacancy is filled by the city council. When a vacancy occurs, an appointment shall be made to fill the unexpired term by the mayor and confirmed by the city council. (Ord. 96-12 § 4 (part); prior code § 4930)

2.20.050 Removal from office.

The city council reserves the right to remove any commissioner from office at any time for any reason. In addition, any commissioner missing three consecutive meetings shall be deemed to have resigned and be immediately terminated from such appointed office. The chairman of the commission shall immediately notify the mayor of such automatic termination and the mayor and city council shall proceed appropriately to appoint a replacement. (Ord. 96-12 § 4 (part); prior code § 4940)

**2.20.060 Officers—Meetings—
Secretary.**

The commission shall elect a chairperson, vice-chairperson, and such other officers as it deems appropriate annually at a January meeting. The commission shall designate the time, place and manner of its regular meetings. Special meetings may be called by the chairperson or by any three members. The city council shall designate a staff representative to act as secretary to the commission. (Ord. 96-12 § 4 (part); prior code § 4950)

**2.20.070 Quorum and voting
requirements.**

A majority of the appointed members of the commission shall constitute a quorum. In the event any member or members are present but disqualified and must be absent from deliberations or determination of any item, the member or members shall be counted as present for the purpose of establishing a quorum. Determination of any issue, except procedural matters, shall require the vote of at least three members. If a matter cannot be determined at a meeting due to the lack of three voting members, it shall be continued to the next available meeting. (Ord. 96-12 § 4 (part); prior code § 4960)

**2.20.080 Minutes and rules for
conduct of meetings.**

The staff representative designated to act as secretary to the commission shall provide for the taking of minutes which shall be reviewed and approved by the commission at its next regular meeting. The commission may from time to time adopt such rules and regulations for carrying on its business as it shall deem best, but in the absence of adopted rules to the

contrary, Robert's Rules of Order shall be followed in the conduct of its meetings. (Ord. 96-12 § 4 (part); prior code § 4970)

CITY OF ORLAND "BRANDING" CONTEST

TO ALL RESIDENTS OF THE CITY OF ORLAND

The City of Orland needs an identity, commonly referred to now as a "brand." For example, the cereal Wheaties is known as the "Breakfast of Champions." We are reaching out to all the residents of the City of Orland to use their creative imaginations to help us come up with that identifying phrase, "brand", or tag line.

The City Council of Orland will make the final determination as to whether there is a winning entry. The cash prize for a winning entry will be \$100.

We are looking for a phrase that:

- ☺ attracts people's attention to Orland and makes them want to visit us
- ☺ describes an asset of Orland in some way, whether it's emotional, physical, or both
- ☺ is short and easy to remember
- ☺ is a statement that will make us feel proud of Orland
- ☺ would look nice on hats, banners, cups, etc.

ENTRY FORM

MY SUGGESTION FOR A "BRAND" FOR THE CITY OF ORLAND IS:

My name is: _____

Address _____
(entries are only eligible from residents in the 95963 zip code)

Telephone Number: _____

Please return this form to City Hall by **April 1, 2011** by any of the following methods:

- Drop it off at City Hall at 815 4th St.
- Mail it to: The City of Orland, 815 4th St., Orland, CA 95963
- Fax it to: (530) 865-1632

I understand that all submissions become the property of The City of Orland.