

CITY COUNCIL

Larry Domenighini, Mayor  
Gary L. Hansen, Vice Mayor  
Lawrence Mello, Council Member  
Jeff Williams, 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](http://www.cityofwillows.org)

## **CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday, April 14, 2015**

**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 April 14, 2015 Agenda.
5. **Presentations & Proclamations:**
  - a) Mayor Domenighini will present a Proclamation Declaring April 24, 2015, as "General Federation of Women's Clubs Day" to the Willows Monday Afternoon Club.
  - b) Mayor Domenighini will present a Sexual Assault Awareness Month Proclamation to a Representative of Rape Crisis Intervention & Prevention.
  - c) Mayor Domenighini will present a Proclamation declaring May 10 through May 16, 2015 as "National Police Week" with special recognition of May 3 - 4, 2015 as "California Peace Officer Memorial Ceremonies" and May 15, 2015, as "National Peace Officers Memorial Day".
  - d) Mayor Domenighini will present a Proclamation Declaring April 19 through April 25, 2015 as "Administrative Professionals Week" and April 22, 2015 as "Administrative Professionals Day".
6. **Public Comment / Written Communications:** Members of the public wishing to address the Council on any item(s) ***not on the agenda*** may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. ***(Public Comment is generally restricted to three minutes).***
  - a) Public Comment(s):
  - b) Written Communication(s):
    - Letter to the Council received from Reggie Boelman, Chief Officer in Field & Maintenance for Willows Little League, regarding people allowing their dogs to defecate in the Little League Park.

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 Checking, Payroll Checks & Payroll Direct Deposit.

8. **Public Hearings:** *(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).* – None Scheduled

9. **Ordinances:** None

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

11. **New Business:**

a) Consider recommendation of final approval of the City Council concerning the subcommittee's recommendation to fund the Willows Chamber of Commerce Special Events/Activities.

12. **Council Member Reports:**

13. **Executive Session:**

*Pursuant to Government Code Section 54954.3 the public will have an opportunity to directly address the legislative body on the items below prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.*

a) CONFERENCE WITH LABOR NEGOTIATOR(S) pursuant to Section 54957.6

Agency Negotiators: City Manager, Steve Holsinger  
Finance Director, Tim Sailsbery

Employee Organization(s): All Unrepresented City Employees including City Manager, City Attorney, City Council and All Other Elected or Appointed Members of the City of Willows Boards and Commissions.

14. **Report out from Closed Session:**

15. **Adjournment:**

**CERTIFICATION:** Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before April 10, 2015.

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](http://www.cityofwillows.org).

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider

Period

3/19/2015 TO 4/8/2015

General Checking 29401 TO 29456

Payroll Direct Deposit Z06138 TO Z06170

Payroll Checks 33738 TO 33751 *(Dot Matrix check stock)*  
34100 TO 34110 *(Laserjet check stock)*

APPROVAL DATE 4/14/2015

Approved \_\_\_\_\_

REPORT.: Mar 23 15 Monday  
 RUN...: Mar 23 15 Time: 10:38  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 03-15 Bank Account.: 1050

PAGE: 001  
 ID #: PY-DE  
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
029401	03/19/15	VOID	VOIDED CHECK					
029402	03/19/15	BAK06	BAKER & TAYLOR BOOKS	414.01	.00	414.01	161958	NEW PRINT MAT. LIBRARY
029403	03/19/15	CAL01	CALIFORNIA WATER COMPANY	1545.10	.00	1545.10	B50318	WATER EXPENSE FEB 2015
029404	03/19/15	COM16	COMCAST CABLE	55.15	.00	55.15	B50318	INTERNET-LIBRARY 3/3-4/2/
029405	03/19/15	GLE41	GLENN CO. ROP PRINTING	77.40	.00	77.40	3844	VIP HOT SUMMER NIGHT POST
029406	03/19/15	GRI01	ROBERT GRIFFITH	1539.99	.00	1539.99	B50318	PLANNING COMISSION REIMBU
029407	03/19/15	ICC01	ICC, INC.	127.50	.00	127.50	B50318	CODE COUNCIL MEMBERSHIP
029408	03/19/15	KIN01	KINGS MOBILE REPAIR	2.00	.00	2.00	B50318	BUSINESS LICENSE OVERPMT
029409	03/19/15	MAX01	MAXIMUM SECURITY SYSTEMS	60.00	.00	60.00	B50318	PROF. SERVICES PARKS/PUB.
029410	03/19/15	OCL00	OCLC, INC.	67.95	.00	67.95	378635	MONTHLY SUBSCRIPTION
029411	03/19/15	SAC08	SACRAMENTO VALLEY MIRROR	259.20	.00	259.20	13194	BID-TOWING & EMERGENCY RO
029412	03/19/15	SCO00	SCOTTY'S ELECTRIC MOTOR R	24523.46	.00	24523.46	61132Q	NEW PUMP SYSTEM
029413	03/19/15	SEV00	SEVERN TRENT ENVIRONMENTA	265.00	.00	265.00	2078078	WILLOWS WASTEWATER FEB 20
Cash Account Total.....:				28936.76	.00	28936.76		
Total Disbursements.....:				28936.76	.00	28936.76		

REPORT.: Mar 23 15 Monday  
 RUN...: Mar 23 15 Time: 16:19  
 Run By.: JANE COLLINS

Cash Account Total.....: .00 .00 .00  
 CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 03-15 Bank Account.: 1050

PAGE: 001  
 ID #: PY-DP  
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
029414	03/23/15	WILHJ	WILLOWS PACIFIC ASSOCIATE	472924.00	.00	472924.00	B50323	HOUSING & COMM. DEV. DRAW
Cash Account Total.....:				472924.00	.00	472924.00		
Total Disbursements.....:				472924.00	.00	472924.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
029415	03/27/15	ABF01	CERTIFIED/FORTRESS SECURI	72.00	.00	72.00	1790314	ALARM MONITORING 4/1-6/30
029416	03/27/15	ACM00	ACME RIGGING & SUPPLY COM	301.78	.00	301.78	269117	REPAIR #16 SWEEPER
029417	03/27/15	BAK06	BAKER & TAYLOR BOOKS	77.04	.00	77.04	1170421	NEW PRINT MAT. LIBRARY
029418	03/27/15	COA00	COASTLAND CIVIL ENGINEERI	1002.50	.00	1002.50	37093-2	BALANCE DUE INVOICE 37093
029419	03/27/15	COM16	COMCAST CABLE	140.60	.00	140.60	B50325	FD INTERNET 3/19-4/18/15
029420	03/27/15	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B503151	CONT.SERV. FINANCE
029421	03/27/15	FED00	FEDEX	39.07	.00	39.07	97503970	SHIPPING
029422	03/27/15	GAL06	GALE	39.27	.00	39.27	784898	BOOKS
029423	03/27/15	GLE09	GLENN CO. OFFICE OF EDUCA	91.00	.00	91.00	3/182015	PD LIVE SCAN
029424	03/27/15	GLE25	GLENN CO. FIRE CHIEF'S	300.00	.00	300.00	15-0012	GLENN CO FIRE REPEATER FU
029425	03/27/15	HEL01	HELENA CHEMICAL COMPANY	2959.16	.00	2959.16	8309580	CHEMICALS
029426	03/27/15	INK01	THE INKWELL	25.70	.00	25.70	6434	MISC OFFICE SUPPLIES
				45.10	.00	45.10	B50325	FD PAPER
			Check Total.....:	70.80	.00	70.80		
029427	03/27/15	KNI03	KNIFE RIVER CONSTRUCTION	170.07	.00	170.07	157547	WET PATCH
029428	03/27/15	MAT01	MATSON & ISOM TECHNOLOGY	2965.00	.00	2965.00	49493	MANAGED PARTNER AGREEMENT
029429	03/27/15	NOR18	NORTHERN CALIF. GLOVES	77.94	.00	77.94	178107	FD GLOVES
029430	03/27/15	ORL08	ORLAND SAW & MOWER	20.98	.00	20.98	13512	RUBBER MOUNT
029431	03/27/15	RIV05	RIVERVIEW INTERNATIONAL	310.86	.00	310.86	856648	REPAIR #29 RANGER
029432	03/27/15	VAL14	VALLEY TRUCK & TRACTOR CO	19.05	.00	19.05	505730	REPAIR #31 MOWER
				10.00	.00	10.00	505732	REPAIR #31 MOWER
				131.28	.00	131.28	506181	#25 SKID STEER
				130.14	.00	130.14	506182	REPAIR #25 SKID STEER/#31
				123.81	.00	123.81	508686	REPAIR #14 BACKHOE
			Check Total.....:	414.28	.00	414.28		
029433	03/27/15	VER02	VERIZON WIRELESS	55.08	.00	55.08	938434	TELEPHONE EXP.2/10--3/09/
029434	03/27/15	WAL07	WAL-MART COMMUNITY	591.77	.00	591.77	B50325	FEBRUARY STMT PER ATTCHED
029435	03/27/15	WES00	WEST COAST FRAME & COLLIS	2306.06	.00	2306.06	42382	REPAIR FD UNIT 4
029436	03/27/15	WIL17	WILLDAN	4878.13	.00	4878.13	00711905	PLANNING SERVICES THROUGH
			Cash Account Total.....:	17291.26	.00	17291.26		
			Total Disbursements.....:	17291.26	.00	17291.26		

REPORT -- Apr 02 15 Thursday  
 RUN...: Apr 02 15 Time: 14:21  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 04-15 Bank Account.: 1050

PAGE: 001  
 ID #: PY-DP  
 CTL.: WIL

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
029437	04/02/15	AB000	STEVE ABOLD	200.00	.00	200.00	B50402	PUB. WKS. TOOL PARKS/PUB.
029438	04/02/15	ALV04	TRICIA ALVES	215.00	.00	215.00	B50402	CLOTHING EXP. POLICE DEPT
029439	04/02/15	CHA00	LANCE CHAPMAN	215.00	.00	215.00	B50402	CLOTHING EXP. FIRE DEPART
029440	04/02/15	COR12	SANDRA CORBIN	215.00	.00	215.00	B50402	CLOTHING EXP. POLICE DEPT
029441	04/02/15	DAH00	JASON DAHL	215.00	.00	215.00	000B504013	JAN-MAR 2015 UNIFORM ALLO
029442	04/02/15	DAW00	CLAY DAWLEY	107.50	.00	107.50	000B504013	UNIFORM ALLOWANCE JAN-MAR
029443	04/02/15	EDG00	ADAM EDGINGTON	215.00	.00	215.00	B50402	CLOTHING EXP POLICE DEPT
029444	04/02/15	HAM00	HAMPTON INN	495.30	.00	495.30	B50402	POST AICC INSTRUCTION COU
029445	04/02/15	HOL05	STEVE HOLSINGER	300.00	.00	300.00	B50402	VEHICLE ALLOW. CITY MANAG
029446	04/02/15	JOH07	LUCAS JOHNSON	215.00	.00	215.00	B50402	CLOTHING EXP. FIRE DEPART
029447	04/02/15	KUW00	KELLY KUWATA	215.00	.00	215.00	B50402	CLOTHING EXP. POLICE JAN-
029448	04/02/15	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B50402	VEHICLE ALLOW. RECREATION
029449	04/02/15	LOM00	TYLER LOMBARD	215.00	.00	215.00	000B504013	JAN-MAR 2015 UNIFORM ALLO
029450	04/02/15	MCI01	TROY MCINTYRE	215.00	.00	215.00	B50402	CLOTHING EXP. POLICE DEPT
029451	04/02/15	PER07	VAUGHN PERKINS	250.00	.00	250.00	B50402	RENT ELK CREEK LIB. APR 2
029452	04/02/15	SAC08	SACRAMENTO VALLEY MIRROR	259.20	.00	259.20	13203	LEGAL NOTICE/PT CLERK
029453	04/02/15	STO00	MICHAEL STOVER	215.00	.00	215.00	B50402	CLOTHING EXP. POLICE DEPT
029454	04/02/15	SYK01	GENE SYKES	215.00	.00	215.00	B50402	CLOTHING EXP. FIRE DEPART
029455	04/02/15	VES01	RAY VESSELS JR.	215.00	.00	215.00	B50402	CLOTHING EXP. POLICE DEPT
029456	04/02/15	WAL08	CARL WALTER	215.00	.00	215.00	B50402	CLOTHING EXP. POLICE DEPT
				150.00	.00	150.00	AB50402	POST AICC INSTRUCTION COU
Check Total.....:				365.00	.00	365.00		
Cash Account Total.....:				4757.00	.00	4757.00		
Total Disbursements.....:				4757.00	.00	4757.00		

## Dog Shit City #2

Dear Mr. Mayor or City Councilman,

April 5, 2015

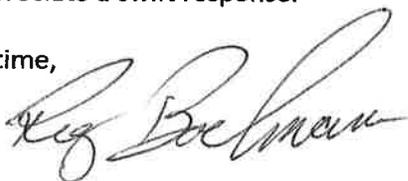
My name is Reggie Boelman, and on January 25, 2015, I wrote a letter to you in regards to the unbelievable amount of people letting their dogs take a crap in our Little League facility. This is a daily problem! From at least 10-25 dogs are visiting and crapping in the facility, with maybe a few cleaning up after their pets. Our Little League has had all brand new board members this year which take a lot of pride in our facilities and our children. People have a habit now of just pulling in by the city's yard and letting their dogs out to run and go potty. I think we need to post a lot of "Please keep dogs on leash" signs and provide clean up stations and make an effort to enforce them to clean up after their pets! It's a frustrating thing to have to step in or around the poop all the time! We have had an instance where a little girl and an older boy fell in it and got it all over their clothes!

Our maintenance crew, which includes me, has worked very hard to keep this place an enjoyable and recreational area for our children. Our fields are in the best shape in decades, batting cages are fully functional and being used 4-5 times a week. We've added 3 pitching mounds by the batting cages and just spent \$1,025 in crushed granite around our East field bleachers to help control mud. We've done a lot of painting and our snack bar is making more money than ever. This all means we have a lot more people enjoying these outdoor spaces at the Little League fields. It is completely unfair and disgusting that our kids, coaches and parents have to constantly watch their steps. Nobody likes to step in it or fall in it!

We are having our closing/opening ceremonies on Saturday, April 11, which I asked you in my Jan. 25 letter to do something about this issue prior to this date! We, including kids, parents, coaches and our families will be at the facility from 6:30 am – 5:00 pm on this day. The snack bar will be open all day and we will be barbequing outside of the snack bar also. This is a BIG DAY for the community and for Willows Little League.

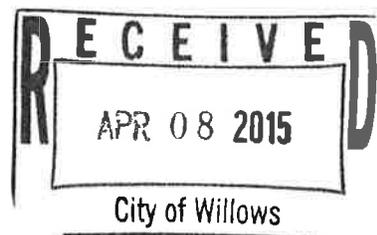
Please, please, please help us out with this disgusting issue. I would really hate to have to resort to showing up to your next council meeting with a bunch of uniformed children to address this issue in person. I would appreciate a swift response.

Thank you for your time,



Reggie Boelman  
Chief Officer in Field & Maintenance  
Willows Little League

ph. 228-7979



# Proclamation

## City of Willows

Declaring April 24, 2015 as General Federation of Women's Clubs Day  
Presented to  
Willows Monday Afternoon Club

*WHEREAS, The Willows Monday Afternoon Club, a member of the General Federation of Women's Clubs (GFWC), and its members have enhanced the citizens and community of Willows through their commitment to volunteer service, including a Thermal Imaging Camera for the Willows Fire Department, free swim days, high school scholarships, donations to Willows High School, Willows Intermediate School, and Murdock Elementary School; and*

*WHEREAS, the more than 100,000 members of the General Federation of Women's Clubs donate, on average, more than \$30 million and nearly 10 million volunteer hours to more than 250,000 programs and projects benefiting their local communities; and*

*WHEREAS, GFWC and its nearly 4,000 member clubs in all 50 states and more than a dozen countries are at the forefront of grassroots community service, providing crucial support to cultural, educational, health, and legislative issues of importance to women, children, and families throughout the world; and*

*THEREFORE BE IT RESOLVED that the Willows City Council calls on the citizens of Willows to recognize April 24, 2015, as GFWC Federation Day, in celebration of the 125th anniversary of the founding of this esteemed organization;*

*AND BE IT FURTHER RESOLVED that I, Larry Domenighini, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, expresses much gratitude to the Willows Monday Afternoon Club and its members for their continued work in making Willows California better for all citizens.*

*IN WITNESS WHEREOF, I here unto set my hand and caused the Seal of the City of Willows to be affixed hereto this 14<sup>th</sup> day of April, 2015.*

\_\_\_\_\_  
Larry Domenighini, Mayor

# SEXUAL ASSAULT AWARENESS MONTH PROCLAMATION

**Whereas**, one in three women will be raped or beaten in the WORLD!

**Whereas**, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every community member of the **City of Willows**; and

**Whereas**, **Rape Crisis Intervention & Prevention** statistics regarding who the perpetrators are, confirm if you are 18 and older – 80-85% of the time it is someone you know; if you are 17 and under – 95-97% of the time it is someone you know; and if you are a person with developmental disabilities – 99.9% of the time it is someone you know, and

**Whereas**, Rape, sexual violence, and sexual harassment impact our community, and statistics show one in 5 adult women and one in 71 adult men will be raped at some point in their lives, and

**Whereas**, Child sexual abuse prevention must be a priority to confront the reality that 1 in 6 boys and 1 in 3 girls will experience some form of sexual violence before they reach the age of 18, and

**Whereas**, Young people experience heightened rates of sexual violence, and youth ages 12-17 are 2.5 times as likely to be victims of rape or other forms of sexual violence, and

**Whereas**, On Universities and College campus', 1 in 5 women and 1 in 16 men are sexually assaulted during their time in college, and

**Whereas**, We must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

**Whereas**, With leadership and dedication, we can be successful in preventing sexual violence in the **City of Willows** by increasing education, awareness, and community involvement; and

**Whereas**, for the past 41 years **Rape Crisis Intervention & Prevention** has led the way in **Glenn County** in addressing sexual violence by providing FREE 24-hour hotline services to victim/survivors and their significant others, responding to emergency calls, offering on-going support and comfort to those impacted by sexual violence during medical exams, criminal proceedings, and empowering those impacted by sexual violence to chart their own course for healing; and

**Whereas**, the **City of Willows** strongly supports the efforts of national, state, and Rape Crisis Intervention and Prevention, when we actively get involved and engage in public and private efforts we can prevent sexual violence. The first step is increasing education, awareness, and community involvement. It's time for all of us to take action to create a safer environment for all.

## **NOW THEREFORE BE IT RESOLVED,**

That I, Larry Domenighini, on behalf of the Willows City Council and the City of Willows, join **Rape Crisis Intervention & Prevention** advocates and communities across the country in taking action to prevent sexual violence. Along with the United States Government and the State of California, I do hereby proclaim April as "Sexual Assault Awareness Month", and each day of the year is an opportunity to create change for the future!



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Larry Domenighini, Mayor

# Proclamation

## City of Willows

DECLARING MAY 10 THROUGH MAY 16, 2015 AS "NATIONAL POLICE WEEK"  
WITH SPECIAL RECOGNITION OF MAY 3 - 4, 2015 AS "CALIFORNIA PEACE OFFICER MEMORIAL  
CEREMONIES" AND MAY 15, 2015 AS "NATIONAL PEACE OFFICERS MEMORIAL DAY"

**WHEREAS**, of all the promises America offers, none is more precious or elusive than the right to be free from crime; and

**WHEREAS**, the dedicated men and women who have chosen law enforcement as a career face extraordinary risk and danger preserving our freedom and security; and

**WHEREAS**, during the week of May 10 through May 16, 2015, National Police Week is observed throughout the nation in order to recognize hazardous work, serious responsibilities, and strong commitment of our nation's officers; and

**WHEREAS**, in conjunction with this important observance, the City of Willows is observing May 15<sup>th</sup> as Peace Officer's Memorial Day in commemoration of those noble officers who have tragically sacrificed their lives in the line of duty; and

**WHEREAS**, in the year of 2014, 126 peace officers across the nation were killed in the line of duty. Further it is recognized that 13 of those officers killed being California Peace Officers.

**WHEREAS**, these special observances provide all Californians with the opportunity to appreciate the heroic men and women who have dedicated their lives to preserving public safety;

**NOW THEREFORE**, I, Larry Domenighini, as Mayor, do hereby proclaim the week of May 10 through May 16, 2015 as **NATIONAL POLICE WEEK** and with special recognition of May 3<sup>rd</sup> and 4<sup>th</sup>, 2015 as **CALIFORNIA PEACE OFFICER MEMORIAL DAY** and May 15, 2015 as **NATIONAL PEACE OFFICER MEMORIAL DAY** in the City of Willows and direct all American flags to be displayed at half staff during these honorable dates and week recognizing the loss of these peace officers in preserving our liberty, and encourage all citizens to remember those individuals who gave their lives for our safety and express our appreciation to those who continue to dedicate themselves to making Willows a safer place in which to live.

**IN WITNESS WHERE OF**, I hereunto set my hand and caused the Seal of the City of Willows to be affixed hereto this 14<sup>th</sup> day of April, 2015.

Larry Domenighini,

Mayor

*Proclamation*  
*City of Willows*

*Declaring April 19-April 25 "Administrative Professionals Week"*

**WHEREAS**, administrative professionals play an essential role in coordinating the office operations of businesses, government, educational institutions, and other organizations; and

**WHEREAS**, administrative professionals are vital contributors in today's team-oriented work environment and are key front-line public relations ambassadors for their organizations; and

**WHEREAS**, the work of administrative professionals today requires advanced knowledge and expertise in communications, computer software, office technology, project management, organization, customer service and other vital office management responsibilities, and most importantly, have the willingness to learn and accept new challenges; and

**WHEREAS**, Administrative Professionals Week is observed annually in workplaces around the world to recognize the important contributions of administrative support staff and is sponsored by the International Association of Administrative Professionals; and

**WHEREAS**, Administrative Professionals Week 2015 is focused on "Honoring the Office Professionals Who Make Offices Work," reflecting the integral and central role that office professionals play in modern business; and

**NOW, THEREFORE**, I, Larry Domenighini, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim the week of **April 19-25, 2015** as

*Administrative Professionals Week*

and **Wednesday, April 22, 2015** as "**Administrative Professionals Day**", saluting the valuable contributions of administrative professionals in the workplace. And I call on all employers to support continued training and development for administrative staff, recognizing that a well-trained workforce is essential for success in today's business world and I encourage all citizens to join me in this worthy observance.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the official seal of the City of Willows to be affixed this Fourteenth day of April, 2015.

*Larry Domenighini, Mayor*

**AGENDA ITEM**

April 14, 2015

**TO:** Honorable Mayor Domenighini, and Members of City Council  
**FROM:** Steve Holsinger, City Manager  
**SUBJECT:** City Council Ad Hoc Sub-committee report: Chamber of Commerce

**RECOMMENDATION**

Staff is recommending final approval of the City Council concerning the sub-committee recommendation to fund the Chamber of Commerce Special Events/Activities

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**SITUATION**

During discussion at the regular City Council session in December 2014, there was lengthily debate about prior efforts to develop a mutually acceptable methodology to fund Chamber sponsored "Community Events". A two person sub-committee of the city council agreed to meet with the chamber to discuss and revise the "chamber funding request form". The sub-committee did meet with the Chamber in January and have formulated some final suggestions for approval by the City Council. At the request of Council Member Mello the attached sub-committee recommendation report was placed on the agenda for approval by the City Council at the April 14<sup>th</sup> regular meeting. Staff is recommending final approval of the council concerning the suggested funding level(s) and methodology of allocation(s) to benefit city support of "community events".

**FINANCIAL CONSIDERATIONS**

None, \$5,000 had already been allocated in the fiscal work plan to support community events sponsored by the Chamber.

**NOTIFICATION**

Jamie Millen, President, Willows Chamber of Commerce

**RECOMMENDATION**

Staff is recommending final approval of the City Council concerning the sub-committee recommendation to fund the Chamber of Commerce Special Events/Activities

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Respectfully submitted,

  
Steve Holsinger  
City Manager

Attachment(s): Sub-Committee Recommendation Report

## City Council Ad Hoc Sub-Committee report: Chamber of Commerce

On January 20<sup>th</sup> 2015, the Ad Hoc Committee met with the Chamber President and Chamber Staff, to discuss the allocations of public funds that is to be earmarked exclusively for selected community events that the Willows Chamber of Commerce sponsors annually.

The Sub-committees recommendation and suggestion for councils consideration, that the following six community events to be funded with public funds:

The 4<sup>th</sup> of July Fireworks, Craft Fair, Business Expo, Light Parade, Santa Wishes, Decorating Contest.

Recommendation and suggestion for councils consideration on the following guidelines on receiving public funds for the six community events:

<u>WILLOWS COMMUNITY EVENT</u>	<u>ANNUAL DISBURSEMENT AMOUNT</u>
a.) 4th of July Fireworks Event	\$2,500.00
b.) 1.) Craft Fair 2.) Business Expo 3.) Light Parade 4.) Santa Wishes 5.) Decorating Contest	\$2,500.00 to cover all five events

ANNUAL FIREWORKS EVENT: One payment of \$2,500 will be exclusively earmarked for this community event separate of other events.

FIVE OTHER COMMUNITY EVENTS: One payment of \$2,500 will be earmarked to cover all five itemized community events: The Craft Fair, Business Expo, Light Parade, Santa Wishes and the Decorating Contest.

FORMAT REQUESTING OF FUNDS: Two separate independent request for public funds will be made on a simple letter format as follows, along with the time and date of the event(s):

- a.) SUBJECT: Request \$2,500 in Public Funds for the Annual 4<sup>th</sup> of July Fireworks Events.
- b.) SUBJECT: Request \$2,500 in Public Funds for the following Five Community Events:  
"The Craft Fair, Business Expo, Light Parade, Santa Wishes, Decorating Contest"

### TIME LINE FOR REQUESTING FUNDS:

- a.) FIREWORKS EVENT: Submit request no earlier than 90 day prior to the 4<sup>th</sup> of July Event..
- b.) FIVE OTHER EVENTS: Submit no earlier than 90 days prior to the first scheduled event.

### DESBURSEMENT OF FUNDS TO THE CHAMBER:

Funds will be disbursed in the same scheme, manner and priority as all other City of Willows finance disbursements/payments. Request will not be expedited unless per-approved by the Finance Director, City Manager or City Council. Otherwise request will be treated as all other disbursements are treated during disbursement cycle.