

CITY COUNCIL

Vince Holvik, Mayor
Jeff Cobb, Vice Mayor
Gary Hansen, Council Member
Terry Taylor-Vodden, 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 REGULAR MEETING AGENDA

Tuesday, August 14, 2012

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 August 14, 2012, Agenda.
5. Presentations & Proclamations: None
6. Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. (*Public Comment is generally restricted to three minutes*).
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval of the June 26, 2012, Regular City Council Meeting Minutes.
 - d) Consider approval of the July 24, 2012, Regular City Council Meeting Minutes.
 - e) Consider acceptance of City of Willows Treasurer's Report Schedule of Cash and Investments as of June 30, 2012.
 - f) Consider adoption of a Resolution waiving the residency requirement in conjunction with appointment to the Planning Commission authorizing the continuation of service for Commissioner Huston T. Carlyle.

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. Although not required, it is also requested that you please state your name for the record).*

NONE

9. Ordinances: NONE

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

11. New Business:

a) Council will be considering several different staffing issues concerning three different positions within the Willows Police Department. Staff is seeking direction from the Council reviewing each item independently and providing direction relevant to each staffing concern highlighted below.

1. Staff is seeking direction from the Council concerning the current status of the "frozen" vacant Police Officer Position funded during the 2012/2013 Fiscal budget development process.

2. Staff is seeking direction from the Council concerning authorization to accept the COPS II Grant to hire a new officer from among qualifying veteran candidates to replace a former laid-off police officer.

3. Staff is seeking consensus of the Council concerning alternative short term staffing accommodation for anticipated temporary vacancy within the Police Department this Fall.

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 August 9, 2012.

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

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

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

June 26, 2012

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

3. **ROLL CALL:**

Present: Council Members Yoder, Hansen, Taylor-Vodden, & Vice Mayor Cobb

Absent: Mayor Holvik

4. **Agenda Review:** It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Hansen to accept the June 26, 2012, City Council Meeting agenda as presented. The motion unanimously passed.

5. **Presentations & Proclamations:** None

6. **Public Comment:**

Buddy Brackensick spoke about the Fiscal Year 2012/13 Budget that the Council recently adopted on June 19, 2012. He specifically spoke about the wage negotiations that took place between the Associations and the Negotiators and he stated that he has concluded that it was the City that wouldn't budge during the negotiations and not the Unions. He stated that he believes this was a bad thing for the Council to do by reinstating raises to the Unions, when they were willing once again to defer their raises for on additional year. The Police Chief also asked to defer his raise with a guarantee of automatic extension of his contract and he was told no. Mr. Brackensick opined that the City did not negotiate in good faith with the Unions and wants to know why this is going on. He stated that the Unions and the Police Chief were offering to give the City \$110,000 and they were denied their offer by the Council. He wondered if this was the City's way of setting the ground work to get rid of the Police Chief or to eliminate his position or to do away with the Police Department. He stated that the Citizens of the City deserve to know what's going on.

Carl Walter, President of the Willows Public Safety Association, addressed the Council over some concerns he had with the passage of the Fiscal Year 2012/13 Budget on June 19. First, he expressed concerns over some of the verbiage in the Budget Resolution that was adopted. He also spoke of his concerns over a currently vacant position in the Police Department that the Department has been recruiting to fill for some time now. He stated that applicants were tested and interviewed and the Department was just getting ready to begin conducting background investigations and then on Monday, June 25, he was informed that the City Manager unilaterally decided to cancel the application process for this position. He wonders if the Council was aware of this decision prior to June 25 and why the cancelling of the applications process to fill this vacancy was never discussed in a public forum prior to the decision being handed down by the City Manager. He pointed out that the budget that was passed on June 19 did include funding for this particular vacant position, so he wondered why the Department can't continue to move

forward in the application process. He expressed his concerns that over the past few years, the Police Department has lost one-third of their staff and if cuts to staff continue, the level of Police Services offered to the community will be affected due to continued staffing shortages.

7. **Consent Agenda:**

It was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (24677-24769).
- b) Approval of Payroll & Direct Deposit Check Registers (31930-31940 & Z03495-Z03563).
- c) Approval of the June 12, 2012, Regular City Council Meeting Minutes.
- d) Adoption of a Resolution awarding a professional services agreement for the publication of legal notices for the City of Willows to the lowest responsive responsible bidder, the Sacramento Valley Mirror and authorizing the City Manager to execute the agreement on behalf of the City.
- e) Adoption of a Resolution authorizing an extension of the Public Agency Agreement with Wildan Engineering Consultants for General Planning and Environmental Services during Fiscal Year 2012/2013.

8. **Public Hearings:** None

9. **Ordinances:** None

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:** None

11. **New Business:**

- a) Discuss Administrative Procedures & Policy No. 9-1 and consider revising or amending the policy:

The County Elections Office has recently provided the City with a Municipal Elections Calendar in anticipation of the November 6, 2012, General Election. Prior to noticing the public and accepting nomination documents for available Council seats, it seems an appropriate time for the Council to review, discuss, reaffirm, and possibly modify the City's current Election Policy.

The City of Willows Administrative Procedures and Policy Manual No. 9-1 currently limits the candidate statement to 200 words and indicates that the City will be responsible for the cost of publishing the statement.

Elections Code 13307 states as follows:

“(a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of

the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.”

In past years the Council has incurred the cost to have the candidate statement printed in English and if a Candidate chose to have their statement translated to Spanish, the candidate was responsible to incur the additional cost. This year a new law was passed which now requires that candidate statements be printed in both English and Spanish. The deposit amount required for the candidate statement will be roughly \$500 according the Glenn County Registrar of Voters Office, and is based on the estimated cost of printing and mailing the statement. It is Staff’s recommendation that due to this change, the Council should modify the Administrative Policy to reflect this change. The Council should determine the maximum length of the Candidate Statement (either 200 or 400 words), determine whether the Candidate or the City shall bear the cost of publishing the Candidate Statement (approximately \$500) and determine the procedure for breaking a tie vote, either by lot or by a runoff election to be conducted on a Tuesday not less than 40 days nor more than 125 days after the certification of the election that resulted in a tie. It should be noted that on July 11, 2006, this item was on the agenda for discussion and it was asked at that time that the Council be given the opportunity to review this policy prior to each election.

Discussion ensued among the Council and the consensus of the Council Members present was to keep the Candidate Statement at a maximum of 200 words, to have the Candidate bear the cost of the Candidate Statement, and to break a tie by lot. It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to amend Administrative Policy 9-1 to read as follows:

I. **PURPOSE:**

To establish a policy with respect to the following municipal election issues:

1. Determine the maximum length of candidates’ statements.
2. Determine responsibility for cost of printing and publishing candidates’ statements in the voter pamphlet
3. Determine the procedure for breaking a tie vote.

II. **POLICY:**

1. Candidates’ statements shall be limited to a maximum of 200 words.
2. The Candidate will be responsible for the cost of printing and publishing the candidates’ statements in the voter pamphlet.
3. During an election, a tie vote shall be broken by lot.

The motion was unanimously passed.

b) Proposed increase in the Hotel Users Tax:

During this past year, the City Council hired special consultant, William Berry, to conduct a survey on potential tax measures within Glenn County. The results of the survey process were

reviewed with the City Council during a special mid-year budget review session in early February this year. It was subsequently determined that there was not sufficient time available to complete the steps necessary to place an item on the June Primary Election Ballot. Additionally, it was suggested the June primary results may provide valuable data to assist Staff and Council in the final decision making process concerning placing items on the November ballot.

At a meeting held on May 22, Mr. Berry presented additional information to the Council concerning development of tax measure language, funding options for advertising and/or soliciting voter support and potential legal reviews as required by State Elections Law. Following the June 5th primary, staff reviewed some data provided by the League of California Cities concerning elections results. Based upon staff interpretation of these election results, it is not recommended that the City of Willows pursue a sales & use tax measure at this time. However, it may be prudent at this time to seek an increase in Hotel Users Tax by 2% since city expenses over the past decade have increased by over 60%, yet there has been no consideration for increasing this potential revenue offset. Travelers in our community often benefit from an array of city services provided. A TOT increase is an equitable way to recover a portion of service expenses without placing any additional tax burdens on local residents and business owners. Staff is recommending Council consider approval of the proposed TOT increase.

Council discussion ensued and it was the consensus of the Council that they were in favor of moving forward with putting the Hotel Users Tax measure increase on the November ballot, as it is a means to generate additional revenue for the City without having much, if any, financial impact on the residents of the City. They also agreed with the City Manager that now is not an opportune time to place a sales & use tax increase measure on the ballot because it would very likely be defeated. Vice Mayor Cobb invited comments from the audience.

Mr. Patel, owner of the Economy Inn spoke against placing the Hotel Users Tax Measure increase on the November ballot. He believes that travelers will not stay in Willows if the tax were increased because Willows is not a destination city and there are no attractions here.

Roger Kumar, owner of several hotels and motels in the City also spoke against the tax measure. He believes a 2% increase is too high but he would possibly be more agreeable to a 1% increase. He believes people will continue traveling an additional 25 miles to Corning to the North or Williams to the South where the occupancy tax is 10%.

Holly Myers questioned what City Services the travelers that stay in Willows are utilizing. The City Manager addressed this question, stating that they use City parks, streets, highways, police, fire, and several other services and facilities that City residents use, and expenses for these services have increased 60% over the past decade.

In concluding this item the City Manager made a few closing remarks and he stated that he believes that Willows is, in fact, a destination city with Thunderhill Raceway, the Wildlife Refuge, hunting, and other attractions. He does not agree that people attending events in Willows will travel an extra 25 miles to pay 2% less in motel tax. He reiterated that this is not a tax on local residents, but on the travelers, and the additional revenue that the increase would generate will benefit local services. Finally, he pointed out that staff is not asking the Council to pass the tax measure, but rather seeking Council approval to place the measure on the ballot in order to let the voters of the City decide whether or not to pass the measure.

It was then **moved** by Council Member Hansen and **seconded** by Council Member Yoder to adopt a Resolution proposing an increase in the Hotel Users Tax; Calling for an election to submit to the voters the question relative to the Hotel Users Tax; Requesting the Board of Supervisors to conduct said election; And authorizing the City Clerk to carry out all necessary procedures for said election. The motion was unanimously passed.

12. Council Member Reports:

Council Member Hansen reported that he attended the most recent Transportation & Transit Committee Meeting on June 21.

Vice Mayor Cobb expressed his appreciation at the attendance of tonight's meeting and thanked all of the speakers for the comments that were received.

13. Executive Session: None

14. Adjournment: Vice Mayor Cobb adjourned the meeting at 7:51 p.m.

Dated: June 26, 2012

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
July 24, 2012

1. The meeting was called to order at 7:01 p.m. by Mayor Holvik.
2. **PLEDGE OF ALLEGIANCE:** Vern Roberts led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Council Members Yoder, Cobb, Hansen, & Mayor Holvik
Absent: Council Member Taylor-Vodden
4. **Agenda Review:** It was **moved** by Council Member Yoder and **seconded** by Council Member Hansen to accept the July 24, 2012, City Council Meeting agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment:** None
7. **Consent Agenda:**

Pastor Phil Zabell of the audience asked that the Council remove item 7 (g) to "Consider adoption of a Resolution authorizing staff to submit a HOME program funding application in support of a proposed 49-unit Senior Housing Project" from the Consent Agenda for additional discussion.

It was then **moved** by Council Member Hansen and **seconded** by Council Member Yoder to approve Consent Agenda items 7 (a) through 7 (f). The motion unanimously passed.

Pastor Phil Zabell addressed the Council and expressed his support of the City submitting the HOME program funding application for a proposed 49-unit Senior Housing Project, as this something that the community desperately desires. He urged the Council to adopt the Resolution to apply for the funding for this project. It was then **moved** by Council Member Hansen and **seconded** by Council Member Yoder to approve Consent Agenda item 7 (g). The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (24770-24886).
- b) Approval of Payroll & Direct Deposit Check Registers (31341-32003 & Z03564-Z03639).
- c) Approval of the June 19, 2012, Special City Council Budget Meeting Minutes.
- d) Authorize the City Manager to sign and execute all documents related to the completion of the Mall Lighting Replacement project and authorize the City Clerk to file a Notice of Completion.
- e) Approve a letter of response to the 2011/2012 Grand Jury by the Police Chief and authorize staff to submit the response to the Presiding Superior Court Judge.

- f) Approve a joint letter of response to the 2011/2012 Grand Jury and authorize the Mayor to sign the response regarding the County & Cities Universal Permitting Process, and authorize staff to submit the response to the Presiding Superior Court Judge.
- g) Adoption of a Resolution authorizing staff to submit a HOME program funding application in support of a proposed 49-unit Senior Housing Project.

8. Public Hearings:

- a) CDBG Grantee Performance Report:

The California Department of Housing and Community Development – Community Development Block Program (CDBG) – requires specific reporting of grantee activity and performance annually and at the conclusion of the grant period. As part of the performance report, a public hearing is to be held to gather public comment and input. The portion of housing rehabilitation loans that meet the criteria to be considered program income by CDBG standards are placed into a Revolving Loan Account (RLA) for re-use in one of the following ways according to the City’s Program Income Re-Use Plan: Housing Rehabilitations; Economic Development Loans; Placement of Funds into an open CDBG Grant activity; Placement of Funds into a CDBG Eligible activity (“Program Income Waiver”).

The City commenced with seeking approval for the use of \$37,000 under the Program Income Waiver program to replace the bay doors at the Willows Fire Department. As of the close of the fiscal year (6/30/12) official approval had not been received. As such, no activity pertaining to this account took place during 2011-12, as the fund level is such that the bay door project will significantly deplete the total availability of this fund (total of approximately \$40K available during the year.)

Staff is requesting that the Mayor open the public hearing and upon its conclusion, the Council should consider authorizing staff to submit the Grantee Performance Report for fiscal year 2011-12. Mayor Holvik opened the Public Hearing at 7:08 p.m., and hearing no comments, subsequently closed the Public Hearing. It was **moved** by Council Member Yoder and **seconded** by Council Hansen to approve the Grantee Report as submitted and authorize staff to submit the report to the California Department of Housing and Community Development. The motion unanimously passed.

- b) Weed Abatement Public Hearing to confirm costs of abatement and declare them a special assessment:

In April the City Council adopted a Resolution declaring rubbish, refuse, and weeds to be a public nuisance. The City Fire Department made a survey of the areas in the City that had nuisances and notified property owners that they must remove the nuisance or the Contractor for the City would perform the work and bill the property owner accordingly.

In accordance with the California Administrative Code, a hearing is required prior to the adoption of the resolution confirming cost of weed abatement and declaring those costs a lien against those properties on which work was performed. The purpose of this hearing is to discuss

the cost of abatement only. The hearing on protest and ordering the abatement was held on May 22, 2012. Properties that the City Contractor abated will be billed to the property owner plus a 25% administrative fee. For those property owners that do not pay, there will be a special assessment placed on their property tax bill from the county.

Mayor Holvik opened the Public Hearing at 7:12 p.m. Dan Schuller, who was representing the owner of the property that was abated at 251 South Tehama Street (Safari Motel), spoke to the Council and stated that the property owner claims he never received the notice to abate and was therefore disputing the \$109.02 charge. Fire Chief Wayne Peabody explained that notices are mailed to the last known address that the property owner has on file with Glenn County Assessor's office and the Fire Department only notices based on that information. Chief Peabody also showed the Council photographs of the property before it was abated and after it was abated by the Contractor. Council Member Hansen asked Chief Peabody and Fire Captain Skip Sykes if the notice to abate was mailed to the same address as the abatement invoice. Captain Sykes indicated that both notices were mailed to the same address. Council discussion ensued and it was the majority consensus of the Council that the Fire Department did their due diligence in noticing the property owner and they all agreed, after viewing the photographs, that the property in question did meet the requirements to be abated, therefore, the Council would let the fee stand.

Mayor Holvik then read a letter from Michael Claeys, who is the property owner for 130 Fern Street. Mr. Claeys was requesting that the Council cancel the abatement fee of \$96.19 for this property because the abatement notice didn't mention anything about the alley and the alley was the portion of the property that the Contractor abated. Mr. Claeys questioned why he is responsible for weeds in the alley if the alley is a public roadway. Captain Sykes and Chief Peabody explained to the Council that the property owner is responsible for maintenance/removal of all weeds, brush, rubbish, etc., right up to where the roadway in the alley begins. In this case, there were no weeds on the alley roadway, but actually adjacent to the roadway, which is the property owner's responsibility. Captain Sykes showed before and after photos of the property in question. Council discussion ensued, and again it was the majority consensus of the Council that the abatement was done in accordance with procedure and that they would also let the fee stand, as the portion of the property abated was the responsibility of the property owner.

There being no more persons requesting to speak, Mayor Holvik closed the public hearing at 7:23 p.m. It was **moved** by Council Member Hansen and **seconded** by Council Member Yoder to adopt a Resolution confirming costs of abatement and declaring them a special assessment as of August 10, 2012. The motion unanimously passed.

9. **Ordinances:** None

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

The City Manager stated that there have been some concerns raised over the "Rules of Meeting Order and Decorum" policy that was adopted by the Council on June 12, 2012. He stated that

there is an incorrect Government Code reference in the policy that should be corrected, along with a few other items that should be reviewed and revised. There have been some concerns by the public that the intent of the policy was to disallow citizens to complain or to criticize City policy and operations, and that was not staff's intent. He suggested that the staff should review the policy and make some revisions and bring the policy back before the Council at a future meeting for adoption. The Council unanimously concurred that the policy should be modified and brought back before them at a later date.

11. New Business:

- a) Façade Improvement Mini Grant for the Inkwel at 323 North Tehama Street:

Paul Erlendson, owner of the Inkwel at 323 North Tehama Street, has submitted an application to the City for a Mini-Grant under the Façade Improvement Program to repair windows and paint the awning at his business. The type of work proposed did not require Planning Commission approval and therefore the project is proceeding to the City Council for grant funding approval. The Greater Willows Improvement League (GWIL) has reviewed and approved this request and recommends funding authorization as requested. Mini-Grants have a maximum limit of \$1200.00 with no matching funds required and Mr. Erlendson is applying for the maximum amount. The source of funding for the Façade Improvement Program is available through partial allocation of the Wal-Mart Economic Impacts contribution. The estimated fund balance upon approval of this request will be approximately \$5500.00. Staff is asking that the Council consider adoption of a Resolution to approve this mini-grant.

It was **moved** by Council Member Cobb and **seconded** by Council Member Yoder to adopt a Resolution approving the use of mini-grant downtown façade improvement funds for Paul Erlendson of the Inkwel located at 323 North Tehama Street. The motion unanimously passed.

12. Council Member Reports:

Council Member Hansen reported that he attended the most recent Transportation & Transit Committee Meeting. Some items that were discussed were to allow paid advertisements to be placed on the busses to enhance revenue and also to adjust the routes on the busses to better accommodate the transportation needs of Senior Citizens.

- 13. Executive Session: None**

- 14. Adjournment: Mayor Holvik adjourned the meeting at 7:36 p.m.**

Dated: July 27, 2012

NATALIE BUTLER

City Clerk

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City of Willows
Treasurer's Report
Schedule of Cash and Investments
As of June 30, 2012

Pursuant to Government Code Section 53646, listed below is a schedule of Cash and Investments held by the City of Willows.

Par	Description of Security/ Financial Institution	Coupon Rate	Maturity Date	Adjusted Cost Basis	Weighted Average Yield To Maturity	Current Market (Over 12 Mos.)
N/A	Petty Cash Held on Hand	N/A	N/A	\$ 150.00	N/A	\$ 150.00
N/A	General Checking Account/ Bank of America	N/A	N/A	\$ 923,043.30	N/A	\$ 923,043.30
N/A	Local Agency Investment Fund/ Office of the Treasurer, State of California	0.36%	Var.	\$ 2,306,741.13	Var.	\$ 2,309,554.53
N/A	Program Income Money Market Account/ Umpqua Bank	0.30%	N/A	\$ 398,917.34	N/A	\$ 398,917.34
\$ 1,267,000.00	Negotiable Certificates of Deposit Edward Jones Investments-Custodian	0.40-3.35%	09/07/12- 6/21/2017	\$ 1,267,000.00	1.98%	\$ 1,267,839.02
\$ 300,000.00	Negotiable Certificates of Deposit Stifel Nicolaus-Custodian	2.00-3.55%	5/6/2014- 10/15/2015	\$ 300,000.00	2.60%	\$ 310,061.00
\$ 100,000.00	State of CA Agency Note CA State Public Works Board Stifel Nicolaus-Custodian	3.60%	10/1/2013	\$ 99,584.53	3.60%	\$ 102,806.00
\$ 105,000.00	US Government Agency Term Notes Federal National Mortgage Assn. Edward Jones-Custodian	1.375%	10/19/2015	\$ 105,000.00	1.375%	\$ 105,299.25
\$ 150,000.00	US Government Agency Term Notes Federal Home Loan Bank (\$150,000) Stifel Nicolaus-Custodian	1.00%	11/28/2016	\$ 150,000.00	1.00%	\$ 149,437.50
Total				\$ 5,550,436.30		\$ 5,567,107.94

I certify that this report reflects all Government Agency cash and pooled investments and is in conformity with the Investment Policy of the City of Willows as stated in the annual investment policy approved by the City Council. A copy of the investment policy is available at the Office of the Finance Director/City Treasurer. The Investment Program herein provides sufficient cash flow liquidity to meet the estimated expenditures for the next 180 days.

Submitted: /S/ Tim Sailsbery
City Treasurer

Approved: /S/ Stephen Holsinger
City Manager

RESOLUTION NO. ____-2012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AND IDENTIFYING FINDINGS IN SUPPORT OF A WAIVER OF RESIDENCY
REQUIREMENT IN CONJUNCTION WITH APPOINTMENT TO THE PLANNING
COMMISSION AUTHORIZING THE CONTINUATION OF SERVICE FOR
COMMISSIONER HUSTON T CARLYLE**

WHEREAS, the City Municipal Code, Title Two, Section 35.10 defines the membership requirement for service on the City of Willows Planning Commission; and

WHEREAS, the CITY wishes to maintain the continuity of service of its Planning Commission Members; and

WHEREAS, newly appointed Commission Member Huston T Carlyle is purchasing property within Glenn County, adjacent to the City of Willows boundary, although within the city's sphere of influence; and

WHEREAS, Commissioner Carlyle has requested a waiver of residency, as specified in the City of Willows Municipal Code, 2.35.010 (3); and

WHEREAS, the City Council finds it is in the best interest of the city to waive the residency qualification and appoint this individual to the commission who is a registered voter of the county, residing within the city's sphere of influence.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby approve appointment of Huston T Carlyle to the continuation of his term of service on the Willows Planning Commission through December 31, 2015.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 14th day of August, 2012, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
APPROVED:

ATTESTED:

Mayor Vince Holvik

Natalie Butler, City Clerk

August 7, 2012

Honorable Mayor Holvik and
Members of the Willows City Council:

RE: Request to Continue/Remain on the City of Willows Planning Commission

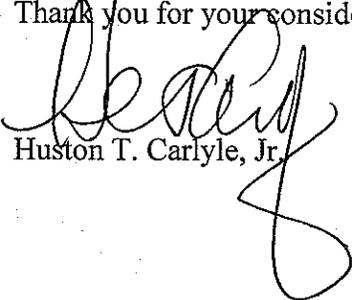
Dear Mayor Holvik and Members of the Willows City Council:

My wife and I have purchased a house just outside the Willows City limit, south of First Avenue between Pacific Avenue and Butte Street. It is clearly within the City's Sphere of Influence. Escrow is set to close on Monday, August 13. That date may "slide" one or two days, but no more due to financing commitments. In any event, we will be having some work done on the house and will be moving into it soon after escrow closes. In the meantime, I will still be residing at my current City of Willows townhouse until then.

I am aware that there is a written exception to the qualifications for appointment to the Planning Commission, to wit: "When the City finds it in the best interest of the City, the City Council may, by a vote of three-fifths majority, waive the residency qualification and appoint an individual to the Commission who is a registered voter of the County, residing within the City's sphere of influence."

While I am a registered voter of Glenn County, it would be presumptuous of me to comment on the additional required finding needed to continue/remain on the Planning Commission; I leave that to the City Council. However, I would very much like to continue/remain as a member of the Planning Commission, having attended all of the meetings held to date and having participated in such discussions and votes. Accordingly, please consider this letter a request for the City Council to make the requisite finding for an exception to the residency requirement should the City Council so conclude in order for me to continue/remain as a City of Willows Planning Commission member.

Thank you for your consideration of this request.


Huston T. Carlyle, Jr.



CITY OF WILLOWS

APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

Three seats on the Willows Planning Commission will become open December 31, 2011. In accordance with the Willows City Code, appointments to the Planning Commission are made by the Mayor with the approval of the City Council. Appointments to the Planning Commission are for a four-year period and the three appointments will be for the period of January 1, 2012 through December 31, 2015.

Letters of interest and/or applications will be accepted until 4:00 p.m. on Thursday, November 17, 2011. The City Clerk must have physically received applications by that time to be eligible for consideration. Postmarks are NOT acceptable.

It is anticipated that all applications will be reviewed, and an appointment will be made by the City Council at their Regular meeting on December 13, 2011.

QUALIFICATIONS: To be considered eligible, an applicant must live within the corporate limits of the City of Willows and be a registered voter (elector) at the time of nomination. Individuals appointed to the Planning Commission are required to attend all regular and special meetings of the Commission. Regular meetings generally occur on the first and third Wednesdays of each month. Individuals appointed to the Planning Commission are required to complete and file a Statement of Economic Interests Form with the Fair Political Practices Commission and also required to complete the AB 1234 course (Ethics Training) approved by the Attorney General and FPPC.

→ **EXCEPTION:** When the City finds it in the best interest of the City, the City Council may, by a vote of three-fifths majority, waive the residency qualification and appoint an individual to the Commission who is a registered voter of the County, residing within the City's sphere of influence.

The City of Willows in an Equal Opportunity Provider

AGENDA ITEM

August 14, 2012

TO: Honorable Mayor Holvik and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consider current status of "frozen" vacant Police Officer Position funded during the 2012/2013 Fiscal budget development process.

RECOMMENDATION

Staff is seeking direction from the City Council or consideration to maintain the current "frozen" status of the position or provide direction to alter or modify the current status.

SUMMARY

This past June 19th the City Council adopted Resolution #16 - 2012 establishing the 2012/2013 FY Budget, confirming budgetary authorities and council fiscal priorities for the current fiscal period. On the morning of June 20th Chief Spears updated the City Manager on the status of the vacant police officer position and requested authority to move forward with the recruitment/hiring process. The city manager indicated he would seek direction from the budget sub-committee and provide direction to the Chief no later than Monday, June 25th. Following discussion with the sub-committee members, the City Manager informed Chief Spears on Monday morning that the position was "frozen" and he should suspend any further recruitment activity.

Immediately thereafter, Sergeant Walter, President of the WPSA, contacted the city manager requesting additional information and the possibility of meeting to discuss this recent decision. Ultimately a meeting was scheduled in late July with the budget sub-committee and WPSA representatives to discuss this position. It was agreed during this meeting that the consensus of the entire city council would be sought regarding the current "frozen" position and the potential acceptance of the Cops II CHRP Grant during the regular meeting on August 14th. A note of special interest is the fact this Grant cannot be used to "supplant" the funding for this position.

Therefore staff is requesting direction from the City Council concerning the maintenance of the fiscal priorities established during the adoption of the current FY budget.

FINANCIAL CONSIDERATIONS -

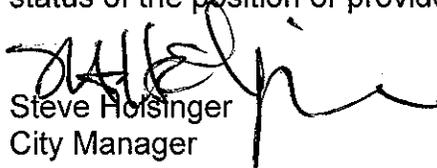
The forecast budget deficit at adoption on June 19th was approximately (\$203,000). With the "frozen" status maintained; this deficit is reduced "temporarily" to approximately (\$112,000). A potential loss of SLESF is tied directly to Proposition 30 hanging in the balance until November 6th election results are announced. Failure of PROP 30 will result in loss of state funding for Supplemental Law Enforcement monies and likely push the projected "temporarily reduced" deficit to over (\$212,000) on January 1, 2013.

NOTIFICATION

Sergeant Walter, WPSA President.

RECOMMENDATION

Staff is seeking direction from the City Council or consideration to maintain the current "frozen" status of the position or provide direction to alter or modify the current status.


Steve Holsinger
City Manager

AGENDA ITEM

TO: Willows City Council
VIA: Steve Holsinger, City Manager
FROM: William Spears, Chief of Police
SUBJECT: ACCEPTANCE OF COPS II GRANT

RECOMMENDATION

Upon motion, to authorize the Chief of Police to accept the COPS II Grant on behalf of the City of Willows

SITUATION

Council previously authorized the Chief of Police to seek the COPS II Grant. The department submitted the grant to the U.S. Department of Justice.

On June 25, 2012 the Willows Police Department was notified that we were successful for selection for awarding of the COPS II Grant. We were ranked 4th in California to receive this award.

The specifics of the notification are attached for your review. The Grant is a three (3) year grant for a police officer. The award is \$195,450.00 for the three (3) year period. The match required of the city during this grant period of \$50,000.00. It should be noted that we further applied for and received a hardship consideration lowering our matching fund requirement.

It must be noted that valuable time has passed since the application was submitted. In as such costs associated with the position have increased. This resulted with additional associated costs beyond the \$50,000. These additional costs were determined by the Finance Director and are attached for your review.

Finance Director Sailsbery has presented in his analysis that the city's obligation per year would be \$29,303 for the first year, \$32,756 for the second year and \$34,953 for the third year for a combined three total of \$97,012. There is the one year retention at full city cost for the 4th year.

These city cost factors could change to reflect any future wage and benefit modifications (possible reductions) and/or adjustments between the City of Willows and the Willows Public Safety Association. Additional factors would be other driven costs beyond the city's control.

Additional concerns were raised concerning during the review of the grant and for the City of Willows to accept the grant. We emailed a letter to DOJ. This letter requested DOJ's position on several issues and to ensure there were no technical legal issues whereas the City could be libel for punitive action in accepting the grant. The questions were;

- If the officer that we would "re-hire" under the new grant was funded for a portion of the 2009 grant, would there be a supplanting problem?
- If the City of Willows has a "frozen and funded" open Police Officer position, will we be able to accept a grant knowing that the general funded position will not be filled during the budget period?
- If the last officer that was laid off under the previous grant has medically retired, would the 2012 "Re-hire" grant work or do we need to amend the grant to a "New Hire"?

DOJ's responded to our questions. Analysis of their answers concluded that no technical or legal issues exist that would bar acceptance of the grant. Further that we would not face issues of violating the requirements of the grant. Our questions and DOJ's responses are presented below for your review and analysis. I have further attached additional comments for clarification purposes.

- (Willows PD – question) If the officer that we would "re-hire" under the new grant was funded for a portion of the 2009 grant, would there be a supplanting problem?
- (DOJ – answer) Supplanting will be a problem if your agency hires any officer that is currently being funded under the city budget. For more information on supplanting and other grant conditions please refer to the 2012 Grant Owner's Manual that has been supplied to your agency as part of your award package.

Additional comment: Officer DeVoss was funded by the CRRP's Grand until being laid off. Her position did not return to being funded from the General Fund.

- (Willows PD – question) If the City of Willows has a "frozen and funded" open Police Officer position, will we be able to accept a grant knowing that the general funded position will not be filled during the budget period?
- (DOJ – answer) Per the COPS Legal Division, Any grantee may accept a 2012 CHP grant, provided it can comply with the non-supplanting requirement. To comply with the non-supplanting requirement, any reductions in locally-funded sworn officer positions, including "frozen but funded" vacancies, must occur for reasons unrelated to CHP funding—such as city-wide budget cuts or city-wide hiring freeze, for example—but grantee must maintain contemporaneous supporting documentation demonstrating the date(s) and reason(s) for the reduction-in-force to prove that they were unrelated to the receipt of CHP grant funding in the event of an audit, monitoring site visit, or other form of grant compliance review.

Additional comment: Officer Brown's separation from Willows Service was initially post the CHRP II application. The intent of the CHRP II grant was to fill the vacancy created by Officer DeVoss' being laid off.

At no time was the intent to fill the General Fund vacancy by the grant. The department desired to begin the recruitment process immediately after the vacancy occurred, however was directed to hold until further notice. Authorization was given in March to begin the recruitment process for the General Fund position.

- (Willows PD- question) If the last officer that was laid off under the previous grant has medically retired, would the 2012 "Re-hire" grant work or do we need to amend the grant to a "New Hire"?
- (DOJ – answer) Per the 2012 CHP Grant Owner's manual, the allowable hiring categories under this grant are as follows:
 - a. *Hiring new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. All officers hired under this category must be military veterans. Under this program, a military veteran is defined as an individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions;*
 - b. *Rehiring officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget cuts; and/or*
 - c. *Rehiring officers who were, at the time of grant application, scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or BIA budget cuts.*
- (DOJ – answer) You are currently approved to rehire an officer. Throughout the lifetime of the grant if you cannot find an officer to rehire, your agency can choose to modify the grant and hire a new veteran officer.

Additional Comment: The fact that Officer DeVoss cannot be rehired, DOJ has indicated we can modify the replacement officer as a "new hire". We need only modify our application. We currently have military veterans on our active list that could be hired under such modification.

FINANCIAL CONSIDERATIONS

The City of Willows would gain \$195,450.00 funding for a police officer position. As previously stated the initial match for the three (3) year period is \$50,000.00. At the same time there may be other additional costs pertaining other wage and benefits. The City Finance Director has determined that the actual city obligation for the life of the grant could be \$97,012 over the three year period.

To properly place the fiscal impact in proper prospective it must be remembered that the City of Willows contribution is spread over four (4) separate budget periods. The

first three (3) years would be \$29,303 for the first year, \$32,756 for the second year and \$34,953 for the third year. I would propose council to examine the yearly budget impacts rather than the lump sum. The Finance Director's analysis illustrates the yearly impact as well as the total impact.

At the same time in the 2013/2014 budget period the city will be engaged in negotiations with the Willows Public Safety Association. Depending on the outcome of that negotiations there may be changes to the salary and benefits responsibility of the city.

The City Finance Director has presented his analysis and it is attached to this staff report for your review.

NOTIFICATION

WPSA

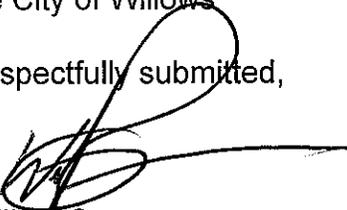
ALTERNATE ACTIONS

1. Accept the DOJ COPS II Grant of \$195,450.00 understanding the match requirement of \$50,000 and any other associated costs (possible increase of \$47,012) associated to the position over the 3 year grant period. (see Finance Director's report)
2. Reject the DOJ COPS II Grant

RECOMMENDATION

Upon motion, to authorize the Chief of Police to accept the COPS II Grant on behalf of the City of Willows

Respectfully submitted,


William Spears,
Chief of Police

Approved by,

Steve Holsinger,
City Manager

Attachments:

- EXHIBIT A: Notification of COPS II Award
- EXHIBIT B: List of COPPS II awardees
- EXHIBIT C: List of Agencies in order of award
- EXHIBIT D: Report from Finance Director
- EXHIBIT E: Spread Sheet from Finance Director
- EXHIBIT F: Letter emailed to DOJ
- EXHIBIT G: Response from DOJ



Department of Justice

United States Attorney Benjamin B. Wagner
Eastern District of California

FOR IMMEDIATE RELEASE
Monday, June 25, 2012
www.usdoj.gov/usao/cae

CONTACT: LAUREN HORWOOD
PHONE: 916-554-2706
usacae.edcapress@usdoj.gov

DEPARTMENT OF JUSTICE ANNOUNCES LAW ENFORCEMENT GRANTS FOR HIRING OF VETERANS

Eastern District of California to Receive \$5,678,048 as Part of Nationwide Initiative

SACRAMENTO, Calif. — The U.S. Department of Justice Office of Community Oriented Policing Services (COPS) today announced funding awards to over 220 cities and counties, aimed at creating or saving approximately 800 law enforcement positions. The grants will fund over 600 new law enforcement positions and save an additional 200 positions recently lost or in jeopardy of being cut due to local budget cuts. All new law enforcement positions funded in the COPS 2012 Hiring Program must be filled by recent military veterans who have served at least 180 days since September 11, 2001.

More than \$111 million is being awarded to local public safety agencies across the country. The list of this year's grantees includes 17 local law enforcement agencies in the Eastern District, which will receive \$5,678,048 for 33 officers. The COPS Office will work with transition centers across the country to connect veterans with the new grant-funded law enforcement opportunities. For the entire list of grantees and additional information about the 2012 COPS Hiring Program, visit the COPS website at www.cops.usdoj.gov.

"Today, we step up our support for recent veterans by offering them the chance to pursue meaningful careers in law enforcement," said Attorney General Eric Holder. "At a time of budget shortfalls, these grants will provide opportunities for much-needed, highly trained professionals — with a proven commitment to service — to continue their careers in communities all across the country."

"This new opportunity for veterans is a commitment to support those who are coming home from their tour of duty," said Bernard Melekian, COPS Office Director. "We sincerely hope this effort encourages our veterans to continue to protect and serve the United States through new law enforcement careers."

EXHIBIT A

“These grants from the U.S. Department of Justice will provide timely relief – both for hard-pressed law enforcement agencies in this district, and for many of our military veterans,” United States Attorney for the Eastern District of California Benjamin B. Wagner said. “These funds will put police officers on the street in our communities, and will ensure that qualified military veterans will bring their experience to law enforcement.”

This year’s COPS Hiring Program grants provide 75 percent funding for approved entry-level salaries and benefits for three years for newly-hired, fulltime, sworn-officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a future date, as a result of local budget cuts. Any additional costs above the approved entry-level salaries and fringe benefits, up to \$125,000, are the responsibility of the grantee agency.

Recipients of the awards are: Bakersfield Police Department, Ceres Department of Public Safety, Chowchilla, Colusa Police Department, Delano, Farmersville Police Department, Kerman, , Mammoth Lakes, McFarland, Mendota Police Department, Merced Police Department, Oroville Police Department, Placerville Police Department, Ridgecrest, Sonora Police Department, Tulare County Sheriff’s Department, Willows Police Department.

William Spears

From: Office of Community Oriented Policing Services (COPS)
<copsusdoj@service.govdelivery.com>
Sent: Monday, June 25, 2012 11:59 AM
To: wspears@cityofwillows.org
Subject: Re: COPS Hiring Grant Program

Follow Up Flag: Follow up
Flag Status: Flagged



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, V

June 25, 2012

Chief of Police William Spears
Willows Police Department
201 North Lassen Street
Willows, CA 95988

Re: COPS Hiring Grant Program
ORI#: CA01102

Dear Chief of Police Spears:

Congratulations! On behalf of Attorney General Eric Holder, I am pleased to inform you that the COPS Office has approved your agency for 1 officer position(s) under the 2012 COPS Hiring Program (CHP). The *estimated* amount of federal funds to be awarded to your jurisdiction over the three-year grant period is \$195,450.00. Your local cash match will be \$50,000.00. Your agency may use CHP grant funding to hire military veterans or rehire laid off officers or officers scheduled for lay-off on a specific future date on or after the official grant award start date.

EXHIBIT A

The COPS Office will notify your agency in the upcoming months when your grant award documents are ready. **To accept the grant, you must sign the award document and any applicable special conditions, and return all pages to the COPS Office within 90 days of the date on the letter accompanying the award package. The document "Accepting Your Grant Award" found at <http://cops.usdoj.gov/Default.asp?Item=2367> includes detailed instructions for returning the signed award document by e-mail, fax, or standard mail.**

The CHP grant award start date is **June 1, 2012**. Therefore, your agency can be reimbursed for allowable and approved expenditures made on or after this date. Please be advised that some of your requested items may not have been approved by the COPS Office during the budget review process. When you receive your award package, please carefully review your Financial Clearance Memorandum (FCM) to determine your approved budget, as grant funds may only be used for approved items. The FCM will specify the final award amount, and will also identify any disallowed costs. We strongly encourage you to visit <http://cops.usdoj.gov/Default.asp?Item=2367> immediately to access a supplemental online award package that contains a variety of important and helpful documents that will assist you with the implementation of your grant, including the 2012 CHP Grant Owner's Manual, which specifies the programmatic and financial terms, conditions, and requirements of your grant. A Frequently Asked Questions (FAQ) document can also be found at this website, which will assist you with many questions you may have about your new CHP award.

We encourage you to access your most current application (which includes any updates to the original version) at <https://www.cops.usdoj.gov>, and print and maintain a final copy for your records. If you are unable to print a copy of your application, please contact the COPS Office at 800.421.6770. Please pay special attention to Section 14, which contains the final salary and fringe benefit amounts and categories for which your agency was approved. Your agency may be reimbursed only from within the cost categories that are documented within Section 14 of this final application. Similar information regarding your approved salary and benefits amounts will also be located on the FCM, which will be included in your award package.

As a reminder, all positions awarded under CHP (or an equal number of veteran officers) must initiate or enhance community policing in accordance with the community policing plan as described within Section 6 of your application. Minor changes to this plan may be made without prior approval of the COPS Office; any changes to the community policing scope or strategies originally identified in your CHP application should be documented within your quarterly progress report. If, for any reason, your agency finds that your community policing plans have changed significantly from those outlined in your application (e.g., because you received fewer officers than originally requested and thus must alter the scope of your community policing plans), please revise the plan accordingly and submit it to the COPS Office through the quarterly progress report for review and approval.

As part of the 2012 COPS Hiring Program, your agency will be required to submit quarterly Federal Financial Reports (SF-425) as well as quarterly program progress reports. CHP grantees should be prepared to track and report CHP funding separately from other funding sources (including other COPS and federal grants) to ensure accurate financial and programmatic reporting on a timely basis. Your agency should ensure that you have financial internal controls in place to monitor the use of CHP funding and ensure that its use is consistent with the grant terms and conditions. In addition, your agency will be required to complete the Community Policing Self-Assessment Tool (CP-SAT) at the beginning and again towards the end of the grant award period.

Also, please remember that grantees must retain all sworn officer positions awarded under the 2012 CHP grant for a minimum of 12 months following the 36-month federal funding period. The retained CHP-funded position(s) should be added to your law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant. In your 2012 CHP grant application, your agency was required to affirm that it plans to retain the additional officer positions awarded following the expiration of the grant, and to identify the planned sources of retention funding. If, during the life of the grant, you have questions regarding the retention requirement or your retention funding sources, please contact the COPS Office for assistance.

We look forward to working with your agency in a productive partnership to further your community policing efforts. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,



Director
Bernard K. Melekian

ADVANCING PUBLIC SAFETY THROUGH COMMUNITY POLICING
★

This email was sent to wspears@cityofwillows.org using GovDelivery, on behalf of: Office of Community Oriented Policing Services (COPS) · 145 N St, NE · Washington, DC 20530 · 800-421-6770



COPS

COMMUNITY ORIENTED POLICING SERVICES

BUILDING *Relationships*, SOLVING *Problems*

Office of Community Oriented Policing Services (COPS)

FY2012 COPS Hiring Program (CHP) Awardees

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
Alabama			
	Argo Police Department	1	\$91,886
	Clay County Sheriff's Office	1	\$80,141
	Evergreen Police Department	1	\$100,330
	Gordon, Town of	1	\$66,728
	Midfield, City of	1	\$104,183
	Summerdale Police Department	1	\$114,876
	Washington County Commission	1	\$95,999
Alaska			
	Kotzebue, City of	1	\$125,000
Arizona			
	Apache County Sheriff's Office	2	\$359,812
	Quechan Fish and Game Department	1	\$96,941
	Winslow, City of	1	\$125,000
	Yuma, City of	8	\$1,000,000
Arkansas			
	Fordyce Police Department	1	\$92,124
	Gurdon, City of	1	\$80,440
	Pine Bluff, City of	4	\$438,150
California			
	Alameda County	15	\$1,875,000
	Antioch, City of	5	\$1,502,680
	Apple Valley	1	\$125,000
	Bakersfield Police Department	11	\$1,375,000
	Ceres Department of Public Safety	1	\$289,254
	Chowchilla, City of	1	\$125,000

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
	Chula Vista, City of	6	\$750,000
	Cloverdale Police Department	1	\$216,369
	Colusa Police Department	1	\$125,000
	Del Norte County Sheriff's Department	1	\$125,000
	Delano, City of	2	\$475,928
	Farmersville Police Department	1	\$193,822
	Fontana, City of	5	\$625,000
	Hayward, City of	9	\$3,602,644
	Hemet, City of	3	\$629,580
	Kerman, City of	1	\$125,000
	Los Angeles, City of	25	\$6,428,350
	Mammoth Lakes, Town of	1	\$125,000
	McFarland, City of	1	\$249,068
	Mendota Police Department	1	\$125,000
	Merced Police Department	4	\$1,100,396
	Montebello	1	\$125,000
	Oroville Police Department	1	\$125,000
	Placerville Police Department	1	\$280,555
	Rancho Cucamonga, City of	1	\$125,000
	Rialto Police Department	5	\$625,000
	Ridgecrest, City of	2	\$250,000
	Santa Cruz, City of	3	\$375,000
	Sonora Police Department	1	\$268,575
	South El Monte Police Dept.	1	\$125,000
	Tulare County Sheriff's Department	2	\$250,000
	Willits Police Department	1	\$125,000
	Willows Police Department	1	\$195,450
	Yucca Valley, Town of	1	\$125,000
Colorado			
	Ft. Morgan, City of	1	\$125,000
	Ignacio, Town of	1	\$125,000
	Mesa County Sheriff's Department	3	\$375,000

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
Connecticut			
	Hartford, City of	12	\$1,745,037
	New Haven, City of	6	\$750,000
	Norwich Police Department	4	\$500,000
	Waterbury, City of	14	\$1,750,000
Delaware			
	Dagsboro Police Department	1	\$125,000
	Milford Police Department	1	\$125,000
	Wyoming Police Department	1	\$105,878
District of Columbia			
	Metropolitan Police Department	5	\$625,000
Florida			
	Collier County Sheriff's Department	4	\$500,000
	Largo, City of	3	\$375,000
	Miami Gardens Police Department, City of	10	\$1,250,000
	Pinellas County	5	\$625,000
	Polk, County of	15	\$1,875,000
	St. Cloud Police Department	4	\$500,000
	Wakulla County Sheriff's Department	3	\$450,274
Georgia			
	Atlanta, City of	15	\$1,875,000
	Metropolitan Atlanta Rapid Transit Authority	5	\$625,000
	Newton County Sheriff's Department	7	\$901,490
	Poulan, City of	1	\$76,961
Guam			
	Guam Police Department	3	\$239,537
Idaho			
	Kootenai County Sheriff's Department	4	\$500,000
	St. Anthony Police Department	1	\$125,000

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
Illinois			
	Bellwood Police Department	2	\$250,000
	Belvidere Police Department	2	\$250,000
	Chicago Heights Police Department	4	\$500,000
	Chicago, City of	25	\$3,125,000
	Gilberts, Village of	1	\$125,000
	Round Lake Park Police Department	1	\$125,000
	Waukegan Police Department	7	\$875,000
Indiana			
	Galveston, Town of	1	\$100,792
	Kendallville, City of	1	\$125,000
	Lake Station Police Department	1	\$125,000
	Scottsburg, City of	1	\$125,000
	St. John Police Department	1	\$125,000
	Whiting Police Department	1	\$125,000
Iowa			
	Iowa City	2	\$250,000
	Johnson County Sheriff's Office	1	\$125,000
	Knoxville, City of	1	\$110,014
	Sergeant Bluff, City of	1	\$125,000
Kansas			
	Andover, City of	1	\$125,000
	Dickinson County Sheriff's Department	1	\$113,468
	Liberal, City of	1	\$118,495
	Paola Police Department	1	\$125,000
Kentucky			
	Ludlow Police Department	1	\$125,000
	Marshall County Sheriff's Department	1	\$171,550
	Richmond, City of	3	\$375,000
Louisiana			
	Baldwin Municipal Government	1	\$85,564

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
	New Orleans Police Department	9	\$1,125,000
	Saint Helena Parish	3	\$184,086
	Tangipahoa Police Department	1	\$145,979
Maine			
	Cumberland Police Department	1	\$125,000
	Madison Police Department	1	\$125,000
	Yarmouth Police Department	1	\$125,000
	York County Sheriff's Department	2	\$250,000
Maryland			
	Hagerstown Police Department	5	\$625,000
Massachusetts			
	Boston Police Department	15	\$1,875,000
	Lawrence Police Department	6	\$750,000
	New Bedford Police Department	6	\$750,000
Michigan			
	Dearborn, City of	9	\$1,125,000
	Ewart, City of	1	\$125,000
	Hamtramck Police Department	2	\$441,682
	Howell Police Department	1	\$125,000
	Oak Park Department of Public Safety	3	\$681,363
	Reed City	1	\$125,000
	Taylor Police Department	1	\$125,000
	Walker, City of	2	\$250,000
Minnesota			
	Brainerd Police Department	1	\$125,000
	Cass County	2	\$250,000
	Floodwood	1	\$125,000
	Isanti Police Department	1	\$125,000
	White Earth Reservation Tribal Council	1	\$173,438
Mississippi			
	D'Iberville Police Department	1	\$114,701
	Glendora, City of	1	\$50,382

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
	Gulfport Police Department	1	\$108,365
	Terry, Town of	1	\$88,202
	Verona Police Department	1	\$96,248
	Washington County Sheriff's Office	2	\$266,461
Missouri			
	Forsyth Police Department	1	\$86,688
	Highlandville Police Department	1	\$77,272
	Kansas City Board of Police Commissioners	10	\$1,250,000
	Neosho Police Department	1	\$94,739
	Vernon County Sheriff's Department	1	\$88,896
Montana			
	Gallatin Airport Authority Dept. of Public Safety	1	\$125,000
	Gallatin County	1	\$125,000
	Mineral County Sheriff's Department	1	\$148,208
Nebraska			
	Douglas County Sheriff's Department	5	\$625,000
Nevada			
	North Las Vegas Police Department	14	\$1,750,000
New Hampshire			
	Manchester Police Department	5	\$625,000
New Jersey			
	Atlantic City	15	\$1,875,000
	Bayonne Police Department	9	\$1,125,000
	Bridgeton, City of	3	\$375,000
	Haledon, Borough of	1	\$121,464
	Hamilton, Township of	2	\$512,042
	Jersey City	15	\$1,875,000
	Newfield, Borough of	1	\$125,000
	Trenton, City of	12	\$3,018,720

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
	Wildwood Police Department	2	\$432,232
New Mexico			
	Luna County Sheriff's Department	2	\$250,000
	Ramah Navajo Chapter	1	\$102,116
	Santa Rosa Police Department	1	\$139,182
	Valencia County Sheriff's Department	1	\$105,482
New York			
	Yonkers Police Department	15	\$2,500,000
North Carolina			
	Bolton Police Department	1	\$163,869
	Edenton Police Department	1	\$106,206
	Enfield Police Department	1	\$98,047
	Morehead City	1	\$107,691
	Wadesboro Police Department	1	\$112,509
North Dakota			
	Grand Forks Police Department	2	\$250,000
	University of North Dakota Police Department	1	\$125,000
Ohio			
	Akron, City of	12	\$1,500,000
	Canton, City of	7	\$821,489
	Cuyahoga County Sheriff's Department	8	\$1,000,000
	Greenfield, City of	1	\$125,000
	McArthur, Village of	1	\$85,369
	Mingo Junction, Village of	1	\$125,000
	Newton Falls Township Police Department	1	\$125,000
	Portsmouth, City of	2	\$327,244
	Republic Police Department	1	\$125,000
	Russells Point, Village of	1	\$111,513
	Toledo Department of Police Operation	15	\$1,875,000
	Youngstown Police Department	7	\$727,398

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
Oklahoma			
	Bristow Police Department	1	\$125,000
	Tulsa Police Department	6	\$750,000
Oregon			
	Coos County Sheriff's Office	3	\$685,113
Pennsylvania			
	Aliquippa, City of	1	\$107,137
	Chester Police Department	5	\$625,000
	Philadelphia Police Department	25	\$3,125,000
	Pittsburgh, City of	13	\$1,448,489
Puerto Rico			
	Caguas, Municipality of	8	\$649,908
	Mayaguez, Municipality of	2	\$129,866
	Orocovis, Municipal Government of	1	\$53,375
	Ponce, Municipality of	15	\$1,141,088
	San Juan, Municipality of	15	\$982,766
Rhode Island			
	Warwick Police Department	4	\$500,000
	West Warwick, Town of	1	\$125,000
South Carolina			
	Chester Police Department	1	\$112,295
	Spartanburg County Sheriff's Department	5	\$502,414
South Dakota			
	Sioux Falls Police Department	2	\$250,000
	South Dakota Highway Patrol	3	\$375,000
Tennessee			
	Bradley County Sheriff's Department	1	\$108,587
	LaFollette Police Department	1	\$113,186
	Sevierville Police Department	3	\$375,000
Texas			
	Alamo, City of	1	\$98,303

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
	Brownsville Police Department	10	\$1,186,658
	Webb County	5	\$602,321
Utah			
	La Verkin, City of	1	\$125,000
	West Jordan Department of Public Safety	4	\$500,000
Vermont			
	Essex County Sheriff's Department	1	\$122,781
	Franklin County Sheriff's Department	1	\$125,000
Virgin Islands			
	United States Virgin Islands	6	\$562,500
Virginia			
	Chesapeake Police Department	5	\$536,119
	Hopewell Bureau of Police	2	\$248,382
	Page County Sheriff's Department	3	\$330,891
Washington			
	Burien, City of	3	\$375,000
	Clallam County Sheriff's Department	2	\$250,000
	Kitsap County Sheriff's Office	6	\$750,000
	Marcus, Town of	1	\$157,841
	Northport, Town of	1	\$157,840
	Port Townsend Police Department	1	\$125,000
	Stevens County Sheriff's Dept.	1	\$157,843
	Tacoma, City of	15	\$4,957,620
West Virginia			
	Cameron, City of	1	\$100,201
	Quinwood, Town of	1	\$69,662
	Raleigh County Sheriff's Office	2	\$242,142
	Star City, Town of	1	\$125,000
	Summersville Police Department	1	\$116,219
Wisconsin			
	Grafton, Village of	1	\$125,000

State	Agency Legal Name	Total Officers Awarded	Total Award Amount
	Manitowoc, City of	3	\$375,000
	University of Wisconsin at Madison	1	\$125,000
	Total Award Amounts	800	\$111,244,170

COPS HIRING PROGRAM | FY 2012

AZ	AZ00721	Peoria, City of	30.259748
AZ	AZ01311	Prescott Valley, Town of	29.573241
AZ	AZ057ZZ	City of Maricopa	27.709275
AZ	AZ01314	Sedona Police Department	26.268366
AZ	AZ01004	Sahuarita, Town of	24.092418
AZ	AZ069ZZ	Town of Tusayan	10.182853
CA	CA02406	Merced Police Department	51.345324
CA	CA00901	Placerville Police Department	50.167909
CA	CA283ZZ	Town of Yucca Valley	46.902092
CA	CA01102	Willows Police Department	46.217018
CA	CA00404	Oroville Police Department	45.671224
CA	CA03633	Apple Valley	44.106994
CA	CA03308	Hemet, City of	44.014475
CA	CA05001	Ceres Department of Public Safety	43.857392
CA	CA00701	Antioch, City of	43.500127
CA	CA00106	Hayward, City of	43.353038
CA	CA04901	Cloverdale Police Department	42.889118
CA	CA02601	Mammoth Lakes, Town of	42.070638
CA	CA02001	Chowchilla, City of	41.638179
CA	CA05501	Sonora Police Department	41.636309
CA	CA05400	Tulare County Sheriff's Department	41.614443
CA	CA01505	City of McFarland	41.443353
CA	CA01506	Ridgecrest, City of	41.214385
CA	CA04402	Santa Cruz, City of	40.932376
CA	CA247ZZ	Montebello School Police Department	40.552076
CA	CA01007	Kerman, City of	40.427918
CA	CA01503	Delano, City of	40.137708
CA	CA01942	Los Angeles, City of	39.905157
CA	CA00800	Del Norte County Sheriff's Department	39.836515
CA	CA05403	Farmersville Police Department	39.557146
CA	CA01968	South El Monte PD	39.049795
CA	CA02304	Willits Police Department	39.012461
CA	CA00601	Colusa Police Department	38.942764
CA	CA279ZZ	Mendota Police Department	38.620093
CA	CA03609	Rialto Police Department	38.275861
CA	CA05404	Lindsay Department of Public Safety	38.18775
CA	CA01603	Lemoore, City of	38.033966
CA	CA01969	South Gate Police Department	37.967601
CA	CA03012	La Habra, City of	37.38719
CA	CA01502	Bakersfield Police Department	36.959932
CA	CA277ZZ	City of Wasco	36.597134
CA	CA253ZZ	Orange Cove Police Department	36.127982
CA	CA01015	Selma, City of	35.860809
CA	CA04806	Vacaville, City of	35.544672

4TH HIGHEST SCORE IN STATE

CA	CA00100	Alameda County	35.201417
CA	CA03046	Santa Ana Unified School District Police Dept	35.18071
CA	CA02300	Mendocino County Sheriff's Office	35.126963
CA	CA01702	Clearlake Police Department	35.006656
CA	CA01501	Arvin Police Department	34.948424
CA	CA00500	Calaveras County Sheriff's Department	34.804662
CA	CA01947	City of Montebello	34.668478
CA	CA02501	Alturas, City of	34.603241
CA	CA04201	Guadalupe Police Department	34.493828
CA	CA02500	Modoc County Sheriff's Office	34.478083
CA	CA173ZZ	Rancho Cordova Police Department	34.411003
CA	CA03604	Fontana, City of	34.271484
CA	CA04700	Siskiyou County Sheriff's Department	34.12651
CA	CA03702	Chula Vista, City of	34.056039
CA	CA04004	El Paso de Robles, City of	33.958653
CA	CA053ZZ	Rancho Cucamonga, City of	33.371328
CA	CA05608	Ventura, City of	33.211836
CA	CA04703	Etna, City of	33.01312
CA	CA05604	Oxnard Police Department	32.902693
CA	CA04204	Santa Maria Police Department	32.778252
CA	CA00711	San Pablo Police Department	32.591309
CA	CA01001	Clovis Police Department	32.548291
CA	CA03904	Ripon Police Department	32.517189
CA	CA05802	Wheatland	32.0045
CA	CA01400	Inyo County Sheriff's Department	31.967763
CA	CA04200	Santa Barbara County	31.912674
CA	CA04313	San Jose, City of	31.463301
CA	CA01916	Covina Police Department	30.848304
CA	CA04114	San Bruno Police Department	30.745095
CA	CA01509	Tehachapi Police Department	30.686813
CA	CA03915	Stockton Unified School District Police Department	29.932345
CA	CA03022	Tustin, City of	28.949144
CA	CA01201	Arcata, City of	28.902091
CA	CA00700	Contra Costa County Sheriff's Department	28.863864
CA	CA03344	Riverside Community College	27.972298
CA	CA274ZZ	City of La Habra Heights	27.730321
CA	CA01970	South Pasadena Police Department	27.405703
CA	CA04310	Morgan Hill	26.826037
CA	CA01944	Manhattan Beach Police Department	26.589126
CA	CA03014	Newport Beach, City of	26.346093
CA	CA03897	University of California, San Francisco	26.037959
CA	CA00724	San Ramon Police Department	25.361259
CA	CA01912	Burbank, City of	24.95116
CA	CA270ZZ	City of Rancho Palos Verdes	23.232991

CA	CA03803	San Francisco University	22.788216
CA	CA01097	California State University, Fresno Police	22.78331
CA	CA272ZZ	City of Menifee	21.969813
CO	CO03403	Ignacio, Town of	35.006155
CO	CO04402	Ft. Morgan, City of	29.929201
CO	CO03900	Mesa County Sheriff's Department	29.65868
CO	CO04501	La Junta, City of	29.490584
CO	CO00701	Boulder, City of	28.868967
CO	CO036ZZ	Timnath Police Department	28.034668
CO	CO05901	Breckenridge, Town of	27.816198
CO	CO06218	Firestone, Town of	27.696018
CO	CO053ZZ	Fraser Winter Park Police Department	26.869502
CO	CO06211	Milliken Police Department	25.469061
CO	CO01906	Avon Police Department	25.461172
CO	CO00102	Brighton, City of	25.253594
CT	CT00064	Hartford, City of	46.537479
CT	CT00151	Waterbury, City of	40.835887
CT	CT00093	New Haven, City of	40.551061
CT	CT00104	Norwich Police Department	35.38623
CT	CT00043	East Hartford, Town of	34.639968
CT	CT00111	Plymouth Police Department	33.318841
CT	CT00027	Clinton, Town of	30.572362
CT	CTCSP00	Connecticut Department of Public Safety	30.344208
CT	CT00084	Milford Police Department	27.96116
CT	CT00166	Wolcott Police Department	27.515616
CT	CT00103	Norwalk Police Department	27.236275
CT	CT00081	Middlebury, Town of	25.937684
CT	CT00135	Stamford Police Department	25.606496
CT	CT00017	Bristol Police Department	24.926479
CT	CT00032	Coventry Police Department	24.630861
CT	CT00128	Simsbury Police Department	22.757772
DC	DCMPD00	Metropolitan Police Department	32.360121
DE	DE00131	Wyoming Police Department	34.399478
DE	DE00305	Milford Police Department	30.517317
DE	DE00311	Dagsboro Police Department	25.165282
FL	FL06500	Wakulla County Sheriff's Department	43.220114
FL	FL087ZZ	City of Miami Gardens Police Department	40.958931
FL	FL05300	Polk, County of	40.224694
FL	FL05208	Largo, City of	38.642099
FL	FL00609	Wilton Manors, City of	37.245194
FL	FL01319	South Miami Police Department	36.655668
FL	FL06403	New Smyrna Beach, City of	36.604746
FL	FL06408	Lake Helen Police Department	36.063896
FL	FL01303	Florida City	35.451136

**CITY OF WILLOWS
INTRA-OFFICE MEMO**

DATE: June 28, 2012

TO: City Council Members, Steve Holsinger, William Spears, Jason Dahl, and Carl Walter

FROM: Tim Sailsbery

SUBJECT: Analysis of Cost- CHP II Grant Award

The City received preliminary notification on June 25 that we have been awarded a Federal Grant under the US DOJ CHP II program. This grant carries an award of \$195,450 over a 36 month period to offset the cost of a front line police officer. Please note that the stipulations of the grant calls for the hiring/retention of a police officer that meets one of the following criteria:

- The hiring of a post September 11, 2001 military veteran. This option calls for hiring this position as an additional position to the staff (non-supplant)
- Rehire of an officer who has been laid off due to budget cuts
- Retain an officer who is slated for lay-off due to budget cuts

The Police Chief is currently proposing this grant be used as a partial funding mechanism for the currently vacant position resulting from Officer Brown's departure. It is recommended that such an option be reviewed with grant administrative staff at the USDOJ to ensure that this option is allowed under the criteria noted in the grant.

While the grant calls for a \$50,000 match over the 36 month period, a cost analysis of the position has been completed (see attached spreadsheet) that notes that over this period, the estimated additional cost above the grant is \$97,012 (\$29,303 in Year One, \$32,756 in Year Two, and \$34,953 in Year Three). In addition, the City will be required to maintain the position for one full budget cycle beyond the expiration of the grant, which is noted as Year Four on the attached analysis.

As you review the analysis, please note that there are a number of assumptions used where the actual future cost is not definitely known at this time. Such assumptions are noted on the spreadsheet.

If you have any questions pertaining to the cost analysis, please contact me.

EXHIBIT D

City of Willows
 Schedule of Cost Allocation
 CHP II Grant

Grant Amount: \$ 195,450
 Grant Term: 36 months

	Year One	Year Two	Year Three	Year Four	Notes	
Salary	\$ 42,888	\$ 45,024	\$ 47,280	\$ 52,128	1	
PERS	\$ 19,388	\$ 21,147	\$ 22,212	\$ 24,501	2	
Health	\$ 23,815	\$ 25,006	\$ 26,256	\$ 27,569	3	
Payroll Tax	\$ 3,281	\$ 3,444	\$ 3,617	\$ 3,988		
Life Insurance	\$ 63	\$ 63	\$ 63	\$ 63		
Uniform	\$ 860	\$ 860	\$ 860	\$ 860	4	
Workers Compensation	\$ 898	\$ 2,652	\$ 2,785	\$ 3,070	5	
Estimated Personnel Cost	\$ 91,193	\$ 98,196	\$ 103,073	\$ 112,179		\$ 404,641
Grant Funding	\$ 61,890	\$ 65,440	\$ 68,120			
Estimated General Fund Cost	\$ 29,303	\$ 32,756	\$ 34,953	\$ 112,179		\$ 209,191 107%

- 1 Salary assumes pay scale in effect at 7/1/12 and progression through steps on the salary scale in normal course.
- 2 12-13 PERS actuarial rates used for Year One. Change in PERS assumption regarding earnings rate is applied starting in Year Two. Assumption is that actuarial rate will increase by 1.75%. Actual rates Year Two and forward are unknown at this point and may differ significantly from assumption.
- 3 Health cost assumes that the existing cafeteria plan format remains in place, health insurance costs increase at a rate of 5% per year, and the employee is at employee plus family status. Actual health insurance costs may vary based upon health insurance rates and employee's family status.
- 4 Current uniform allowance levels are assumed to remain in effect
- 5 2012-13 allocation of workers compensation insurance to the Police Department used for Year One. 2012-13 contains a significant reduction in workers compensation insurance cost due to dividend received. Year Two and forward assumes no dividend to offset WC costs. If dividends are received, actual cost will be reduced.



Willows Police Department

William Spears, Chief of Police
"Your Police serving Our Community"

201 N Lassen Street * Willows, California 95988 * (530) 934-3456 * FAX: (530) 934-4964

7/11/12

US Department of Justice 2012 COPS Hiring Program (CHP)

Attn. Jalila Sebbata:

Per our conversation on today's date, the City of Willows has questions regarding the implementation of the grant that we were awarded on 6/25/12.

Overview

The Willows Police Department was awarded a COPS Hiring Recovery Program grant in 2009. When our application for this grant was submitted, it was originally written as a "New Hire" grant. However, the City of Willows ended up suffering through a budget crisis and was forced to lay off an officer. So, the grant was amended to a "Re-Hire" grant. This was done in order to prevent the loss of two officers. The police department ended up laying two police officers off and re-hiring one under the grant.

In the next year's budget, the City of Willows was facing a similar budget crisis. Unfortunately, the City of Willows was forced to lay off two more officers and bring one back under the same re-hire grant (approved by the COPS office).

The police officer that is currently covered under this grant has been funded for the past fiscal year (7/11 to 6/30/12). This officer will be paid for out of the general fund for the 4th year under this grant.

2012 COPS Hiring Program (CHP Grant)

Since the City of Willows was awarded the grant, budgetary problems have continued to plague the city. On 7/1/12, the City Manager informed the Police Department that an open general funded position was going to be "frozen". The position would still be shown as a funded position. However, the City of Willows does not anticipate hiring an officer to fill the position. Therefore, the City of Willows would have a salary savings on the general fund budget.

Questions Prior to Grant Acceptance

The City of Willows wants to be certain that the acceptance of the grant will not cause a supplanting problem on the grant that was awarded in 2009. Some questions will need to be addressed prior to acceptance:

EXHIBIT F

- If the officer that we would “re-hire” under the new grant was funded for a portion of the 2009 grant, would there be a supplanting problem?
- If the City of Willows has a “frozen and funded” open Police Officer position, will we be able to accept a grant knowing that the general funded position will not be filled during the budget period?
- If the last officer that was laid off under the previous grant has medically retired, would the 2012 “Re-hire” grant work or do we need to amend the grant to a “New Hire”?

Thank you for your assistance in answering these questions. The City of Willows wants to be certain that we are administering the new grant correctly and do not want to jeopardize the possibility of receiving grants in the future.

Thanks again,

Sgt Jason Dahl
Willows PD

From: "Sebbata, Jalila (COPS)" <Jalila.Sebbata@usdoj.gov>

Date: July 26, 2012 6:53:12 AM PDT

To: "Jason Dahl" <jdahl@cityofwillows.org>

Subject: RE: 2012 COPS Hiring Program Question

Sgt. Dahl,

- If the officer that we would "re-hire" under the new grant was funded for a portion of the 2009 grant, would there be a supplanting problem?
- Supplanting will be a problem if your agency hires any officer that is currently being funded under the city budget. For more information on supplanting and other grant conditions please refer to the 2012 Grant Owner's Manual that has been supplied to your agency as part of your award package.
- If the City of Willows has a "frozen and funded" open Police Officer position, will we be able to accept a grant knowing that the general funded position will not be filled during the budget period?
- Per the COPS Legal Division, Any grantee may accept a 2012 CHP grant, provided it can comply with the non-supplanting requirement. To comply with the non-supplanting requirement, any reductions in locally-funded sworn officer positions, including "frozen but funded" vacancies, must occur for reasons unrelated to CHP funding—such as city-wide budget cuts or city-wide hiring freeze, for example—but grantee must maintain contemporaneous supporting documentation demonstrating the date(s) and reason(s) for the reduction-in-force to prove that they were unrelated to the receipt of CHP grant funding in the event of an audit, monitoring site visit, or other form of grant compliance review.
- If the last officer that was laid off under the previous grant has medically retired, would the 2012 "Re-hire" grant work or do we need to amend the grant to a "New Hire"?
- Per the 2012 CHP Grant Owner's manual, the allowable hiring categories under this grant are as follows:
 - a. *Hiring new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. All officers hired under this category must be military veterans. Under this program, a military veteran is defined as an individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions;*
 - b. *Rehiring officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget cuts; and/or*
 - c. *Rehiring officers who were, at the time of grant application, scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or BIA budget cuts.*
- You are currently approved to rehire an officer. Throughout the lifetime of the grant if you cannot find an officer to rehire, your agency can choose to modify the grant and hire a new veteran officer.

Jalila Sebbata, Grant Program Specialist
United States Department of Justice

EXHIBIT G

From: Sebbata, Jalila (COPS) [<mailto:Jalila.Sebbata@usdoj.gov>]
Sent: Thursday, July 19, 2012 2:12 PM
To: 'Jason Dahl'
Subject: RE: 2012 COPS Hiring Program Question

Hi Sgt. Dahl,
I tried contacting you today but you were out of the office. I just wanted to follow up with you regarding your inquiries below. I am out of the office tomorrow and Monday, however we can speak on Tuesday. I will give you a call then.

Have a good weekend.

Jalila Sebbata, Grant Program Specialist
United States Department of Justice
Office of Community Oriented Policing Services
Two Constitution Square
145 N Street, N.E., 11th Floor
Washington, D.C. 20530
Phone: (202) 353-9851/ Fax: (202) 616-9612
Email: jalila.sebbata@usdoj.gov

From: Jason Dahl [<mailto:jdahl@cityofwillows.org>]
Sent: Friday, July 13, 2012 4:18 AM
To: Sebbata, Jalila (COPS)
Subject: 2012 COPS Hiring Program Question

Jalila-

I have attached a letter that outlines the questions and concerns that the City Staff, City Financial Officer, and Police Department have regarding the acceptance of the 2012 Hiring Program Grant – per our conversation 7/11/12.

I apologize for any confusion that this causes. However, we do not want to violate any terms or conditions under the 2012 grant (or the 2009 COPS Hiring Program Grant).

Thank you very much for your attention to this. We will wait for direction from you or legal staff prior to proceeding any further. If you have any questions, feel free to contact me at 530-934-3456 or by e-mail.

Thanks again,

Sgt Jason Dahl
Willows Police Department

AGENDA ITEM

August 14, 2012

TO: Honorable Mayor Holvik and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Consideration of alternative short term staffing accommodation for anticipated temporary vacancy within the Police Department this Fall.

RECOMMENDATION

Staff is seeking direction/consensus of the City Council to explore alternative staffing flexibility through short term agreement with neighboring agencies to back-fill necessary shift vacancies.

SUMMARY

During a recent sub-committee discussion with WPSA Representatives, the topic of short term vacancy coverage utilizing voluntary over-time opportunities potentially available among neighboring agency personnel was explored. The City of Orland has expressed an interest in assisting the Willows Police Dept with shift coverage on a possible voluntary basis. The City of Orland has submitted a cost proposal for consideration. In reviewing the cost comparison for over-time purposes; our two agencies are very compatible; with some minor exceptions acknowledged. Staff views this alternative as a very reasonable accommodation and best management practice to address the short term staffing needs.

Before fully engaging in any agreement discussions with our neighboring agencies and our local labor association; it was suggested the Law Enforcement Sub-committee review and comment on the proposal to utilize neighboring agency staff to back-fill shift vacancies within the Willows Police Department. Unfortunately a recently scheduled sub-committee was canceled before consideration could take place. Therefore by agreement with staff and WPSA Representatives this item is being reviewed with the City Council. Staff is seeking direction/consensus from the council to continue exploration with neighboring agencies and discussion with the WPSA to achieve a reasonable accommodation to address the anticipated short term staffing vacancy and shift coverage needs.

FINANCIAL CONSIDERATIONS -

None are anticipated initially, over-time expense is already budgeted within the 2012/13 fiscal work plan. If augmentation of this portion of the overall police budget becomes necessary; it would be addressed during the mid-term adjustment period.

NOTIFICATION

Sergeant Walter, WPSA President.

RECOMMENDATION

Staff is seeking direction/consensus of the City Council to explore alternative staffing flexibility through short term agreement with neighboring agencies to back-fill necessary shift vacancies.


Steve Holsinger
City Manager

City of Willows
 Schedule of Hourly Rates
 Police Department/sworn officers
 Status @ 7/1/12

	Base Hourly Rate	Fully Burdened Hourly Rate	Overtime Rate	Fully Burdened Overtime Rate
	\$ 25.78	\$ 53.04	\$ 38.67	\$ 45.47
	\$ 26.65	\$ 54.46	\$ 39.98	\$ 47.01
	\$ 26.65	\$ 54.46	\$ 39.98	\$ 47.01
	\$ 25.34	\$ 45.17	\$ 38.01	\$ 44.70
	\$ 26.60	\$ 54.38	\$ 39.90	\$ 46.92
Average	\$ 26.20	\$ 52.30	\$ 39.31	\$ 46.22
	\$ 30.02	\$ 59.93	\$ 45.03	\$ 52.95
	\$ 30.02	\$ 59.93	\$ 45.03	\$ 52.95
	\$ 18.39	\$ 34.87	\$ 27.59	\$ 32.44

Steve Holsinger

From: Peter Carr <PeterC@cityoforland.com>
Sent: Thursday, July 19, 2012 11:37 AM
To: Steve Holsinger
Subject: RE: OPD WPD

Re: rates

We figure most of our benefits are already paid for, so the median OPD officer salary alone + salary-driven taxes and fringe only come to about \$40/hr. If council required me to add in something for admin/finance we could but I would not recommend it for a temporary engagement and it would be minor as there would be no impact on our admin except billing, payroll, investigations if any. Unlike some jurisdictions, I would not view this as a revenue enhancement opportunity for my city at another city's expense.

We have some officers who would really like to do it, too; as far as I am concerned our current staffing/OT is really the only issue here.

From: Steve Holsinger [<mailto:sholsinger@cityofwillows.org>]
Sent: Thursday, July 19, 2012 9:24 AM
To: Peter Carr
Subject: RE: OPD WPD

Thanks Pete, I understand the dilemma you're in with committing to coverage in another city; while acknowledging you're short staffed at home. We appreciate your agreement to look into the possibility. We may have an interest in your offer to cover on voluntary OT basis as available, however want to make sure your rates below are correct?? Please re-affirm at your earliest convenience. We can chat more, after I meet with our council sub-committee and our chief, tentatively scheduled for next week. Thanks again for your review and response, we'll be in touch again soon.

Sincerely
Steve H

From: Peter Carr [<mailto:PeterC@cityoforland.com>]
Sent: Wednesday, July 18, 2012 5:00 PM
To: Steve Holsinger
Subject: RE: OPD WPD

Steve – I am sorry to report that while we would very much like to be able to commit to providing you a proposal for Sep-Jan 40-hr/wk one officer backfill service, OPD is not currently staffed to provide you a reliable cover-every-shift service. Our department is in its second month of 12-hr shifts, with two funded but unfilled positions for which we are shopping but not likely to be filling with independent officers by September.

We believe our officers would generally be interested and willing to help cover in normal circumstances, but we cannot/would not force them to cover Willows while also being forced to work OT for Orland. If you want to entertain Orland helping with voluntary OT, which of course would not be reliable but may be more help than none, let's talk more.

Our rate would be close to \$40/hr if using WPD vehicle, \$30/shift if using an OPD vehicle, plus fuel unless we could use WPD cardlock fuel. No extra charges for shifts, weekends or holidays.

We checked with POST; the arrangement would not be prohibited but would require careful Willows & Orland MOU review and contracting language to address supervision, investigation, weapons.

We will certainly understand if such a non-committal arrangement would not work for you at this time, but will remain open to more consideration. We hope and plan to be in a better position to provide the requested service early next year.

Pete

From: Steve Holsinger [<mailto:sholsinger@cityofwillows.org>]
Sent: Monday, July 16, 2012 4:41 PM
To: Peter Carr
Subject: RE: OPD WPD

Thanks Pete, quick question, could you have JC double check with POST to make sure there is not certification difficulties or absolute POST prohibitions against sharing a police officer on a short term basis as we've requested?? I would be quite interested in his/the post response to this question. Thanks!

Sincerely
Steve H

From: Peter Carr [<mailto:PeterC@cityoforland.com>]
Sent: Friday, July 13, 2012 12:45 PM
To: sholsinger@cityofwillows.org
Subject: OPD WPD

Steve – I am working on the proposal for you for coverage of your anticipated short term vacancy. Working with OPD to ensure commitment would be there to cover all shifts you need covered. Should have it to you next week.

Pete