

CITY COUNCIL

Larry Domenighini, Mayor  
Gary L. Hansen, Vice Mayor  
Lawrence Mello, Council Member  
Jeff Williams, Council Member  
Jim Yoder, Council Member

CITY MANAGER  
Steve Holsinger

CITY CLERK  
Natalie Butler



201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041  
[www.cityofwillows.org](http://www.cityofwillows.org)

## **CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday, August 25, 2015**

**7:00 p.m.**

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. **Agenda Review:** (Requested Changes by Council or Staff).
  - a) Consider acceptance, by motion, of the City Council's August 25, 2015 Agenda.
5. **Presentations & Proclamations:**
  - a) A collaborating Governmental Agency has requested an opportunity to present a surprise certificate of appreciation to city staff for extraordinary delivery of essential community services.
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 a majority consensus of the Council directs staff to place the item 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 Checking, Payroll Checks & Payroll Direct Deposit.
  - b) Consider approval of the Minutes of the July 14, 2015, regular City Council Meeting.
8. **Public Hearings:** None Scheduled.  
*(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).*
9. **Ordinances:** None.
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

11. New Business:

- a. Discuss and Advise – Additional Fund Appropriation to add one Patrol Officer to the Personnel Roll for the Willows Police Department.
- b. Discuss and Advise – Additional General Fund Appropriation to purchase a replacement command vehicle for the Fire Chief.
- c. Staff is seeking direction from the City Council on the methodology or procedural preference for the ultimate replacement of the City Attorney.
- d. Consider approval of the schedule and procedures for appointment of three individuals to fill the expiring terms of currently seated Planning Commissioners Robert Griffith, Kerri Warren & Candis Woods and select two Council Members to serve as a Selection Subcommittee.

12. Council Member Reports:

13. Executive Session: None Scheduled.

14. Adjournment:

**CERTIFICATION:** Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before August 21, 2015.

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

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

The City of Willows is an Equal Opportunity Provider

Period

7/23/2015 TO 8/19/2015

General Checking 29875 TO 29978

Payroll Direct Deposit 206509 TO 206582

Payroll Checks 34264 TO 34322

APPROVAL DATE 8/25/2015

Approved \_\_\_\_\_

| Check Number | Check Date | Vendor Number | Vendor Name               | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 029875       | 07/23/15   | ATT01         | A.T. & T.                 | 32.74        | .00             | 32.74      | B50723    | TELEPHONE EXP. EC LIBRARY       |
|              |            |               |                           | 83.83        | .00             | 83.83      | AB50723   | TELEPHONE EXP. JAIL 6/12-       |
|              |            |               | Check Total.....          | 116.57       | .00             | 116.57     |           |                                 |
| 029876       | 07/23/15   | CAL01         | CALIFORNIA WATER COMPANY  | 2494.14      | .00             | 2494.14    | B50721    | WATER EXPENSE6/3-7/2/15         |
| 029877       | 07/23/15   | CAL31         | CALIF. RURAL WATER ASSOC. | 942.00       | .00             | 942.00     | B50723    | MEMBERSHIP DUES SEPT 2015       |
| 029878       | 07/23/15   | CCP00         | CCP INDUSTRIES            | 252.62       | .00             | 252.62     | 517061    | GLOVES                          |
| 029879       | 07/23/15   | COA00         | COASTLAND CIVIL ENGINEERI | 316.25       | .00             | 316.25     | 37505     | WILLOWS LLAD THROUGHT 5/3       |
|              |            |               |                           | 79.00        | .00             | 79.00      | 37544     | WILLOWS CITY ENGINEERING        |
|              |            |               |                           | 693.75       | .00             | 693.75     | 37550     | SACRAMENTO-BUTTE RECONSTR       |
|              |            |               |                           | 4300.00      | .00             | 4300.00    | 37551     | DRINKING WATER TREATMENT        |
|              |            |               |                           | 3998.75      | .00             | 3998.75    | 37552     | WILLOWS SR APTS THROUGH 5       |
|              |            |               |                           | 3413.00      | .00             | 3413.00    | 37561     | WWTP SWPPP UPDATE THROUGH       |
|              |            |               |                           | 645.00       | .00             | 645.00     | 37654     | WILLOWS LLAD THROUGH 6/30       |
|              |            |               |                           | 46.25        | .00             | 46.25      | 37740     | TW STARKWATHER DEVELOPME        |
|              |            |               |                           | 588.44       | .00             | 588.44     | 37742     | TEHAM ST RECONSTRUCTION T       |
|              |            |               |                           | 79.00        | .00             | 79.00      | 37744     | TEHAMA ST RECONSTRUCTION        |
|              |            |               |                           | 92.50        | .00             | 92.50      | 37747     | SACRAMENTO-BUTTE RECONSTR       |
|              |            |               |                           | 1976.17      | .00             | 1976.17    | 37748     | DRINKING WATER TREATMENT        |
|              |            |               |                           | 4453.75      | .00             | 4453.75    | 37749     | WILLOWS SR APTS THROUGH 6       |
|              |            |               |                           | 1739.00      | .00             | 1739.00    | 37753     | WWTP SWPPP UPDATETHROUGH        |
|              |            |               | Check Total.....          | 22420.86     | .00             | 22420.86   |           |                                 |
| 029880       | 07/23/15   | COM16         | COMCAST CABLE             | 148.82       | .00             | 148.82     | B50723    | INTERNET PD 7/19-8/18/15        |
| 029881       | 07/23/15   | COR02         | CORBIN WILLIAMS SYSTEMS   | 407.87       | .00             | 407.87     | B507151   | CONT.SERV. FINANCE AUG 20       |
| 029882       | 07/23/15   | COR15         | JAMES CORNELIUSSEN        | 42.00        | .00             | 42.00      | B50723    | LICENSE RENEWAL                 |
| 029883       | 07/23/15   | GLE41         | GLENN CO. ROP PRINTING    | 276.81       | .00             | 276.81     | 3950      | BUSINESS CARDS PD               |
|              |            |               |                           | 43.00        | .00             | 43.00      | 3951      | BUSINESS CARDS PD               |
|              |            |               | Check Total.....          | 319.81       | .00             | 319.81     |           |                                 |
| 029884       | 07/23/15   | LAN03         | LANNIE'S SEPTIC TANK SERV | 222.53       | .00             | 222.53     | 19327     | TOILET RENTALS JULY FARME       |
| 029885       | 07/23/15   | LEX00         | LEXIPOL LLC               | 5250.00      | .00             | 5250.00    | 14326     | POLICY MANUAL SUBSCRIPTTO       |
| 029886       | 07/23/15   | LIE02         | LIEBERT CASSIDY WHITMORE  | 4505.00      | .00             | 4505.00    | B50723    | ANNUAL CONSORTIUM PAYMENT       |
| 029887       | 07/23/15   | MRN02         | MENDES SUPPLY COMPANY     | 91.00        | .00             | 91.00      | 3054      | PAPER ROLLS                     |
|              |            |               |                           | 96.88        | .00             | 96.88      | R004050   | TISSUE                          |
|              |            |               | Check Total.....          | 187.88       | .00             | 187.88     |           |                                 |
| 029888       | 07/23/15   | NAT26         | NATIONAL FIRE SYSTEMS, IN | 250.00       | .00             | 250.00     | 77025     | SEMI ANNUAL HOOD SERVICE        |
| 029889       | 07/23/15   | NOR43         | ACCESS                    | 20.00        | .00             | 20.00      | 16591     | SHREDDING SERVICES JUNE 2       |
| 029890       | 07/23/15   | OSC01         | OSCAR'S                   | 63.96        | .00             | 63.96      | 603413    | LIFE GAURD TANKS                |
| 029891       | 07/23/15   | RIV05         | RIVERVIEW INTERNATIONAL   | 128.10       | .00             | 128.10     | 230829    | REPAIR LIGHTS 2014 INTL         |
| 029892       | 07/23/15   | SEV00         | SEVERN TRENT ENVIRONMENTA | 259.00       | .00             | 259.00     | 2079823   | WILLOWS WASTEWATER JUNE 2       |
|              |            |               |                           | 49116.10     | .00             | 49116.10   | 2079861   | WILLOWS OPERATION JULY 20       |
|              |            |               | Check Total.....          | 49375.10     | .00             | 49375.10   |           |                                 |
| 029893       | 07/23/15   | SHE01         | SHRELBYS PEST CONTROL     | 33.00        | .00             | 33.00      | 1933-7F   | BUILDING MAINT FIRE DEPAR       |
| 029894       | 07/23/15   | THR00         | 3CORE                     | 15000.00     | .00             | 15000.00   | B50723    | FACADE IMPROVEMENT FUNDS        |
| 029895       | 07/23/15   | VER02         | VERIZON WIRELESS          | 220.07       | .00             | 220.07     | 663233    | TELEPHONE EXP. 6/10-7/09/       |
| 029896       | 07/23/15   | WAL07         | WAL-MART COMMUNITY        | 546.77       | .00             | 546.77     | B50723    | JULY STMT PER ATTACHED          |
| 029897       | 07/23/15   | WIL03         | WILLOWS VOLUNTEER FIRE    | 1000.00      | .00             | 1000.00    | B50723    | 2015-2016 CONTRIBUTION          |
|              |            |               | Cash Account Total.....   | 103947.10    | .00             | 103947.10  |           |                                 |
|              |            |               | Total Disbursements.....  | 103947.10    | .00             | 103947.10  |           |                                 |

| Check Number | Check Date | Vendor Number | Vendor Name               | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information | Description               |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------|---------------------------|
| 029898       | 07/31/15   | ABO00         | STEVE ABOJD               | 200.00       | .00             | 200.00     | B50731    |                     | PUB. WKS. TOOL PARKS/PUB. |
| 029899       | 07/31/15   | ARN00         | RAINA ARNOLD              | 7.65         | .00             | 7.65       | B50731    |                     | JUMP START EXPENSE        |
| 029900       | 07/31/15   | ATT01         | A.T. & T.                 | 879.28       | .00             | 879.28     | B50731    |                     | TELEPHONE EXP. 6/19-7/18/ |
| 029901       | 07/31/15   | BAK06         | BAKER & TAYLOR BOOKS      | 78.14        | .00             | 78.14      | 285889    |                     | NEW PRINT MAT. LIBRARY    |
| 029902       | 07/31/15   | BAR01         | BARCHLOUK BROTHERS AUTO   | 279.90       | .00             | 279.90     | B50731    |                     | JULY STMT PER ATTACHED    |
| 029903       | 07/31/15   | COD00         | CODE PUBLISHING COMPANY   | 413.10       | .00             | 413.10     | 50420     |                     | WILLOWS MUNICIPAL CODE UP |
| 029904       | 07/31/15   | COT05         | COLUSA MOTOR SALES, INC.  | 138.17       | .00             | 138.17     | B50731    |                     | JUNE JULY STMT PER ATTACH |
|              |            |               |                           | 22.93        | .00             | 22.93      | B50731B   |                     | JUNE JULY STMT PER ATTACH |
|              |            |               | Check Total.....          | 161.10       | .00             | 161.10     |           |                     |                           |
| 029905       | 07/31/15   | COR10         | CORNING LUMBER CO., INC.  | 127.36       | .00             | 127.36     | B50731    |                     | JULY STMT PER ATTACHED    |
| 029906       | 07/31/15   | CRE01         | CREATIVE COMPOSITION      | 169.56       | .00             | 169.56     | 90034     |                     | RECEIPT BOOKS             |
| 029907       | 07/31/15   | DAX02         | DAX WIRELESS SYSTEMS (04) | 498.00       | .00             | 498.00     | 571417    |                     | EQUIPMENT MAINTENANCE AUG |
| 029908       | 07/31/15   | DIS02         | DISABILITY ACCESS CONSULT | 15500.00     | .00             | 15500.00   | 15-168    |                     | DISABILITIES ACT EVALUATI |
| 029909       | 07/31/15   | EMP00         | EMPLOYERS INVESTIGATIVE S | 212.75       | .00             | 212.75     | 5050012   |                     | BACKGROUND INVESTIGATION  |
| 029910       | 07/31/15   | ENT01         | ENTERPRISE-RECORD         | 300.85       | .00             | 300.85     | B50731    |                     | SUBSCRIPTION RENEWAL      |
| 029911       | 07/31/15   | FGL00         | FGL ENVIRONMENTAL         | 85.00        | .00             | 85.00      | 574835A   |                     | BACTI ANALYSIS            |
| 029912       | 07/31/15   | GAY02         | GAYNOR TELESYSTEMS, INC.  | 1725.15      | .00             | 1725.15    | AGR723    |                     | SUPPORT PLAN 08/17/15 - 0 |
| 029913       | 07/31/15   | GLE12         | GLENN COUNTY TAX COLLECTO | 319.91       | .00             | 319.91     | B50731    |                     | PROPERTY TAX LASSEN ST RE |
| 029914       | 07/31/15   | GLE26         | COUNTY OF GLENN           | 524.00       | .00             | 524.00     | 14350     |                     | HAZARDOUS MATERIAL PERMIT |
| 029915       | 07/31/15   | HAL00         | DENNIS HALSEY, ESQ.       | 495.00       | .00             | 495.00     | B50731A   |                     | KUWATA VS CITY OF WILLOWS |
|              |            |               |                           | 275.00       | .00             | 275.00     | B50731B   |                     | KUWATA VS CITY OF WILLOWS |
|              |            |               |                           | 2781.24      | .00             | 2781.24    | B50731C   |                     | KUWATA VS CITY OF WILLOWS |
|              |            |               |                           | 2879.36      | .00             | 2879.36    | B50731D   |                     | KUWATA VS CITY OF WILLOWS |
|              |            |               | Check Total.....          | 6430.60      | .00             | 6430.60    |           |                     |                           |
| 029916       | 07/31/15   | HOL05         | STEVE HOLSINGER           | 300.00       | .00             | 300.00     | B50731    |                     | VEHICLE ALLOW. CITY MANAG |
| 029917       | 07/31/15   | IEM01         | CAROL LEMMINGER           | 200.00       | .00             | 200.00     | B50731    |                     | VEHICLE ALLOW. RECREATION |
| 029918       | 07/31/15   | MAT01         | MATSON & ISOM TECHNOLOGY  | 2136.29      | .00             | 2136.29    | 21998IN   |                     | DELL LAPTOP               |
|              |            |               |                           | 891.00       | .00             | 891.00     | 22005IN   |                     | LICENSES/SUPPORT RENEWAL  |
|              |            |               | Check Total.....          | 3027.29      | .00             | 3027.29    |           |                     |                           |
| 029919       | 07/31/15   | NOR43         | ACCESS                    | 20.00        | .00             | 20.00      | 16591A    |                     | SHREDDING SERVICES JULY 2 |
| 029920       | 07/31/15   | OFF05         | OFFICE DEPOT, INC.        | 109.62       | .00             | 109.62     | 085001    |                     | PAPER                     |
|              |            |               |                           | 69.66        | .00             | 69.66      | 959001    |                     | YR SUPPLIES               |
|              |            |               |                           | 17.18        | .00             | 17.18      | 960001    |                     | BINDERS                   |
|              |            |               |                           | 58.02        | .00             | 58.02      | 961001    |                     | BINDERS                   |
|              |            |               | Check Total.....          | 254.48       | .00             | 254.48     |           |                     |                           |
| 029921       | 07/31/15   | PAR09         | CYNTHIA PARKS             | 98.02        | .00             | 98.02      | B50731    |                     | JUMP START EXPENSE        |
| 029922       | 07/31/15   | PERR07        | VAUGHN PERKINS            | 250.00       | .00             | 250.00     | B50731    |                     | RENT BLK CREEK LIB. AUG 2 |
| 029923       | 07/31/15   | PGR01         | PG & E                    | 15100.84     | .00             | 15100.84   | B50731    |                     | P.G. & E. 6/16-7/14/15    |
| 029924       | 07/31/15   | RAD00         | RADIO GUYS                | 75.00        | .00             | 75.00      | 14701     |                     | ADJUST RADIO FREQUENCY    |
| 029925       | 07/31/15   | SAC08         | SACRAMENTO VALLEY MIRROR  | 137.70       | .00             | 137.70     | 13450     |                     | LEGAL ADS BUDGET/PLANNING |
| 029926       | 07/31/15   | SAT02         | TIMOTHY L. SALLSBERY      | 200.00       | .00             | 200.00     | B50731    |                     | VEHICLE ALLOW. FINANCE AU |
| 029927       | 07/31/15   | SAN02         | SANI FOOD MARKET, INC.    | 23.97        | .00             | 23.97      | 23        |                     | BEVERAGES FOR PAVING CREW |
| 029928       | 07/31/15   | STO01         | STONY CREEK UNIFIED SCHOO | 100.00       | .00             | 100.00     | B50731    |                     | RENT STONY CREEK LIBRARY  |
| 029929       | 07/31/15   | SUP02         | SUPERIOR PRODUCTS         | 24.00        | .00             | 24.00      | 636290    |                     | HOT SUMMER NIGHTS         |
|              |            |               | Cash Account Total.....   | 47723.65     | .00             | 47723.65   |           |                     |                           |
|              |            |               | Total Disbursements.....  | 47723.65     | .00             | 47723.65   |           |                     |                           |
|              |            |               | Cash Account Total.....   | .00          | .00             | .00        |           |                     |                           |

| Check Number | Check Date | Vendor Number | Name                      | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 029829       | 08/04/15   | CAL16         | CA. POLICE CHIEFS' ASSOC. | -315.00      | .00             | -315.00    | A483u     | Ck# 029829 Reversed             |
| 029931       | 07/31/15   | AMB02         | AMRRIPRIDE UNIFORM SVCS.  | 266.28       | .00             | 266.28     | B50805    | JULY UNIFORM SERVICES PW        |
| 029932       | 07/31/15   | BER02         | CART BERLIN               | 175.00       | .00             | 175.00     | B50805    | LIFEGUARD TRAINING REIMBU       |
| 029933       | 07/31/15   | COM16         | COMCAST CABLE             | 143.82       | .00             | 143.82     | B50805    | ADMIN INTERNET 7/29-8/28/       |
| 029934       | 07/31/15   | CTW00         | CT WEST INC               | 2144.63      | .00             | 2144.63    | 1671      | THERMAL CAMERA                  |
| 029935       | 07/31/15   | GLE41         | GLENN CO. REP PRINTING    | 53.75        | .00             | 53.75      | 3983      | BUSINESS CARDS                  |
| 029936       | 07/31/15   | INK01         | THE INKWELL               | 164.91       | .00             | 164.91     | B50806    | JULY STMT PER ATTACHED          |
| 029937       | 07/31/15   | ITF01         | INDUSTRIAL TRUCK & FARM   | 61.08        | .00             | 61.08      | B50805    | JULY STMT PER ATTACHED          |
| 029938       | 07/31/15   | LIN01         | LINCOLN AQUATICS          | 445.21       | .00             | 445.21     | S1269463  | POOL SUPPLIES                   |
|              |            |               |                           | 511.21       | .00             | 511.21     | S1269877  | POOL SUPPLIES                   |
|              |            |               |                           | 327.93       | .00             | 327.93     | S1270231  | POOL SUPPLIES                   |
|              |            |               |                           | 416.09       | .00             | 416.09     | S1270683  | POOL SUPPLIES                   |
|              |            |               |                           | 423.93       | .00             | 423.93     | S1271641  | POOL SUPPLIES                   |
|              |            |               |                           | 261.93       | .00             | 261.93     | S1272465  | POOL SUPPLIES                   |
|              |            |               | Check Total.....          | 2386.30      | .00             | 2386.30    |           |                                 |
| 029939       | 07/31/15   | LDP00         | JOSIE LOPEZ               | 750.00       | .00             | 750.00     | B50805    | KMT CLASS                       |
| 029940       | 07/31/15   | MJB01         | MJB WELDING SUPPLY, INC.  | 36.00        | .00             | 36.00      | 1089320   | CYLINDER RENTAL                 |
| 029941       | 07/31/15   | O'R01         | O'REILLY AUTO PARTS       | 359.85       | .00             | 359.85     | B50806    | JULY STMT PER ATTACHED          |
| 029942       | 07/31/15   | USB02         | US BANK                   | 809.40       | .00             | 809.40     | 700748    | EQUIP. LEASE 7/20-8/20/15       |
| 029943       | 07/31/15   | USB04         | U.S. BANK CORPORATE PAYME | 4732.81      | .00             | 4732.81    | B50805    | JULY STMT PER ATTACHED          |
| 029944       | 07/31/15   | WEI00         | IRMA WEINRICH             | 175.00       | .00             | 175.00     | B50805    | LIFEGUARD TRAINING REIMBU       |
| 029945       | 07/31/15   | WIL00         | WILLOWS AUTOMOTIVE        | 152.87       | .00             | 152.87     | 7089      | VEHICLE A/C UNITS               |
| 029946       | 07/31/15   | WILHD         | WILLOWS HARDWARE, INC.    | 1552.56      | .00             | 1552.56    | B50805    | JULY STMT PER ATTACHED          |
| 029947       | 07/31/15   | WILHT         | WILLOWS ACE HARDWARE      | 508.59       | .00             | 508.59     | B50805    | JULY STMT PER ATTACHED          |
|              |            |               | Cash Account Total.....   | 14157.85     | .00             | 14157.85   |           |                                 |
|              |            |               | Total Disbursements.....  | 14157.85     | .00             | 14157.85   |           |                                 |

| Check Number | Check Date | Vendor Number | Vendor Name                | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------|------------|---------------|----------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 029948       | 08/14/15   | ALR00         | AIRGAS NCM                 | 78.43        | .00             | 78.43      | 035423    | OXYGEN                          |
|              |            |               |                            | 77.72        | .00             | 77.72      | 408351    | OXYGEN                          |
|              |            |               |                            | 78.59        | .00             | 78.59      | 792233    | OXYGEN                          |
|              |            |               |                            | -199.94      | .00             | -199.94    | 891417C   | OXYGEN                          |
|              |            |               | Check Total.....           | 35.20        | .00             | 35.20      |           |                                 |
| 029949       | 08/14/15   | ALR02         | ALERE TOXICOLOGY SERVICES  | 41.25        | .00             | 41.25      | 1027016   | DRUG TEST                       |
| 029950       | 08/14/15   | AMR02         | AMERIPRIDE UNIFORM SVCS.   | 211.53       | .00             | 211.53     | B50813    | PD UNIFORM SERVICES JULY        |
| 029951       | 08/14/15   | BAK06         | BAKER & TAYLOR BOOKS       | 319.38       | .00             | 319.38     | 13031451  | NEW PRINT MAT. LIBRARY          |
| 029952       | 08/14/15   | BUR02         | BURROWS OIL COMPANY        | 3610.43      | .00             | 3610.43    | B50813    | VEH MAINT GAS PARKS/PUB.        |
| 029953       | 08/14/15   | COM16         | COMCAST CABLE              | 55.15        | .00             | 55.15      | B50813    | LIBRARY INTERNET 8/3-9/2/       |
|              |            |               |                            | 48.79        | .00             | 48.79      | B50813B   | PD INTERNET 8/7-9/6/15          |
|              |            |               | Check Total.....           | 103.94       | .00             | 103.94     |           |                                 |
| 029954       | 08/14/15   | CUL00         | JOAN CULP                  | 64.00        | .00             | 64.00      | B50813    | REFUND WATER AEROBICS           |
| 029955       | 08/14/15   | RDD00         | EMPLOYMENT DEV. DEPT.      | 510.00       | .00             | 510.00     | 773824    | LIABILITY FOR 4/1-6/30/15       |
| 029956       | 08/14/15   | EVE00         | EVERGREEN NOTE SERVICING   | 45.00        | .00             | 45.00      | B50813    | NOTE SERVICE JULY 2015          |
| 029957       | 08/14/15   | GAN01         | GANDY-STALEY OIL CO.       | 603.63       | .00             | 603.63     | B50813    | PD CARDLOCK JULY 2015           |
| 029958       | 08/14/15   | GLE09         | GLENN CO. OFFICE OF RIJUCA | 18000.00     | .00             | 18000.00   | B50813    | PASS THROUGH FUNDS-LETTERA      |
| 029959       | 08/14/15   | KNI03         | KNIFE RIVER CONSTRUCTION   | 727.18       | .00             | 727.18     | 161530    | ASPHALT                         |
| 029960       | 08/14/15   | KRU02         | LEONARD G. KRUP            | 377.13       | .00             | 377.13     | 23104     | PROFESSIONAL SERVICES JUL       |
|              |            |               |                            | 45.00        | .00             | 45.00      | 23105     | KUWATA VS CITY OF WILLOWS       |
|              |            |               | Check Total.....           | 422.13       | .00             | 422.13     |           |                                 |
| 029961       | 08/14/15   | MAT01         | MATSON & ISOM TECHNOLOGY   | 3062.00      | .00             | 3062.00    | 51370     | MANAGED PARTNER MEMBERSHI       |
| 029962       | 08/14/15   | MCD01         | MCDONALD'S ELECTRIC STORE  | 156.10       | .00             | 156.10     | 23021     | SWIFT LIGHT STATION REPAIR      |
| 029963       | 08/14/15   | NOR13         | ACCESS                     | 20.00        | .00             | 20.00      | 16807     | SHREDDING SERVICES THROUG       |
| 029964       | 08/14/15   | OFF05         | OFFICE DEPOT, INC.         | 59.11        | .00             | 59.11      | 9944001   | PD OFFICE SUPPLIES              |
|              |            |               |                            | 78.84        | .00             | 78.84      | 9945001   | PD OFFICE SUPPLIES              |
|              |            |               |                            | 50.02        | .00             | 50.02      | 02634001  | ADMIN OFFICE SUPPLIES           |
|              |            |               | Check Total.....           | 195.67       | .00             | 195.67     |           |                                 |
| 029965       | 08/14/15   | PAR09         | CYNTHIA PARKS              | 35.90        | .00             | 35.90      | B50813    | JUMP START EXPENSE              |
| 029966       | 08/14/15   | PER01         | P.F.R.S.                   | 4250.00      | .00             | 4250.00    | B50813    | PER'S CASH 68 PER'S             |
| 029967       | 08/14/15   | PET01         | PETTY CASH                 | 50.00        | .00             | 50.00      | B50813    | CASH BOX REPLENISHMENT          |
| 029968       | 08/14/15   | PGW01         | PG & E                     | 25.74        | .00             | 25.74      | B50813    | P.G. & E. SHOWER 7/7-8/5/1      |
| 029969       | 08/14/15   | PRO00         | PRO FORCE LAW ENFORCEMENT  | 743.32       | .00             | 743.32     | 244765    | LIGHT ATTACHMENTS               |
| 029970       | 08/14/15   | RAY06         | RAY'S WESTSIDE POOL SERVIC | 3270.00      | .00             | 3270.00    | B50813    | POOL SERVICE 7/1-8/7/15         |
| 029971       | 08/14/15   | SAC08         | SACRAMENTO VALLEY MIRROR   | 124.20       | .00             | 124.20     | 13493     | ADVERTISING--ORDINANCES         |
| 029972       | 08/14/15   | SAL02         | TIMOTHY L. SALLSBERRY      | 224.00       | .00             | 224.00     | B50813    | TRAINING FOR REIMBURSEMENT      |
| 029973       | 08/14/15   | SEV00         | SEVERN TREAT ENVIRONMENTA  | 49116.10     | .00             | 49116.10   | 2080109   | WILLOWS OPERATION AUG 201       |
|              |            |               |                            | 219.00       | .00             | 219.00     | 2080253   | WILLOWS WASTEWATER JULY 2       |
|              |            |               | Check Total.....           | 49335.10     | .00             | 49335.10   |           |                                 |
| 029974       | 08/14/15   | STA00         | STANLEY STEMMER OF NO.     | 1475.66      | .00             | 1475.66    | 55846     | CARPET CLEANING CIVIC CEN       |
| 029975       | 08/14/15   | VAL14         | VALLEY TRUCK & TRACTOR CO  | 531.90       | .00             | 531.90     | 543921    | REPAIR #31 JD MOWER             |
| 029976       | 08/14/15   | VER02         | VERIZON WIRELESS           | 560.11       | .00             | 560.11     | B50813    | TELEPHONE EXP. 6/27-7/26/       |
|              |            |               | Cash Account Total.....    | 88833.37     | .00             | 88833.37   |           |                                 |
|              |            |               | Total Disbursements.....   | 88833.37     | .00             | 88833.37   |           |                                 |
|              |            |               | Cash Account Total.....    | .00          | .00             | .00        |           |                                 |

REPORT.: Aug 17 15 Monday  
 RUN...: Aug 17 15 Time: 09:39  
 Run By.: JANE COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 06-15 Bank Account.: 1050

PAGE: 001  
 ID #: FY-DP  
 CTY.: WIL

| Check Number             | Check Date | Vendor Number | Vendor Name               | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 029977                   | 06/30/15   | MCD01         | MCDONALD'S ELECTRIC STORE | -22.29       | .00             | -22.29     | 22984u    | Ck# 029977 Reversed             |
|                          |            |               |                           | -51.66       | .00             | -51.66     | 22994u    | Ck# 029977 Reversed             |
|                          |            |               |                           | -32.85       | .00             | -32.85     | B50706u   | Ck# 029977 Reversed             |
| Check Total.....:        |            |               |                           | -106.80      | .00             | -106.80    |           |                                 |
| 029978                   | 06/30/15   | MCD01         | MCDONALD'S ELECTRIC STORE | 22.29        | .00             | 22.29      | 22984y    | Ck# 029978->029977 Repla        |
|                          |            |               |                           | 51.66        | .00             | 51.66      | 22994y    | Ck# 029978->029977 Repla        |
|                          |            |               |                           | 32.85        | .00             | 32.85      | B50706y   | Ck# 029978->029977 Repla        |
| Check Total.....:        |            |               |                           | 106.80       | .00             | 106.80     |           |                                 |
| Cash Account Total.....: |            |               |                           | .00          | .00             | .00        |           |                                 |

**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**  
**July 14, 2015**

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**  
  

|                 |  |
|-----------------|--|
| <u>Present:</u> | Williams, Hansen, Mello & Mayor Domenighini. |
| <u>Absent:</u>  | Yoder  |
4. **Agenda Review:**
  - a) City Manager Steve Holsinger explained the order of tonight's agenda and how items have been placed out of order compared to how the agenda is normally presented. The reason for this deviation is because there are two items for which the City's contracted Engineer, John Wanger, will be presenting to the Council and the agenda was created as such for Mr. Wanger to get his two items acted on by the Council early in the meeting so he can departure to his resident City of Santa Rosa immediately thereafter. **M/S – Hansen/Williams** to accept the July 14, 2015 City Council agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:** Emily [no last name given], April Hine and Kristin Cushman, representing the Glenn County Office of Education, presented information to the Council about the Glenn County Friday Night Live Partnership. Friday Night Live's vision is to work with young people so they are both problem-free and fully prepared. Their mentoring programs are continually evolving and adapting to the latest trends and issues affecting youth, responding to current prevention and youth development research and addressing the unique needs of each community served. Membership reflects the diversity of California's population and the program has been implemented in nearly all of California's 58 counties. They announced that Friday Night Live will be hosting "Summer Movies in the Park" on July 25 at Vinsonalhr Park in Orland (Big Hero 6) and on August 8, 2015 at Central Park in Willows (Night at the Museum 3).  
  
Jamie Millen, President of the Willows Chamber of Commerce gave the Council an update about recent, current, and upcoming events, activities and fundraisers of the Chamber. She also thanked the City for their \$2500.00 contribution toward the Fourth of July Fireworks display.
7. **Consent Agenda:**

**M/S – Hansen/Mello** to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved:

- a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit.
- b) Approval of City Council Minutes of the June 30, 2015 special City Council Budget Meeting.
- c) Adoption of a Resolution authorizing the Fire Chief to sign an application for Federal Excess Personal Property for continued use of a loaned vehicle.

**8. Public Hearings:**

- a) Conduct a public protest hearing and consider adoption of a resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2015-2016 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village & Zone B – Walmart (Continued from the June 23, 2015 City Council Meeting):

Just to clear the record, City Manager Steve Holsinger explained that in previous years he has always had to recuse himself from items on the agenda pertaining the Landscaping and Lighting District assessments due to the fact that he owned property in the district. He announced that he no longer owns property in this district and therefore he would not be recusing himself this evening.

City Engineer John Wanger briefly outlined the staff report to the City Council. He outlined the costs from fiscal year 2014-15, summarized the projected costs for fiscal year 2015-16 and provided the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2014) of +2.80% for Zones A and B. The raised maximum annual assessment for Zone A is now \$449.65 per parcel, and the raised maximum assessment for Zone B is now \$6387.58 per parcel.

While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected during fiscal year 2015-16 is reduced from the 2014-15 fiscal year assessment to \$143.00 per parcel due to the use of excess reserves.

The estimated maximum annual assessment will increase for Zone B, and the actual amount that will be levied and collected during fiscal year 2015-16 will be increased from the fiscal year 2014-15 assessment to \$5305.88 per parcel due to various increased costs. This amount is below the allowed maximum annual assessment for Zone B.

During fiscal year 2008-09, the Council implemented a minimum reserve balance of between ten (10%) and twenty percent (20%). By using some of the Zone A reserves to balance the budget in Zone A, it is noted that the projected assessment district reserve balances for both zones at the end of fiscal year 2015-16 are within that range.

The rules governing this type of assessment district in the Streets and Highways Code require that a public protest hearing be held to hear any comments or concerns from property owners within the district. At the close of the hearing, if the Council finds the report acceptable, the Council should adopt the resolution approving the Engineer's Report and authorizing the levy of assessments per the Engineer's Report. The assessment information will then be transmitted to the County for the inclusion on the tax rolls.

Mayor Domenighini opened the Public Hearing at 7:16 p.m. and hearing no comments, subsequently closed the hearing at 7:16 p.m. **M/S – Mello/Williams** to adopt a Resolution approving the annual Engineer's Report, confirming the assessment diagram and the annual assessment amounts and authorizing the levy and collection of assessments for fiscal year 2015-16 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village and Zone B – Walmart. The motion unanimously passed.

**9. New Business:**

a) Award of the Tehama Street Reconstruction Project:

On June 9, the City Council directed staff to publicly bid the Tehama Street Reconstruction Project and appropriated \$225,000 from Gas Tax 2103 Funds (Fund 372). Based on this direction, staff advertised the project in accordance with the Public Contract Code in June, with a bid opening date of July 7, 2015. The Engineer's estimate for the base bid of the project was \$222,167.

Bids were opened on July 7, 2015. Four bids were received ranging from a low base bid of \$237,127.76 to a high of \$287,887. The low bid was received from Knife River Corporation. Based on the bids received, staff has completed a check of Knife River's bid and found that their contractor's license is active and valid, that they possess a Class A license as required by bid documents, that Knife River and their two proposed subcontractors are registered with the Department of Industrial Relations, that the bid submitted is mathematically correct and that the bid contained the required information per the bid documents.

Based on information contained in Knife River's bid, staff has determined that it satisfies the bidding requirements for the project. Accordingly, staff is recommending award of the project to Knife River.

At the time of requesting authorization to bid this project, the estimate provided was for estimated construction costs only. The proposed budget is for construction, contingency, construction management, inspection and testing. Note that this is more than was in the authorization to bid the project; however there are sufficient funds in Fund 372 to support these costs, and an additional appropriation of \$66,361 is proper. Based on analysis of the bids received and the funds available, staff is recommending that the Council award the project to Knife River Corporation and approve the overall proposed budget for the project.

**M/S – Hansen/Williams** to approve a resolution awarding a construction contract for the Tehama Street Reconstruction Project to Knife River Corporation in the amount of \$237,127.76

and that an overall budget of \$291,361.00 be established for this project. The motion unanimously passed.

**M/S – Hansen/Mello** to appropriate \$66,361 from Gas Tax funds (Fund 372) to supplement the reconstruction project overall budget. The motion unanimously passed.

- b) Consider adoption of a Resolution directing the termination of any remaining furlough program for all Unrepresented City Employees, City Council Members and all other Elected or Appointed Members of the City of Willows Boards and Commissions and adoption of a newly created Compensation Plan & Wage Schedule for Unrepresented Employees and authorizing the implementation of a wage adjustment for Unrepresented Employees, to be retroactively effective on July 1, 2015:

The City Manager has previously informed the Council that he will retire in December and he advised the Council that they needed to address the salary level of the City Manager position prior to commencing recruitment efforts for his replacement. He also informed the Council that it would be essential to increase the wages of the Management & Unrepresented Employees Team, in an effort to retain corporate knowledge, skilled professional staff providing community services and ensure a smooth transitional appointment of a new City Manager later this year.

The Council indication a high level of skepticism regarding the City Manager's advisement that most management staff members were perhaps as much as thirty percent (30%) below the typical market compensation rate compared to similar staff in other similarly situated municipal organizations. However, the Council prudently directed staff to complete a comprehensive salary survey; judiciously critiquing each position in the group individually to reasonably similar positions existing in other municipal organizations in the expanded Northern California regional area. Over a dozen municipalities were invited to participate in the survey process. With majority participation from neighboring communities, the results indicated that on average, compensation rates for Willows Management Professionals was twenty-nine percent (29%) below the median point for comparable positions. The actual range of compensation points compared to the median values in comparison cities revealed a low of 17% below market to a high of 52% below market for specific position comparisons among Willows staff members. The City Manager's position was below the comparable market by 25% based upon survey results. Although the recruitment materials currently advertising for a new City Manager will reflect a Council preference to correct this compensation deficiency, the current City Manager's position is not included in the wage adjustment proposal, nor will any additional compensation be paid to the current City Manager during the balance of his tenure with the City of Willows. The City Manager will retire in December at his current salary level.

The last serious conversations about recruitment of key personnel for the City of Willows and the deficiency of the Willows salary schedule for professional management staff started in March of 2006. At that time, following more than seven months of reviews and discussions, the compensation levels for Management & Unrepresented Employees were adjusted upward by an across the board increase of approximately eighteen percent (18%) of base wages. Since that single adjustment to wage scales in November 2006, this group of employees has never witnessed any consideration for wage adjustments in almost nine full years. Although it is fair to

say many municipal agencies during this timeframe were seriously constrained when addressing compensation and benefit issues in the respective jurisdictions. Despite the financial constraints forced upon the city leaders during this nine year challenging period, the majority of other city employees did realize double-digit percentage increases in base wage earnings.

Additionally, it is important to note that this group of management and unrepresented employees, immediately following their last salary adjustment, voluntarily stepped forward to offer wage & benefit concessions to the City of Willows during this very difficult and challenging fiscal crisis. The record demonstrates that as early as February 2009, a mere 27 months following the November 2006 wage increase, this group voluntarily forfeited a full 10% of their wages to help maintain a consistent level of city services during the last quarter of Fiscal Year 2008/09; an estimated savings of just over \$15,000 during that initial period. Moreover, this group of employees continued this voluntary concession of wages and benefits at a 10% savings level through the next 5 fiscal cycles; ultimately agreeing to a furlough termination agreement in September 2013. This concession exemplified the dedication, loyalty and professionalism of each member of this employee group. After all calculations were complete, it was evident that this group averaged budgeted savings of just over \$60,000 each of four straight fiscal years. Additionally, during the initial quarter in 2009 and last furlough quarter of 2013 a minimum of another \$30,000 in savings were preserved for uncompromised professional services delivery to the citizens of the Willows community.

Furthermore, when the ultimate furlough cancellation agreement was ratified by this group in early Fiscal 2013/14, activating September 1, 2013, a full restoration of the 10% voluntary wage reductions was never implemented. Instead, as required by newly created State Legislation in conjunction with pension reforms, this group forfeited a majority of restoration potential to ultimately assume full responsibility for the Employee portion of PERS pension costs. The projected saving as a result of this agreement was estimated at approximately \$148,000 in ultimate savings to the community. Therefore during the past nine year wage adjustment drought directly impacting this group, the total savings generated on behalf of the Willows Community was approximately four hundred twenty thousand (\$420,000) taxpayer dollars.

Following months of thorough review by the Council, staff was directed to provide a reasonable salary adjustment proposal with specific focus points. First, the Council wanted individual positions analyzed thoroughly among compatible positions across the entire survey spectrum of similar agencies and classifications. Second, the Council wanted to evaluate an equitable adjustment for city employees to a mid-point or median point of the survey range by position/classification. And last but not least, the Council wanted staff to incorporate a reasonable rate of recovery to the increased expense of wage and benefit costs. Most specifically, the Council wanted a balanced recovery of wage increase expenses; to be recovered through the future reduction of benefit cost(s) escalation.

After multiple attempts to incorporate all the recovery elements sought by the City Council, staff was effective in developing a reasonable compensation range schedule for all Management & Unrepresented employees. One specific element to facilitate ultimate recovery of wage increase expense was integrated into the salary range table for this employee group. Foregoing the heretofore practice of annual step increases on employee anniversary dates, the City Manager, in

response to Council requests, proposed an extension on “step-increase” frequency by eliminating employee anniversary dates and locking in a specific wage adjustment step interval at an eighteen month frequency. Therefore, the ultimate time elapsed between first wage adjustment and final step increase within the newly created range is six years; as opposed to the typical five-step/five-year cumulative impact. Councilors appreciated the effort and in particular the deviation from historic lock-step traditions of municipal wage and benefit administrative routines.

Lastly, the City Manager developed a long-term cost recovery method to ensure substantial benefit cost reductions on an annual assessment interval. The proposal if approved will require each employee to forfeit twenty percent (20%) reductions in the annual cafeteria plan contributions currently made by the City of Willows. Therefore, commencing January 1, 2016, each employee in this group will receive a benefit capped at approximately eighty percent of the current Cafeteria Plan payment. Thereby generating savings anticipated to be in excess of forty five thousand (\$45,000) over four out of the next five years scheduled after approval. The first year savings will have less budgeting impact; simply because the wage adjustment is proposed for July 1, 2015, and the Cafeteria Recovery trigger commences on January 1, 2016, whereupon half the fiscal budgeting period is without any recovery mechanism. This is not anticipated to create any future fiscal distress for the city’s budgeting cycles. Because the recovery triggers are annual (i.e. each January 1) and the wage adjustments are deferred on eighteen month intervals; a full five recovery periods will occur prior to final step increase in the newly proposed salary schedule six years out in July 2021.

Therefore the proposal as introduced will allow the City of Willows to recover a balanced portion of the wage increases throughout the salary increase administration period. The plan will provide this City Council opportunity to achieve its goals with all of the aforementioned focal points incorporated into the proposed salary plan. Thereby establishing a threshold for future labor negotiations expected to commence in January 2017. It is important to note, that although management was able to recommend this as an equitable wage adjustment proposal for both parties involved, it is important that the City Council establish clearly attainable goals for the next City Manager regarding salary administration. And, that a comprehensive effort to review and adjust the proposed schedule be completed prior to July 1, 2021, the date of the final step increase due under the proposed plan.

This subject matter and timeframe is rapidly approaching a year in the works. Almost one year ago in August 2014 the City Manager formally announced his intent to retire during the 2015 calendar year. This announcement set in motion the steps taken hence to review salary information and commence the recruitment efforts for a new City Manager later this year. This is the final phase of the process; acknowledging the need to complete wage adjustments for the senior most management and corporate-knowledge think group in the City’s employ. As has already been mentioned, this proposal does not include the current City Manager and no compensation adjustment is under consideration for the current manager. However, all other members of the executive management staff are included in the proposed salary administration plan and adjustment schedule.

Based upon the City Council's priority directives articulated earlier, an across-the-board type of wage adjustment proposal was prohibited. Therefore, based upon the survey information received from around our region, the proposal was developed according to Council directives. An attempt was made to accommodate reasonable adjustment in wage to allow employees advancement opportunity to achieve compensation levels commensurate with the mid-points of the classifications compared. When all is said and done concerning salary administration, the bottom line is simply, what is it going to cost?

The adjustment ranges identified earlier vary significantly position by position. Not every survey agency has the identical classification schemes or salary administration goals. Staff attempted to the greatest degree possible to compare all of the Willows positions with those in the survey region. For the majority of their efforts, this was exceedingly successful; however, there is always one or two that simply does not fit. Therefore, management based upon experience and intuitive knowledge of the Willows organization, placed positions according to the principle of Best Management Practice. Not every employee is thrilled with the proposal and not every Council Member finds it to be perfect. However, it is fair, and it is based solely on the articulated goals of the Council and it delivers opportunity unilaterally.

Based upon the proposed adjustments to the individual wages within the group; the first year (FY 15/16) increased cost will be approximately \$56,800. This includes reduction for six month benefit recovery. Whereupon based on the annual salary impacts of this group at approximately \$553,000 this increase is equal to 10.3%. (Formula:  $56,800/553,000 = 10.27667$ ).

While a 10% wage increase may appear excessive in today's economy, consider the facts. This is the first of any wage adjustment consideration during the past nine years. If you look at it year-by-year it is just over 1% per annum. During the period April 2006 until April 2015 the California CPI, Urban Wage Earners and Clerical Worker Index increased by 18.4%. In comparison to other city employees and labor groups during the timeframe, the WPSA had wage increases of 15% and the WEA had increases of 8.5% respectively. Additionally, part-time and seasonal employees benefited from mandates in Minimum Wage laws and therefore were the beneficiaries of double-digit wage increases as well. Other responding agencies increased wages during this period as follows: Crescent City increased by 17.5%, Corning increased wages by 28.5%, City of Shasta Lake by 19% and Anderson increased by 19.73%.

Perhaps the most salient point about this group and the period in reference; since 2006, revisit the concessions made over the 54-month period between March 2009 and September 2013. Recall that this group forfeited 10% of wage and benefits during this period amounting to a cost savings of \$420,000 to the City. What that means as a percentage of salary over this specific period, simply stated, the average monthly wages paid this group total approximately \$46,000. That amount times the fifty four months equals \$2,484,000 during those five fiscal periods. Now the formula for percentage of savings established by this group ( $\$420,000/\$2,484,000 = 0.1690821$ ) or 17% of salary was offset by the concessions during the most challenging fiscal period in Willows' municipal history. The City Manager is recommending that the Council approve this wage increase proposal and that they conclude the validations stated here are clearly evident to justify the Council's endorsement.

Council discussion ensued. Council Member Hansen stated that he believes the City has a competent management staff who took a 5 year voluntarily pay cut, saving the City nearly half a million dollars. In past years the Council had to take drastic measures and make cuts, but now the City has a healthy reserve again and he believes now is the time to do this. The City is fiscally sound and he believes that the staff deserves the proposed wage increases because they are professional, loyal and dedicated public servants and it would be prudent of the Council to approve this proposal.

Council Member Mello stated that he did have three versions of what he wanted to say tonight – a long version, a medium version and a short version. He stated that he has reviewed extensively this resolution and has taken into consideration many factors in researching his decision and saying that, he then read what a citizen told him today, which was “this is the right thing for the City and it is the right thing for its employees”, indicating that he was in favor of the proposal.

Council Member Williams stated that he does appreciate what our staff has done in the past because the City was in very difficult financial times, but unfortunately he believes that the size of some of the proposed pay raises are above and beyond what he thinks is reasonable. He looked over the information that was given to the Council and he’s not exactly sure how some of the numbers came by and he would ask that the City Manager go line by line and say what the actual increase percentage is for each unrepresented employee.

The City Manager told Mayor Domenighini that he does not have that information available to him at this time to respond. He stated that he believes he put together a very comprehensive report based on the direction that the Council had provided him. If there was a question, he stated he would have been happy to answer it if somebody had contacted him before now.

Council Member Williams stated that one of the disadvantages that the citizens have that are in the audience is they don’t have a full copy of the whole agenda package, although he stated it is on the website but it is very lengthy. He then stated that he is a Government employee as well and he took a 15% pay cut during hard financial times which was negotiated through their unions and it was not voluntary. He stated that while he admires the fact that the employees stuck together and voluntarily took the furlough, he believes that was the proper thing to do and it kept the City from having to lay off a member of staff. He stated that he believed the wording in the staff report was that this proposed wage adjustment was “fair and equitable” but said that he has a difficult time with some of the numbers and the evaluations that were presented. That is why he was asking what the actual percentages of the increases are for each of the positions.

Mayor Domenighini read the approximate amount of the monthly wage increases for each of the unrepresented employees, which ranged from an additional \$200 per month to \$1500 per month. Council Member Williams then stated that he was looking for the actual percentages of each employee’s position and not the monthly wage increase amount. The City Manager stated that on average the City’s wages were approximately 25% behind the median in comparison to similar Cities that were surveyed.

Mayor Domenighini recapped this item explaining that what the Council is looking at doing is approving the restructuring of wages for the unrepresented employees and bringing the

employees up closer to the median wages for each specific position compared to similar-sized Cities. Although the salaries will be going up, the employees will be giving money back when they will have to begin to pay for 20% of their Cafeteria Plan/Medical Insurance. The City Manager stated that the important point here is the actual cost assessment factor and that for every dollar that the City is investing in their employees, the employees will be returning 50 cents of it. Mayor Domenighini then pointed out that the new proposed wages have five-step increases at 18 month intervals rather than at 12 months and if you read the Resolution it states that the City Council has the discretion to postpone the step increases. When the City Council looks at step-increases, they will have to determine if the City's fiscal health warrants the step increase. The City Manager stated that the Resolution also makes it clear that the Council, each year at its annual budget cycle, will have to consider funding for their next expenditures

The City Manager wrapped up his comments by stating that as directed by the City Council, staff has put together everything that they felt was pertinent that was requested by the Council – including developing the Resolution to make it clear that the Council will always retain the right and the responsibility annually to review and fund the next step increase, which is going to be the next fiscal year out. The Resolution makes it very clear that there are no guarantees and it isn't locking in anything. Tonight the Council is only looking at making their first commitment to a wage adjustment - that hasn't been made in nine years – for a total cost of \$56,800 for Fiscal Year 2015/2016. He once again reiterated that for every dollar the Council will spend on their employees they are getting a fifty cent return and he believes that is a good deal.

Council Member Hansen stated that he wanted to clear the record after hearing Council Member Williams' comments. He stated that he would argue Mr. Williams' comments, in that this was a very complete and comprehensive staff report and all of his questions were thoroughly answered. He stated that it was a very large report and he believes that all of the information was clearly laid out in the Staff Report. Getting to this point has been months in the making for Council and Staff. He stated that he likes that there is a safety valve in place to review the next step increases and the Council clearly has the control and the authority to examine the fiscal health of the City annually and they could put the brakes on at any time. He stated he hopes that won't happen and he believes the economic recovery is here to stay in the City of Willows but in the event that the City faces financial hardship there is a mechanism in place in the Resolution to address that. He also stated that he likes the 18 month step increases as opposed to the 12 month increases because it further softens the financial blow to the City. He believes the proposed wage adjustments are very reasonable and more than fair to the unrepresented employees. He pointed out that this group of individuals took a voluntary 10% pay cut which was a plan implemented by the City Manager which ultimately saved the City \$420,000. He believes that approving the proposed wage adjustments is the right thing to do and the City is in a position to be able to do it now with a healthy 34% reserve. Although this is initially going to cost the City \$56,000, he feels that the Council owes this management team who deliver very efficient and effective services for the City of Willows every day.

**M/S – Hansen/Mello** to adopt a Resolution of the City Council of the City of Willows directing the termination of any remaining furlough program for all unrepresented City Employees, City Council Members and all other Elected or Appointed Members of the City of Willows Boards and Commissions and adoption of a newly created Compensation Plan & Wage Schedule for

Unrepresented Employees and authorizing the implementation of a wage adjustment for Unrepresented Employees. Mayor Domenighini asked for a roll call vote and the motion passed 3/1 with Council Member Williams voting in opposition.

**8. Public Hearings (continued from earlier)**

- b) Conduct a Public Hearing and consider adoption of a Resolution adopting the 2015/2016 Annual Budget and designating Sewer Enterprise Fund Debt Reserve.

Finance Director Tim Sailsbery presented this item to the Council and he announced that he needed to make a correction to the General Fund Expenditure amount in the Resolution. He stated that the \$10,000 that the Council directed to be given to the Building Department was not factored into the Expenditure amount and the amount should be \$6,345,010 and needs to be amended in the Resolution. Beyond that, he stated that the Council had a budget review and analysis session workshop on June 30 and they discussed the General Fund, Special Revenue Fund, Sewer Enterprise Fund and the Water Enterprise Fund. During that meeting the Council asked for several augmentations to the budget. One of those augmentations was to add \$15,000 to Community Discretionary Funding to replenish funds for the City's Façade Improvement Program. In addition, Council directed Staff to add capital and/or operational discretionary spending in the amounts of \$20,000 each for Fire, Police and Public Works and \$5000 each for Recreation and Library. The revised budget also includes Council consensus of the net fiscal effect of the wage and benefit adjustments that the Council just adopted by Resolution, and as a part of that Resolution the Council ended any and all remaining furloughs so the budget also includes the net effect of that as well. The net effect of all of those items brings the total spending plan to \$3,335,010 and total expenditures for the fiscal year to \$6,345,010. The General Fund deficit, which will be paid for out of the City's reserves, is estimated to be just over \$219,000.

Brief discussion ensued among the Council and then Mayor Domenighini opened the Public Hearing at 8:11 p.m. and hearing no comments, subsequently closed the Public Hearing.

**M/S – Hansen/Williams** to adopt a Resolution adopting the 2015/16 annual Budget and designating Sewer Enterprise Fund debt Reserve and amending the total budget amount in the Resolution to \$6,345,010. The motion unanimously passed.

**10. Ordinances:**

- a) Consider reading by title only and passage of first reading of an Ordinance entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING TITLE II SECTION 2.10.100 OF CHAPTER 2.10; CITY MANAGER, OF THE WILLOWS MUNICIPAL CODE".

This ordinance is being introduced to correct an overlooked erroneous section of the Willows Municipal Code in conjunction with the City Clerk Position. At some point during the evolution of the Willows Municipal Organization, the City Clerk was formerly an "elected" city official; a practice not uncommon in many small general law cities across the

state. Just as common in many cities was the practice to “sunset” those elected positions and create an appointed position within the organizational structure. This likely occurred in Willows around the time the City Manager form of government was adopted by the City Council. Typically in smaller cities the early city managers wore numerous hats and shouldered the responsibility for multiple organizational roles. As organizations grew in complexity and size; many specific position classifications were developed to fulfill more specialized requirements of municipal government and community services.

This is precisely the evolution status of the City Clerk Classification within the city’s workforce structure. Although the City Manager was once upon a time, also the City Clerk; at some point the position evolved to become an independent contributing member of the City’s Executive Management Staff. Unfortunately, the WMC was not completely corrected to coincide with this evolution, nor was the compensation structure ever properly evaluated until recently. Therefore, as part of the previously reviewed salary & compensation survey issue discussed during this meeting, the Council directed staff to review the Municipal Code and introduce any necessary corrections. It was noted that Section 2.10.100 contained language that was consistent with an elected clerk position. This correction will properly place the classification as a subordinate employee of the City Manager. Administratively, the City Manager will authorize this position to be included as an FLSA Exempt Employee Class, prohibited from earning over-time pay and recognizing the position as equivalent to director status among the executive management team, thereby entitled to all the rights & privileges common among this group, including but not limited to the entitlement to Administrative Leave Benefit, equal to others in the management staff. Staff is recommending approval of this correction.

**M/S – Hansen/Mello** to read by title only the Ordinance next in line. The motion unanimously passed. **M/S – Hansen/Williams** to pass first reading of an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING TITLE II SECTION 2.10.100 OF CHAPTER 2.10; CITY MANAGER, OF THE WILLOWS MUNICIPAL CODE”. The motion unanimously passed.

- b) Consider reading by title only and passage of first reading of an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING SECTION 15.55.025 TO THE MUNICIPAL CODE RELATING TO EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS”.

Recently city staff learned of new legislation requiring the cities to create an Ordinance for the electronic submittal and expediting approval process of small residential rooftop solar systems. This Ordinance must be in place by September 1, 2015 as required by Code:

**WHEREAS**, Subsection (a) of Section 65850.5 of the California Government Code provides that it is the policy of the State to promote and encourage the installation and use of solar energy systems by limiting obstacles to their use and by minimizing the permitting costs of such systems; and

**WHEREAS**, Subdivision (g)(1) of Section 65850.5 of the California Government Code provides that, on or before September 30, 2015, every city, county, or city and county shall adopt an ordinance, consistent with the goals and intent of subdivision (a) of Section 65850.5, that creates an expedited, streamlined permitting process for small residential rooftop solar energy systems.

Therefore staff is recommending introduction by first reading and return for final adoption at the next meeting.

**M/S – Hansen/Mello** to read by title only the Ordinance next in line. The motion unanimously passed. **M/S – Hansen/Mello** to pass first reading of an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING SECTION 15.55.025 TO THE MUNICIPAL CODE RELATING TO EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS”. The motion unanimously passed.

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

The City Manager thanked the members of the Council for their supporting the new wage adjustments for the unrepresented employees. He also announced that his last official day working for the City of Willows will be November 13 and his retirement party will be held on the evening of November 14 at the Willows Elks Lodge. He will be leaving the City of Willows on November 16 to move to his new residence in Florida. He also gave a reminder that there would be a press conference taking place at noon tomorrow. He reminded the Council that he will be out of state and on vacation from July 29 – August 9 and will be back to work on August 11. He also reminded the Council that interviews of City Manager candidates will be held on August 28 & 29. Lastly, he introduced Steve Soeth as the new Public Works Director and welcomed him to the Management Team.

**12. Council Member Reports:**

- Council Member Hansen welcomed new Public Works Director, Steve Soeth. He announced that he would be attending Transit and Transportation Meetings tomorrow. He reported that he attended the ribbon cutting ceremony and grand opening of the Willow Springs Senior Apartments. Lastly he announced that this year marks the 17 year anniversary of Glenn Ride.
- Council Member Williams reported that he also attended the ribbon cutting ceremony and grand opening of the Willow Springs Senior Apartments.
- Mayor Domenighini gave an update on Library activities and summer programs. He also reported that he met with Geoff Fulks of Cal-Water and they are coming into compliance with the new Chromium 6 standards. He attended a new State groundwater management act meeting last Thursday. Lastly, he announced that Library Director Jody Meza recently gave birth to a baby girl.

13. **Executive Session:** None

14. **Adjournment:** Mayor Domenighini adjourned the meeting at 8:36 p.m.

Dated: July 14, 2015

NATALIE BUTLER

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City Clerk

The City of Willows is an Equal Opportunity Provider

**AGENDA ITEM**

**TO:**  Steve Holsinger, City Manager  
**FROM:** Tim Sailsbery, Finance Director   
**SUBJECT:** Addition of a Patrol Officer to Willows Police Department

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**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Add One Patrol Officer to the Personnel Roll for the Willows Police Department

**SITUATION (or BACKGROUND):**

At the request of several Councilmembers during the deliberation and passage of the 2015-16 Budget, the concept of adding an additional Patrol Officer to the Willows Police Force is being brought back for further consideration (Funding a Replacement of a Fire Chief's Command Vehicle was also noted and will be deliberated as a separate Agenda Item). To facilitate Council deliberation on the subject, the following is noted:

**Currently Funded Positions (All Funding Sources):**

|  |   |
|--|---|
| Chief  | 1   |
| Sergeants                                    | 2   |
| Investigator                                 | 1   |
| Patrol Officers                              | 5 (One Officer Out on Medical Leave and One Officer Assigned to Code Enforcement) |
| Administrative Secretary/Evidence Technician | 1   |
| Substitute Administrative Secretary          | .15   |

(This is also noted on Page 2-24 of the 2015-16 Budget)

**Overtime**

Overtime Cost in 2014-15 (All Sources): \$157,505  
Non-Training Overtime Hours 2014-15: 3,631  
Training Specific Overtime Hours 2014-15: 347

Overtime stats have been provided, as, it appeared, based upon Council dialogue, that the impetus for considering an additional position is the level of overtime currently experienced.

**Cost of Funding the Position**

Per the attached spreadsheet the range of cost for adding a patrol officer is \$79,645 to \$113,125. Funding of this position would be from the General Fund

**Other Factors to Consider in the Decision Process:**

**Grant Funding for a Position Will Cease during 2016-17-** One of the patrol positions is currently being supplemented by a CHRP II Federal Grant. This supplement, approximately \$63,000, will be done in February, 2017. This amount will be borne by the General Fund once the grant expires.

**Overtime Trade-Off-** There will not be a one-for-one cost trade off of overtime cost vs. cost of the position as has been purported. Overtime will still occur for extension of shifts for call/report related activities, training coverage, vacation and sick coverage, etc. Also, the cost of an overtime hour (even at 1 ½ times) is not as costly as a cost of straight time hour of an additional officer.

**Overtime Situation is Temporary-** A large portion of the overtime is shift coverage for the Officer that is currently out on medical leave. While there is no timetable available for resolution of this situation, it will not be a permanent situation. It will resolve itself in some fashion at some point in time.

**Other General Fund Considerations-** Council will be asked to make decisions regarding the General Fund in the very near future regarding the following:

**Cost Sharing of Match for EDA Grant-** Council will be deliberating in a future meeting the direct funding of approximately \$500,000 of the match required for the EDA grant. This will be broken into annual segments of \$70,000-\$76,000 per year over 10 years (year 2 will be \$-0-) in loan repayments on the City's share. Details of the proposal and potential source of revenue to cover the cost will be presented at a future meeting.

**Fire Equipment-** A new command vehicle for the Fire Chief has been requested by Council for consideration.

**Status of 2015-16 General Fund-**Before any additional items are considered, the 2015-16 General Fund Budget was passed with a deficit of \$219,000.

**FINANCIAL CONSIDERATIONS:**

General Fund- \$113,125 appropriation

**NOTIFICATION**

N/A.

**ALTERNATE ACTIONS**

1. By motion, appropriate \$113,125 from the General Fund and authorize 1 additional Police Patrol Officer
2. Table item for future consideration
3. Take no action.

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Add One Patrol Officer to the Personnel Roll for the Willows Police Department

Respectfully submitted,



Tim Salsbery  
Finance Director

Attachment:

- First Year Cost of Patrol Officer
-

City of Willows  
 First Year Cost of Police Officer  
 8/25/2015

|                          | Minimum   | Maximum    | Note |
|--------------------------|-----------|------------|------|
| Salary                   | \$ 42,888 | \$ 42,888  |      |
| Holiday Pay              | \$ 2,680  | \$ 2,680   |      |
| Employer Payroll Taxes   | \$ 3,486  | \$ 3,486   |      |
| Workers Compensation     | \$ 4,267  | \$ 4,267   |      |
| PERS                     | \$ 4,904  | \$ 19,489  | 1    |
| Cafeteria Benefit        | \$ 10,560 | \$ 27,455  | 2    |
| Initial Equipment        | \$ 1,000  | \$ 1,000   |      |
| Uniform Allowance        | \$ 860    | \$ 860     |      |
| Vehicle (Usage)          | \$ 4,000  | \$ 6,000   |      |
| Training Stipend for FTO | \$ 5,000  | \$ 5,000   |      |
|                          | \$ 79,645 | \$ 113,125 |      |

Notes

- 1 Cost of PERS will be dependent upon whether or not the prospective employee has worked in a PERS agency previously. If the employee has worked at a PERS agency previously, he/she will be subject to PERS Classic (3%@50 ) retirement benefits, and a greater City contribution to retirement. If there is no previous PERS employment, then the employee will be subject to PEPRA (2.7%@57) and a lower City contribution.
  
- 2 Cafeteria Plan benefit will be dependent upon the family status of the prospective employee.

**AGENDA ITEM**

**TO:** Steve Holsinger, City Manager

**FROM:** Tim Sailsbery, Finance Director

**SUBJECT:** Replacement of Fire Chief Vehicle

---

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Purchase Replacement Command Vehicle for Fire Chief

**SITUATION (or BACKGROUND):**

At the request of several Councilmembers during the deliberation and passage of the 2015-16 Budget, the concept of funding a Replacement of a Fire Chief's Command Vehicle. (The addition of a Patrol Officer was also noted and is deliberated as a separate Agenda Item). To facilitate Council deliberation on the subject, the following is noted:

**Items of Note**

Purchase of Current Chief's Vehicle- October, 2002  
Estimated Cost of Replacement Vehicle-\$70,000  
Funding Source for Replacement Vehicle-General Fund

**Other Factors to Consider in the Decision Process:**

**General Fund Cash Flow Stream for Fire Equipment-** For 2015-16, the City is in year 9 of a 10 year lease/purchase of the 75 ft ladder truck (Apparatus T-4). The annual payment, \$52,603, ceases with the 2016-17 fiscal year. Council may consider that the Chief attempt to extend the life of the existing command vehicle until the beginning of the 2017-18 year and then use the \$52,603 (plus augmentation) to fund the command vehicle in that year and then commence with financing the replacement of Apparatus E-3 starting in 2018-19.

**Other General Fund Considerations-** Council will be asked to make decisions regarding the General Fund in the very near future regarding the following:

**Cost Sharing of Match for EDA Grant-** Council will be deliberating in a future meeting the direct funding of approximately \$500,000 of the match required for the EDA grant. This will be broken into annual segments of \$70,000-\$76,000 per year over 10 years (year 2 will be \$-0-) in loan repayments on the City's share. Details of the proposal and potential source of revenue to cover the cost will be presented at a future meeting.

**Police Patrol Position-** An additional Police Patrol position was/is being contemplated.

**Status of 2015-16 General Fund-**Before any additional items are considered, the 2015-16 General Fund Budget was passed with a deficit of \$219,000.

**FINANCIAL CONSIDERATIONS:**

General Fund- \$70,000 appropriation

**NOTIFICATION**

N/A.

**ALTERNATE ACTIONS**

1. By motion, appropriate \$70,000 from the General Fund for the purchase of a Fire Chief's Command Vehicle
2. Table item for future consideration
3. Take no action.

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Purchase Replacement Command Vehicle for Fire Chief

Respectfully submitted,



Tim Sailsbery  
Finance Director

Attachment:

- Fire Dept. Capital Improvement Asset Inventory
-

WILLOWS



WILLOWS FIRE DEPARTMENT

CHIEF WAYNE PEABODY

445 S. BUTTE ST.

WILLOWS, CA 95988

PHONE: (530) 934-3323



**Capital Improvement Program:**

**Radio: 5 year replacement**

|                          |           |      |    |
|--------------------------|-----------|------|----|
| ICOM/Pager               | \$ 494.06 | 2015 | 25 |
| Kenwood                  | \$1596.00 | 2015 | 12 |
| LED Survivor Flashlight: | \$ 70.50  | 2014 | 15 |
| Hood                     | \$ 36.00  | 2014 | 15 |

**Turnouts: 10yr replacement**

|       |           |      |    |
|-------|-----------|------|----|
| Coat  | \$ 945.00 | 2014 | 15 |
| Pants | \$ 659.00 | 2014 | 15 |
| Boots | \$ 155.00 | 2014 | 15 |

**SCBA: 15 year replacement**

|                 |           |      |    |
|-----------------|-----------|------|----|
| Bottle          | \$ 975.00 | 2019 | 30 |
| Pack            | \$8542.00 | 2019 | 30 |
| Thermal imaging | \$6231.00 | 2018 |    |

**Engine: 30 year replacement**

|     |           |      |   |
|-----|-----------|------|---|
| E-3 | \$400,000 | 2015 | 1 |
| E-2 | \$425,000 | 2025 | 1 |
| T-4 | \$800,000 | 2035 | 1 |

**Utility Replacement:**

|       |             |      |   |
|-------|-------------|------|---|
| Sq-19 | \$70,000.00 | 2014 | 1 |
| U-7   | \$70,000.00 | 2024 | 1 |

Chief's Vehicle to be replaced every 10years

Utilities to be chief's pickup rotated down.

Utilities to rotated out upon reaching 200,000 miles or extended maintenance issues arise.

**AGENDA ITEM**

August 25, 2015

**TO:** Honorable Mayor Domenighini and Members of City Council

**FROM:** Steve Holsinger, City Manager

**SUBJECT:** Discussion and direction to staff on procedure to identify potential replacement for Retiring City Attorney, Gary Krup

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**RECOMMENDATION**

Staff is recommending direction from the City Council on the methodology or procedural preference for the ultimate replacement of the City Attorney.

---

**SUMMARY**

City Attorney, Gary Krup has previously advised city council and management staff that he is retiring later this year. Although a specific date has not yet been officially announced, communication between city staff and attorney Krup's office suggests this is an appropriate time for the City Council to commence preparation for the ultimate replacement of the City Attorney.

Staff offers the following options for council consideration on potential methods for seeking replacement candidates. First the Council may choose to develop a formal RFP/Q process to solicit proposals from interested firms around the State. This is most costly and most time consuming process and therefore may not be the most ideal method; if Attorney Krup vacates the office prior to selection of a replacement firm/attorney. Alternatively, the Council may solicit proposals through a less formal process, inviting attorneys/firms representing other public agencies in the Northern Sacramento Valley Region, to submit proposals for consideration. Council could choose to interview potential replacements from among the respondents and make a subsequent selection based upon this process. Additionally, council might basically just invite attorneys of record; that may have performed specialized services for the city in the past, to interview before the Council, if interested, and make a subsequent selection from this process as well. Finally, the City Council may perhaps already have an identified preference from among firms or attorneys, familiar to one or more members on this or other agency boards. The council could direct staff to contact this identified attorney and commence negotiations on a proposal/contract for services; to ultimately be approved by the Council at a subsequent meeting. Staff is seeking direction from Council.

**FINANCIAL CONSIDERATIONS**

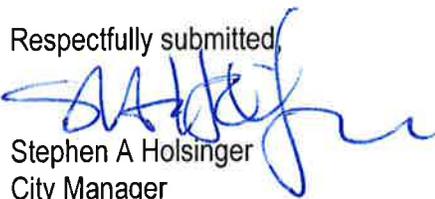
None at this time.

**RECOMMENDATION**

Staff is recommending direction from the City Council on the methodology or procedural preference for the ultimate replacement of the City Attorney.

---

Respectfully submitted,

  
Stephen A Holsinger  
City Manager

**AGENDA ITEM**

August 25, 2015

**TO:** Honorable Mayor Domenighini and Members of City Council

**FROM:** Natalie Butler, City Clerk

**SUBJECT:** Planning Commission Vacancies/Appointments

**RECOMMENDATION**

Approve the proposed schedule and procedures for appointment of three individuals to fill the expiring terms of currently seated Commissioners Robert Griffith, Kerri Warren & Candis Woods on the Planning Commission and select two Council Members to serve as a Selection Subcommittee.

---

**SUMMARY**

In accordance with the Willows City Code, appointments to the Planning Commission are made by the Mayor with approval of the City Council.

Following is a schedule presented for Council's consideration:

- August 25, 2015 – Selection of two Council members to act as Selection Committee to review applications and conduct interviews.
- August 26 – Provide notice of the upcoming Planning Commission vacancies to the local news media (copy attached).
- August 26 through 4:00 p.m. on October 30, 2015 – Accept letters of interest and/or applications (copy attached).
- November 2 through November 13, 2013 – Review of applications and interview of Candidates by the Selection Committee.
- November 24, 2015 – Anticipated appointments to made by the City Council.

**FINANCIAL CONSIDERATIONS -**

None.

**NOTIFICATION**

Robert Griffith  
Kerri Warren  
Candis Woods

**ALTERNATE ACTIONS**

No alternatives are recommended.

## RECOMMENDATION

Approve the proposed schedule and procedures for appointment of three individuals to fill the expiring terms of currently seated Commissioners Robert Griffith, Kerri Warren & Candis Woods on the Planning Commission and select two Council Members to serve as a Selection Subcommittee.

---

## ATTACHMENTS

- Notice of Vacancy for Release to Media
  - Job Flyer
  - Job Application
- 

Respectfully submitted,



Natalie Butler,  
City Clerk

Approved:



Steve Holsinger  
City Manager



## CITY OF WILLOWS

### APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

Three seats on the Willows Planning Commission will become open December 31, 2015. 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, 2016 through December 31, 2019.

Letters of interest and/or applications will be accepted until 4:00 p.m. on Friday, October 30, 2015. 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 November 24, 2016.

**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 one 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



**APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION**

**\*\*THIS DOCUMENT IS A PUBLIC RECORD\*\***

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

\* Are you a registered voter? \_\_\_\_\_

Please list all prior experience on City or local service commissions, committees, boards, clubs, etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please provide a statement as to why you wish to serve on the Planning Commission of the City of Willows at this time:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Applicant Signature** \_\_\_\_\_ **Date & Time Received by City Clerk**



**City of Willows  
201 N. Lassen Street  
Willows, CA 95988  
(530) 934-7041**

**To: Local Media & other interested persons**

**From: Natalie Butler, City Clerk**

**SUBJECT: PLANNING COMMISSION VACANCY/APPOINTMENTS**

**FOR IMMEDIATE RELEASE**

**The City of Willows will be accepting applications through 4:00 p.m. on October 30, 2015, for three available seats on the Willows Planning Commission. The terms of office will begin January 1, 2016 and expire on December 31, 2019. An application and job flyer are available at the City Clerk's office of the Civic Center, 201 North Lassen Street, Willows or by visiting the City's website at [www.cityofwillows.org](http://www.cityofwillows.org) under "News". For questions, please call 934-7041. The City of Willows is an Equal Opportunity Provider.**