

CITY COUNCIL

Gary Hansen, Mayor
Vincent Holvik, Vice Mayor
Jeff Cobb, Council Member
Terry Taylor-Vodden, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK6
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, December 13, 2011

7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. The City Clerk will administer the Oath of Office to newly appointed Council Member Terry Taylor-Vodden and Council Member Vodden will then take her seat at the dais.
4. Roll Call
5. Agenda Review: (Requested Changes by Council or Staff).
 - a) Consider acceptance, by motion, of City Council December 13, 2011, Agenda.
6. Presentations & Proclamations:
 - a) Police Chief Spears will introduce the Police Department's new K-9 "Rocko".
7. Public Comment / Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
8. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval of the Minutes of the Willows City Council Regular Meeting held November 8, 2011.
 - d) Consider accepting the \$1000 allocation funding from Glenn County as part of the County Correction Program, realignment funding, pursuant to AB 109. (A complete copy of the "Glenn County Community Corrections Partnership AB 109 Local Public Safety Realignment Initial Implementation Plan" will be made available upon request of the City Clerk).
9. Public Hearings: *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).* None

10. Ordinances: None
11. Items introduced by City Council or Administrative Staff for discussion purposes only:
- a) The City Manager will have a number of special announcements.
 - b) Other announcements by City Council or Administrative Staff.
12. New Business:
- a) Recommendation of appointment of three individuals to fill the upcoming vacancies on the Willows Planning Commission. (Council Member Holvik & Mayor Hansen).
 - b) Consider accepting the Audit Report, Fiscal Statement, and Schedule of other information pertaining to the Willows Community Redevelopment Agency.
 - c) Consider discontinuing the 5% furlough for members of the Willows Public Safety Association Personnel effective December 27, 2011.
 - d) Consider authorizing the immediate recruitment of key staffing vacancies created by the announced retirements of the Library Cataloger, the Public Works Superintendent and the Finance Clerk.
 - e) Consider adoption of a Resolution to complete the public opinion poll proposed by William Berry Campaigns in conjunction with special tax measures under consideration for the upcoming 2012 elections process in Glenn County.
 - f) Receive nominations, and by motion, appoint a Mayor and a Vice Mayor for 2012.
 - g) Consider appointments to various committees, commissions, and/or panels for 2012.
13. Council Member Reports:
14. Executive Session: None
15. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before December 8, 2011.

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

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

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
November 8, 2011

1. The meeting was called to order at 6:32 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Council Member Holvik led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Yoder, Cobb, Holvik & Mayor Hansen
Absent: None
4. **Agenda Review:**
 - a) The City Manager pointed out that there was an error on the "Agenda Review" in that it stated that Council would be accepting the Agenda for the October 25, 2011, Meeting rather than the November 8, 2011, Meeting. He also pointed out that under item 5 (a), there was a typo, and the correct spelling should have been Domenighini, rather than Domenighing. Council noted the corrections and it was then **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the agenda for the November 8, 2011, meeting with the aforementioned changes to the agenda. The motion unanimously passed.
5. **City Council Vacancy/Appointment:** At the regular meeting held on October 11, 2011, Council directed staff to advertise and accept applications for consideration of appointment to fill the City Council seat left vacant due to the resignation of Council Member Sandie Hobbs on September 30, 2011. A Notice of Council Vacancy was published in the Willows Journal and the Sacramento Valley Mirror, as well as posted at City Hall, placed on the City website, and emailed to agenda subscribers. Applications were accepted until November 2, 2011. Two applications were received and applicant residency and voter registration within the City of Willows were verified by the City Clerk through the Glenn County Elections Department. Tonight the Council will be conducting interviews of the two applicants, Larry Domenighini & Terry Taylor Vodden. The applicants will be interviewed in alphabetical order and in open session; however, in deference to the other applicant being interviewed, it is asked that the applicant not being interviewed not be present in the Council Chambers. Although the interviews are open to the public, no public comments will be accepted during the actual interviewing of the Candidates. Following the interview process, the public will be allowed an opportunity to make comments.

The Council first interviewed Larry Domenighini, followed by Terry Taylor-Vodden and asked them a series of prepared questions. Upon conclusion of the two interviews, both Candidates remained in the Chamber and Mayor Hansen asked if any persons present had any comments or questions for the Candidates. No comments or questions were heard from the public. Council then engaged in discussions, with Council Member Yoder expressing that he would like to postpone making a decision at tonight's meeting in order that he can have more time to consider the candidates' qualifications. He suggested

perhaps holding a special meeting for the sole purpose of making the appointment. Council Member Cobb disagreed, stating he believed that the Council should make a determination and appoint a candidate at this meeting. Council Member Holvik concurred with Council Member Cobb that the Council should act on this tonight. Heather Baker, of the audience, addressed the Council and she urged them to make the decision at this meeting and that all of the people present at the meeting were expecting to hear a decision tonight. Council Member Holvik then raised a question about what would happen if there was a 2/2 split vote and the Council couldn't reach a majority vote for an appointment. The City Manager stated that he would need to speak to the City Attorney about any alternatives, but generally when the Council can't reach a decision to appoint one Candidate, the City would most likely have to call for a special Election to be held. Additional discussion continued among the Council, and upon conclusion of the discussions, Council Member Holvik **moved, seconded** by Council Member Cobb to adopt a Resolution appointing Terry Taylor-Vodden to the fill a vacancy on the Willows City Council. Mayor Hansen asked for a roll call vote with the following results: Ayes: Holvik, Cobb & Yoder; Noes: Mayor Hansen. Motion carried 3/1.

6. Presentations & Proclamations:

- a) Police Chief Spears presented Certificates of Appreciation to Round Table Pizza and to Casa Ramos Mexican Restaurant for the support and donations they have given to the Willows Police Department for their K-9 Program.

7. Public Comment/Written Communications:

- a) Public Comment/Written Communications: None
- b) Mayor Hansen read a letter into the record from Jennifer Isola which essentially stated that she is a strong supporter of the Willows Recreation Department and the various sports programs that it offers and that she would like the Council to keep this in mind when they make future decisions regarding the Recreation Department.

8. Consent Agenda:

Prior to acting on the Consent Agenda, Council Member Holvik requested that items 8 (d) and 8 (e) be removed and voted on separately, as he was not in attendance at those meetings. It was then **moved** by Council Member Yoder and **seconded** by Council Member Cobb to approve the Consent Agenda, minus items 8 (d) and 8 (e). It was then **moved** by Council Member Yoder and **seconded** by Council Member Cobb to approve Consent Agenda items 8 (d) and 8 (e). The motion passed with 3 Ayes and Council Member Holvik abstaining and the following items were approved/adopted:

- a) Approval of General Check Register (23790-23904)
- b) Approval of Payroll & Direct Deposit Check Registers (Z02914-Z02989 & 31481-31524).
- c) Approval of the Minutes of the Willows City Council September 13, 2011, Meeting.

- d) Approval of the Minutes of the Willows City Council September 27, 2011, Meeting.
- e) Approval of the Minutes of the Willows City Council October 11, 2011, Meeting.
- f) Cancel the November 22 & December 27, 2011, City Council Meetings.
- g) Allow the City Manager to sign and execute all documents related to the completion of the Civic Center Roof Replacement Project.
- h) Adoption of four Resolutions affirming and updating cafeteria plan terms with the City of Willows and the Willows Employees' Association, Willows Public Safety Association, Department Heads & Confidential Employees and the City Manager.
- i) Accept the bid proposal and enter into a contract with Republic ITS for annual preventative maintenance services on the traffic signal light at Sycamore and Tehama Streets.

9. Public Hearings:

- a) Proposed rate increase for solid waste collection services effective December 1, 2011:

Waste Management (dba, Glenn County Disposal) has requested consideration of a rate adjustment for residential and commercial solid waste services provided within the City of Willows. Provisions approved in November 2006; as part of the Franchise Agreement renewal, included consideration for annual rate increases to be calculated based upon several factors as defined in Article I, Sections 1, 2 & 3. In accordance with the aforementioned provisions; Waste Management may seek recovery of increased costs associated with any future CPI, Tipping Fee or Fuel Cost Adjustment impacts requiring increases during the same annual adjustment period.

The Franchise agreement (Article I, Sections 1, 2 & 3) defines specific impacts involving justification for periodic rate adjustments. The applicable criteria in conjunction with this annual rate adjustment proposal are in conjunction with changes to the CPI (based upon the Department of Labor Consumer Price Index for All Urban Consumers within the Western States Index area) and the annual changes in conjunction with Fuel Cost adjustment impacts.

Waste Management has requested a rate adjustment of 5.02% for residential and commercial customers, to become effective December 1, 2011. The purpose of this rate increase is to provide an adjustment due to increases in the Consumer Price Index and recovery of costs in conjunction with Fuel Costs Adjustment fees. The CPI change from August 2010 thru August 2011 is equal to 6.699 index points or an equivalent 3.02% increase to Urban Consumers in the Western States Index area. This percentage is applied to base rate of the prior year solid waste rates in Willows. This result becomes the CPI portion of the rate adjustment for the subsequent year. The CPI adjustment for the 2011 - 2012 year is 3.02% for all Willows solid waste customers.

This adjustment request also allows Waste Management to calculate costs associated with Fuel Adjustment Expenses over the preceding year. Those calculations actually result in an overall increase in Fuel Expense Adjustments of 3.48%. However, the Agreement prohibits annual adjustment in excess of 2.00% in conjunction with the Fuel Cost Adjustment. Therefore an overall 2.00% increase in base rates pursuant to the terms of the Franchise Agreement have been included in the calculations of this Rate Adjustment Request

The requested rate adjustment of 5.02% for residential and commercial customers will result in a \$0.57/per month increase on average. This results in an annual cost increase of approximately \$6.84 per customer in Willows. A detailed analysis of the cost impacts have been distributed to the Council Members, as well as a rate schedule for each applicable category of service. Staff recommended the City Council conduct the Public Hearing and following the public hearing, consider adopting a Resolution approving the proposed rate increase for solid waste collection services to become effective December 1, 2011.

Tim Magill, Marketing Planning and Development Manager for Waste Management, briefly addressed the Council and stated that he is available to answer any questions. Mayor Hansen then opened the Public Hearing at 7:48 p.m. Heather Baker, of the audience, spoke during the public hearing and had a question about the recycle rates which Mr. Magill addressed. Kelly Trent, of the audience, spoke during the public hearing and inquired how many more years are left on the City's contract with Waste Management and if Waste Management offers any special rate programs for disabled or low income individuals. The City Manager and Mr. Magill addressed Ms. Trent's questions. Mayor Hansen closed the Public Hearing at 7:50 p.m. Brief discussion ensued among the Council and it was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to adopt a Resolution approving rate increases for solid waste collection services effective December 1, 2011. The motion unanimously passed.

10. **Ordinances:** None

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

The City Manager informed the Council that he will be out of town on vacation beginning November 9 and returning November 14. During his absence, the Finance Director will be in charge of any matters that need immediate attention. He also stated that now that we have a full Council again, he would like to have a City Council Group photograph taken just prior to the start of the next meeting on December 13. Finally he stated that recruitment to solicit applicants for the three upcoming vacancies on the Planning Commission is still ongoing and applications will continue to be accepted until Thursday, November 17.

12. **New Business:**

a) Appointment of an individual to fill a vacant seat on the Library Board of Trustees:

At their September 13, 2011, City Council Meeting, the Council appointed Council Members Cobb and now former Council Member Hobbs to a subcommittee to review applications and conduct interviews of applicants to fill the vacant seat on the Willows Library Board of Trustees due to the resignation of Adele Foley on August 14, 2011. Staff solicited for applicants to fill the vacant seat and accepted applications until October 6, 2011. Three applications were received from Doug Ross, Julie Anne Huntington Price and R. Wayne McKenzie. Subsequently the applicants were contacted to schedule oral interviews, at which point R. Wayne McKenzie withdrew his application. The subcommittee conducted oral interviews with Mr. Ross and Mrs.

Price and will make their recommendation to the Council on who they would like to appoint. Council Member Cobb reported that he and former Council Member Hobbs conducted interviews with Mr. Ross and Mrs. Prince and although both applicants interviewed well and seem qualified to serve, it was the subcommittee's recommendation to appoint Mrs. Price to the Library Board. Former Council Member Hobbs was present at the meeting and concurred with Council Member Cobb that both candidates were qualified and it was a tough decision, but Mrs. Prince was ultimately their candidate of choice. The consensus of the entire Council was that Julie Prince be appointed to fill the vacant seat on the Willows Library Board of Trustees.

13. Council Member Reports:

Council Member Holvik reported that he attended the Recreation Department's Scarecrow Contest and he commended Recreation Director Carol Lemenager for putting on a great event.

Mayor Hansen announced that "Andy's" Theatre (formerly AMH Theatre) is now open and showing movies a few days/nights a week and serving snacks, food and beverages. He is glad to see it back up and running again.

14. Executive Session: None

15. Adjournment: Mayor Hansen adjourned the meeting at 8:07 p.m.

Dated: November 8, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

December 13, 2011

AGENDA ITEM

TO: Willows City Council
VIA: Steve Holsinger, City Manager
FROM: William Spears, Chief of Police
SUBJECT: ALLOCATION FROM AB109 REALIGNMENT FUNDING

RECOMMENDATION

To approve, by motion and vote, that the City of Willows accept the \$1000 allocation funding from Glenn County as part of the County Correction Program, realignment funding, pursuant to AB109.

SITUATION

The California State Legislature created AB109 whereas there is a realignment of State Prisoners. This bill also redirected future persons convicted and sentenced to "prison" confinement in July 2011.

This realignment instituted a program of movement of state prisoners from state prisons to county jail facilities effective October 1, 2011. Also involved in this action was the early release of felons back to the community without parole. Instead the emphasis was to have the local probation departments assume the role of oversight and supervision. The concept of "Evidence Based Practices" was to be instituted to deal with these prisoners.

The State Legislature further directed the creation of the CCP Board to develop a local solution and recommendation for the County Board of Supervisors. This board consisted of a Judge of the Superior Court, the Sheriff, the Chief Probation Officer, the Director of Mental Health, and a Police Chief. I was the Police Chief representative.

This board met and conferred and subsequently rendered a recommendation to the Glenn County Board of Supervisors. The Board of Supervisors approved the recommendation. A budget was submitted based on funding to be granted to the county to implement this program. The Board of Supervisors approved this proposed budget. The overall budget was \$331,270.00. This AB109 (realignment funding) is for fiscal year 2011-2012. (until June 30, 2012). The State Legislature will be required to pass an additional bill to continue the allocation of funding for the 2012-2013 budget.

Within this program and budget proposal was the recognition that local front line law enforcement would be impacted by the realignment. It was recognized that most front line personnel having impact by these realigned prisoners would be on duty, however such impact could generate overtime expenses. To address this Willows and Orland Police Departments were allocated \$1000.00 each for such overtime.

Upon acceptance the \$1000.00 would be added to the general fund overtime for the department's utilization.

FINANCIAL CONSIDERATIONS

1. Accept the \$1000 allocation for inclusion in the Willows Police Department Overtime Budget. Therefore the overtime budget would increase \$1000.
2. To refuse or reject the \$1000 and therefore the overtime budget would not increase the \$1000.

NOTIFICATION

None

ALTERNATE ACTIONS

1. To approve, by motion and vote, that the City of Willows accept the \$1000 allocation funding from Glenn County as part of the County Correction Program, realignment funding, pursuant to AB109.
2. To not approve, by motion and vote, that the City of Willows accept the \$1000 allocation funding from Glenn County as part of the County Correction Program, realignment funding, pursuant to AB109.
3. To reject the proposal and return to staff for further research and represent at a later time.

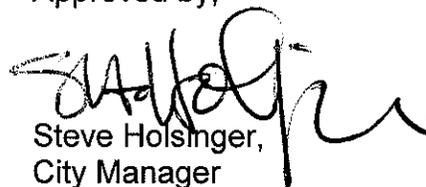
RECOMMENDATION

To approve, by motion and vote, that the City of Willows accept the \$1000 allocation funding from Glenn County as part of the County Correction Program, realignment funding, pursuant to AB109.

Respectfully submitted,

William Spears,
Chief of Police

Approved by,


Steve Holsinger,
City Manager

AGENDA ITEM

TO:  Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Willows Community Redevelopment Agency

RECOMMENDATION

By Motion, accept the Audit Report, Fiscal Statement, and Schedule of Other Information pertaining to the Willows Community Redevelopment Agency

SITUATION (or BACKGROUND):

The Willows Community Redevelopment Agency ("RDA") consists of the project area commonly referred to as "the mall" area. Established in 1969, the Agency is now considered "inactive" in that tax increment is no longer received specific to the Agency area and the Agency is considered to no longer have any indebtedness. Reserves remaining in the Agency fund, approximately \$63K, are utilized for maintenance of the mall grounds and, in the most recent fiscal year, funds were used to assist Sunshine Market in efforts to seek CDBG Enterprise Financing for rebuilding and restocking the store area, as the store is located within the project boundaries.

The City Council serves as the governing agency for the RDA. Staff has prepared a number of annual reporting documents that serve for informational purposes for the Council as well as serve as compliance tools for administration of the RDA. These documents include:

- Audited Financial Statements of the RDA
- Annual Fiscal Statement
- Schedule of Other Information
- Financial Transactions Report for the California State Controller

All items have been included in as attachments to the staff report. Please note that, as the RDA is inactive, many items are not applicable, and the activity of the RDA for the fiscal year is noted in the first paragraph of this staff report.

FINANCIAL CONSIDERATIONS:

N/A

RECOMMENDATION

By Motion, accept the Audit Report, Fiscal Statement, and Schedule of Other Information pertaining to the Willows Community Redevelopment Agency

Respectfully submitted,



Tim Salsbery
Finance Director

Attachments

Willows Community Redevelopment Agency Financial Statements (Audited)
Fiscal Statement
Schedule of Other Information
Redevelopment Agencies Financial Transactions Report

WILLOWS COMMUNITY REDEVELOPMENT AGENCY
GLENN COUNTY, CALIFORNIA
FINANCIAL STATEMENTS
TOGETHER WITH AUDITOR'S OPINION
FOR THE YEAR ENDED
JUNE 30, 2011

ROY R. SEILER
CERTIFIED PUBLIC ACCOUNTANT

201 C. North Tehama
Willows, CA 95988

Phone: 530-934-8841
Fax: 530-934-8849
E Mail: Roy.Seiler@yahoo.com

INDEPENDENT AUDITOR'S REPORT

Members of the Governing Board
Willows Community Redevelopment Agency
Glenn County, California

I have audited the accompanying balance sheet of the Willows Community Redevelopment Agency, a component unit of the City of Willows, California as of June 30, 2011, and the related statements of revenues, expenditures and changes in fund balance (budget and actual) for the year then ended. These financial statements are the responsibility of the Agency management. My responsibility is to express an opinion on these general purpose financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

The Agency has not presented Management's Discussion and Analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

In my opinion the financial statements referred to above present fairly, in all material respects, the financial position of the Willows Community Redevelopment Agency, Willows, California as of June 30, 2011, and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

December 1, 2011



Roy R. Seiler, CPA

WILLOWS COMMUNITY REDEVELOPMENT AGENCY
BALANCE SHEET
JUNE 30, 2011

ASSETS

Cash and Investments	62,844
Interest Receivable	158

TOTAL ASSETS	63,002
	=====

LIABILITIES AND FUND BALANCE

LIABILITIES:

Accounts Payable	0

TOTAL LIABILITIES	0

FUND BALANCE:

Unreserved	63,002

TOTAL FUND BALANCE	63,002

TOTAL LIABILITIES AND FUND BALANCE	63,002
	=====

The notes to financial statements are an integral part of this statement.

WILLOWS COMMUNITY REDEVELOPMENT AGENCY
 STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
 BUDGET AND ACTUAL
 FOR THE YEAR ENDED JUNE 30, 2011

	BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
Interest	0	966	966
TOTAL REVENUES	0	966	966
EXPENDITURES:			
Mall Maintenance			0
Salary and Benefits Parks/Pub. WKS.	2,649	1,704	945
Cont. Services	2,000	2,000	0
Professional Services	35,000	5,000	30,000
TOTAL EXPENDITURES	39,649	8,704	30,945
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(39,649)	(7,738)	31,911
FUND BALANCE, JULY 1		70,740	
FUND BALANCE, JUNE 30		63,002	

The notes to financial statements are an integral part of this statement.

WILLOWS COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of Reporting Entity

The Willows Community Redevelopment Agency (Agency) was established on June 24, 1969, pursuant to the provisions of the Community Redevelopment Laws of the State of California. The purpose of the Agency was to issue tax-exempt bonds to be used for redevelopment projects within the redevelopment area. The Agency is a component unit of the City of Willows (City).

The Agency complies with Generally Accepted Accounting Principles (GAAP). The Agency's reporting entity applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. The accounting principles and practices are discussed in subsequent sections of this note. The remainder of the notes are organized to provide explanations, including required disclosures, of the Agency's financial activities for the fiscal year ended June 30, 2011.

B. Fund Accounting

The accounts of the Agency are organized, as necessary, on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

The general fund is the sole fund of the Agency, there are no account groups. The general fund is used to account for all financial resources except those required to be accounted for in another fund.

C. Basis of Accounting

The Agency utilizes the modified accrual basis of Accounting. Revenues are recognized when they become "susceptible to accrual", that is, measurable and available to finance expenditures of the current period. Expenditures are recorded when the liability is incurred.

D. Budgets and Budgetary Accounting

The Agency follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Formal budgetary integration is employed as a management control device during the year. These budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
2. The encumbrance system of budgetary accounting is not utilized.
3. Unused appropriations lapse at year end.
4. The budget amounts shown in the financial statements are the final authorized amounts.

WILLOWS COMMUNITY REDEVELOPMENT AGENCY
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2011

NOTE 1 , Continued

E. Use of Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

NOTE 2 CASH AND INVESTMENTS

The Agency follows the practice of "pooling" its cash and investments with those of the City. Accordingly, all cash is held by the City. The Agency follows the same investment policy as that of the City.

NOTE 3 LITIGATION

The Agency estimates that the potential claims, if any, not covered by insurance, resulting from litigation, will not materially affect the financial statements of the Agency.

NOTE 4 BONDS PAYABLE

Management believes that all bonded debt related to the Agency has been paid.

NOTE 5 EXCESS EXPENDITURES OVER APPROPRIATIONS

None

Note 6 SUBSEQUENT EVENTS

The Agency has evaluated subsequent events through the date the financial statements were issued, December 1, 2011, and determined that no events have occurred that meet the requirements for disclosure set forth by FASB Statement number 165.

Willows Community Redevelopment Agency
Fiscal Statement
FY 2010-11

Amount of Outstanding Indebtedness of the Agency by Project Area:

Mendocino Gateway Project Area-\$-0-

Amount of Gross Tax Increment Generated by Project Area:

Mendocino Gateway Project Area-\$-0-

Amount of Tax Increment Revenues Paid to, or spent on behalf of, a taxing agency, other than a School or Community College District for Capital Improvements:

Mendocino Gateway Project Area-\$-0-

Financial Transaction Report

See Attached

Amount Allocated to School or Community College District:

Mendocino Gateway Project Area-\$-0-

Amount of Existing Indebtedness, and the total amount of payments required on existing indebtedness:

Mendocino Gateway Project Area Indebtedness:-\$-0-

Mendocino Gateway Project Area Payments:-\$-0-

Other Fiscal Information To Describe Program Activities:

The RDA is on "inactive" status as it no longer receives tax increment nor is there an awareness of any outstanding debt. At this stage, remaining funds are used in the maintenance of the project area, and, specifically, in 2010-11 \$5,000 was utilized in business assistance activity to help a business within the RDA seek gap financing to re-open following a significant fire loss.

Willows Community Redevelopment Agency
Schedule of Additional Information
FY 2010-11

-Per H&S Code Section 33080.4 and 33080.7 the RDA did not have any activity pertaining to housing activity and residential displacement. The original intent and scope of the RDA, when formed in 1969, was commercial only. As such, housing activity was not part of the RDA activity.

-The RDA's activity involving blight reduction within the boundaries included providing preliminary assistance with a tenant of one of the structures seeking gap financing to rebuild and restock inventory following a fire in the building. \$5,000 was expended in this effort.

-Loans in Excess of \$50,000. that were in default or not in compliance: This is not applicable as the RDA does not have any active loans.

-Property Owned and Property Acquired within the last year: The project area within the RDA, the Mendocino Gateway Project Area, consists of approximately six acres of underlying ground located on the east side of Tehama Street bounded by Sycamore Street to the south, Walnut Street to the north, and Butte Street to the West. The RDA strictly owns a portion of the ground within this area; no buildings are owned by the RDA and specific sections of ground in this area are not owned by the RDA.

No property was acquired during the fiscal year.

Willows Community Redevelopment Agency

Redevelopment Agencies Financial Transactions Report

General Information

Fiscal Year 2011

Members of the Governing Body		Last Name	First Name	Middle Initial
Chairperson		Hansen	Gary	
Member		Holvik	Vincent	
Member		Yoder	James	
Member		Cobb	Jeff	
Member		Hobbs	Sandra	
Member				

Mailing Address

Street 1 201 North Lassen Street

Street 2

City Willows State CA Zip 95988-

Phone Is Address Changed?

Agency Officials	Last Name	First Name	Middle Initial	Phone
Executive Director	Holsinger	Steve		(530) 934-7041
Fiscal Officer	Sallsbery	Tim		(530) 934-7041
Secretary	Butler	Natale		(530) 934-7041
Report Prepared By				
Firm Name	Independent Auditor			
Last	Sallsbery	Seiler		Roy R. Seiler, CPA
First	Tim	Roy		
Middle Initial				
Street	201 North Lassen St.	910 West Wood St.		
City	Willows	Willows		
State	CA	CA		
Zip Code	95988-	95988-		
Phone	(530) 934-7041	(530) 934-8841		

**Willows Community Redevelopment Agency
Redevelopment Agencies Financial Transactions Report**

Audit Information

Fiscal Year

2011

Was the Report Prepared from Audited Financial Data, and Did You Submit a Copy of the Audit?

Yes

Indicate Financial Audit Opinion

Unqualified

If Financial Audit is not yet Completed, What is the Expected Completion Date?

If the Audit Opinion was Other than Unqualified, State Briefly the Reason Given

Was a Compliance Audit Performed in Accordance with Health and Safety Code Section 33080.1 and the State Controller's Guidelines for Compliance Audits, and Did You Submit a Copy of the Audit?

Yes

Indicate Compliance Audit Opinion

Unqualified

If Compliance Audit is not yet Completed, What is the Expected Completion Date?

If compliance opinion includes exceptions, state the areas of non-compliance, and describe the agency's efforts to correct.

**Willows Community Redevelopment Agency
 Redevelopment Agencies Financial Transactions Report**

Project Area Report

Fiscal Year 2011

Project Area Name

Mendocino Gateway Project Area

Please Provide a Brief Description of the Activities for this Project Area During the Reporting Year.

Activity Report

The RDA is inactive. No tax increment is received nor is there any known indebtedness at this time.

Forwarded from Prior Year ?

Yes

Enter Code for Type of Project Area Report

P

P = Standard Project Area Report

A = Administrative Fund

L = Low and Moderate Income Housing Fund

M = Mortgage Revenue Bond Progra

O = Other Miscellaneous Funds or Programs

S = Proposed (Survey) Project Area

Does the Plan Include Tax Increment Provisions?

No

Date Project Area was Established (MM-DD-YY)

6/24/1969

Most Recent Date Project Area was Amended

Did this Amendment Add New Territory?

Most Recent Date Project Area was Merged

Will this Project Area be Carried Forward to Next Year?

Yes

Established Time Limit :

Repayment of Indebtedness (Year Only)

2019

Effectiveness of Plan (Year Only)

2009

New Indebtedness (Year Only)

2004

Size of Project Area in Acres

6

Percentage of Land Vacant at the Inception of the Project Area

Health and Safety Code Section 33320.1 (xx.x%)

Percentage of Land Developed at the Inception of the Project Area

Health and Safety Code Section 33320.1 (xx.x%)

Objectives of the Project Area as Set Forth in the Project Area Plan

C

(Enter the Appropriate Code(s) in Sequence as Shown)

R = Residential I = Industrial C = Commercial P = Public O = Other

Willows Community Redevelopment Agency

Redevelopment Agencies Financial Transactions Report

Statement of Income and Expenditures - Revenues

Fiscal Year **2011**

Project Area Name **Mendocino Gateway Project Area**

Capital Project Funds	Debt Service Funds	Low/Moderate Income Housing Funds	Special Revenue/Other Funds	Total
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Tax Increment Gross <i>(Include All Apportionments)</i>					\$0
Special Supplemental Subvention					\$0
Property Assessments					\$0
Sales and Use Tax					\$0
Transient Occupancy Tax					\$0
Interest Income	966				\$966
Rental Income					\$0
Lease Income					\$0
Sale of Real Estate					\$0
Gain on Land Held for Resale					\$0
Federal Grants					\$0
Grants from Other Agencies					\$0
Bond Administrative Fees					\$0
Other Revenues					\$0
Total Revenues	\$966	\$0	\$0	\$0	\$966

**Willows Community Redevelopment Agency
Redevelopment Agencies Financial Transactions Report**

Statement of Income and Expenditures - Expenditures

Fiscal Year 2011 **Project Area Name** Mendocino Gateway Project Area

	Capital Project Funds	Debt Service Funds	Low/Moderate Income Housing	Special Revenue/Other	Total
Administration Costs					\$0
Professional Services	2,000				\$2,000
Planning, Survey, and Design					\$0
Real Estate Purchases					\$0
Acquisition Expense					\$0
Operation of Acquired Property	6,704				\$6,704
Relocation Costs					\$0
Relocation Payments					\$0
Site Clearance Costs					\$0
Project Improvement / Construction Cost					\$0
Disposal Costs					\$0
Loss on Disposition of Land Held for Resale					\$0

**Willows Community Redevelopment Agency
Redevelopment Agencies Financial Transactions Report**

Statement of Income and Expenditures - Expenditures

Fiscal Year 2011 **Project Area Name** Mendocino Gateway Project Area

	Capital Project Funds	Debt Service Funds	Low/Moderate Income Housing	Special Revenue/Other	Total
Decline in Value of Land Held for Resal					\$0
Rehabilitation Costs					\$0
Rehabilitation Grants					\$0
Interest Expense					\$0
Fixed Asset Acquisitions					\$0
Subsidies to Low and Moderate Income Housing					\$0
Debt Issuance Costs					\$0
Other Expenditures Including Pass-Through Payment(s)					\$0
Debt Principal Payments:					
Tax Allocation Bonds and Notes					\$0
Revenue Bonds, Certificates of Participation, Financing Authority Bonds					\$0
City/County Advances and Loans					\$0
All Other Long-Term Debt					\$0
Total Expenditures	\$8,704	\$0	\$0	\$0	\$8,704
Excess (Deficiency) Revenues over (under) Expenditures	(\$7,738)	\$0	\$0	\$0	(\$7,738)

Willows Community Redevelopment Agency

Redevelopment Agencies Financial Transactions Report

Statement of Income and Expenditures - Other Financing Sources

Fiscal Year **2011**

Project Area Name **Mendocino Gateway Project Area**

	Capital Project Funds	Debt Service Funds	Low/Moderate Income Housing	Special Revenue/Other	Total
Proceeds of Long-Term Debt					\$0
Proceeds of Refunding Bonds					\$0
Payment to Refunded Bond Escrow Agent					\$0
Advances from City/County					\$0
Sale of Fixed Assets					\$0
Miscellaneous Financing Sources (Uses)					\$0
Operating Transfers In					\$0
Tax Increment Transfers In					\$0
Operating Transfers Out					\$0
Tax Increment Transfers Out					\$0
<i>(To the Low and Moderate Income Housing Fund)</i>					
Total Other Financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0

Willows Community Redevelopment Agency

Redevelopment Agencies Financial Transactions Report

Statement of Income and Expenditures - Other Financing Sources

Fiscal Year **2011**

Project Area Name **Mendocino Gateway Project Area**

	Capital Project Funds	Debt Service Funds	Low/Moderate Income Housing	Special Revenue/Other	Total
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Financing Uses	(\$7,738)	\$0	\$0	\$0	(\$7,738)
Equity, Beginning of Period	\$70,740	\$0	\$0	\$0	\$70,740
Prior Period Adjustments					\$0
Residual Equity Transfers					\$0

Equity, End of Period	\$63,002	\$0	\$0	\$0	\$63,002
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**Willows Community Redevelopment Agency
Redevelopment Agencies Financial Transactions Report**

Balance Sheet - Assets and Other Debits

Fiscal Year 2011	Capital Projects Funds	Debt Service Funds	Low/Moderate Income Housing Funds	Special Revenue/Other Funds	General Long- Term Debt	General Fixed Assets	Total
Assets and Other Debits							
Cash and Imprest Cash	62,844						\$62,844
Cash with Fiscal Agent							\$0
Tax Increments Receivable							\$0
Accounts Receivable							\$0
Accrued Interest Receivable	158						\$158
Loans Receivable							\$0
Contracts Receivable							\$0
Lease Payments Receivable							\$0
Unearned Finance Charge							\$0
Due from Capital Projects Fun							\$0
Due from Debt Service Fund							\$0
Due from Low/Moderate Income Housing Fund							\$0
Due from Special Revenue/Other Funds							\$0

**Willows Community Redevelopment Agency
Redevelopment Agencies Financial Transactions Report**

Balance Sheet - Assets and Other Debits

Fiscal Year	2011	Capital Projects Funds	Debt Service Funds	Low/Moderate Income Housing Funds	Special Revenue/Other Funds	General Long- Term Debt	General Fixed Assets	Total
Investments								\$0
Other Assets								\$0
Investments: Land Held for Resale								\$0
Allowance for Decline in Value of Land Held for Resale								\$0
Fixed Assets: Land, Structures, and Improvements								\$0
Equipment								\$0
Amount Available in Debt Service Fund								\$0
Amount to be Provided for Payment of Long-Term Debt								\$0
Total Assets and Other Debits		\$63,002	\$0	\$0	\$0	\$0	\$0	\$63,002

*(Must Equal Total Liabilities,
Other Credits, and Equities)*

**Willows Community Redevelopment Agency
Redevelopment Agencies Financial Transactions Report**

Balance Sheet - Liabilities and Other Credits

Fiscal Year	2011	Capital Projects Funds	Debt Service Funds	Low/Moderate Income Housing Funds	Special Revenue/Other Funds	General Long- Term Debt	General Fixed Assets	Total
Liabilities and Other Credits								
Accounts Payable								\$0
Interest Payable								\$0
Tax Anticipation Notes Payable								\$0
Loans Payable								\$0
Other Liability								\$0
Due to Capital Projects Fund								\$0
Due to Debt Service Fund								\$0
Due to Low/Moderate Income Housing Fund								\$0
Due to Special Revenue/Other Funds								\$0
Tax Allocation Bonds Payabl								\$0
Lease Revenue, Certificates of Participation Payable, Financing Authority Bonds								\$0
All Other Long-Term Deb								\$0
Total Liabilities and Other Credits		\$0	\$0	\$0	\$0	\$0		\$0

**Willows Community Redevelopment Agency
Redevelopment Agencies Financial Transactions Report**

Balance Sheet - Liabilities and Other Credits

Fiscal Year	2011	Capital Projects Funds	Debt Service Funds	Low/Moderate Income Housing Funds	Special Revenue/Other Funds	General Long- Term Debt	General Fixed Assets	Total
Equities								
Investment in General Fixed Assets								\$0
Fund Balance Reserved								\$0
Fund Balance Unreserved-Designated								\$0
Fund Balance Unreserved-Undesignated		63,002						\$63,002
Total Equities		\$63,002	\$0	\$0	\$0		\$0	\$63,002
Total Liabilities, Other Credits, and Equities		\$63,002	\$0	\$0	\$0	\$0	\$0	\$63,002

AGENDA ITEM

TO:  Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: Consideration of Ending 5% Furlough Period for Willows Public Safety Association Personnel

RECOMMENDATION

Staff requests that Council take one of the following actions:

1. By motion, end the 5% furlough for members of the WPSA effective December 27, 2011, and:
 - A. Reduce General Fund appropriation for the Police Department by \$98,646 (Officer Cost now borne by SLESF Funds)
 - B. Appropriate a total of \$21,300 in General Funds to be allocated to the Police and Fire Departments to cover cost of restoration of furloughs.
2. Take no action on the item.
3. Table the item in question and request that staff return with more information at a later date

SITUATION (or BACKGROUND):

As part of a side letter agreement between the City and the Willows Public Safety Association agreed to in June, 2011, WPSA members agreed to a 5% furlough to run for the 2011-12 fiscal year. At the time of the agreement, California Supplemental Law Enforcement Services Funding ("SLESF") (\$100,000) was likely not going to be provided by the State to the City of Willows. It was acknowledged that should the funding be restored, the discontinuance of the 5% furlough period would be up to the discretion of the City Council. The WPSA has requested that the Council consider ending the furlough period in light of the fact that SLESF funding has been restored in the amount of \$100,000. However, as further explained in the financial considerations section, the State utilized Vehicle License Fee money to fund SLESF. As a result, the City lost \$22,768 in Vehicle License Fee revenue, which is a General Fund Revenue of the City.

FINANCIAL CONSIDERATIONS:

A recap of General Fund activity that results from this activity is as follows:

Original General Fund Deficit as passed	(\$147,691)
SLESF Funds Utilized for Officer	98,646
Lost VLF Revenue as a result of SLESF restoration	(22,768)
Estimated cost of restoring 5% furlough from December 27, 2011 and June 30, 2012	<u>(21,300)</u>
Revised Deficit Resulting from this Transaction	(\$ 93,113)

Please note that this takes into account only this transaction as it pertains to General Fund activity and does not include any other transactions or changes. Please note that Council approved the appropriation of SLESF funds at the September 27, 2011 meeting. The \$100,000 was appropriated via \$98,646 for a front line officer that had been originally allocated to the General Fund prior to SLESF approval and \$1,354 for various supplies in support of anti-drug efforts.

NOTIFICATION

Willows Public Safety Association

ALTERNATE ACTIONS

Please see recommendation

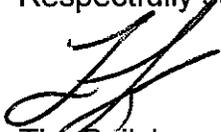
RECOMMENDATION

Staff requests that Council take one of the following actions:

1. By motion, end the 5% furlough for members of the WPSA effective December 27, 2011, and:
 - a. Reduce General Fund appropriation for the Police Department by \$98,646 (Officer Cost now borne by SLESF Funds)
 - b. Appropriate a total of \$21,300 in General Funds to be allocated to the Police and Fire Departments to cover cost of restoration of furloughs.

2. Take no action on the item.
3. Table the item in question and request that staff return with more information at a later date

Respectfully submitted,



Tim Sailsbery
Finance Director

AGENDA ITEM

December 13, 2011

TO: Honorable Mayor Hansen and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Approve & direct staff to advertise and fill unanticipated staffing vacancies created by early retirement incentive offering.

RECOMMENDATION

Staff is seeking approval from Council concerning authorization to recruit and appoint new hires to key staffing vacancies created by the announced retirement of three additional city employees; Cha Yang, Shirley Benningfield and Brian Taylor.

SUMMARY

During the development of the fiscal year 2011/12 budget, the Council authorized and directed staff to commence the necessary adjustment to the PERS Contract to provide an early retirement incentive, to all current city employees; offering a two year service credit for any city employees volunteering for normal retirement between October 2011 and March 2012. Initially three public works employees expressed interest in retiring as soon as the incentive window became available. During the budget development process, accommodation for funding seasonal part-time staffing was included in the budget and the positions held by those three public works employees would be eliminated; upon their ultimate retirement.

Upon adoption of the budget this past June, it was understood that any future staff vacancies would become subject to council consideration prior to any recruitment or advertising effort by Administrative Staff. One single exception to this rule is recognized by City Management; should a vacancy occur within the ranks of the public safety (sworn) employees: (i.e. a side letter agreement establishes staffing levels consistent with the level established upon ratification of the current fiscal year budget.) Therefore should any firefighter position become vacant during this fiscal year, it would be incumbent upon Management to complete the necessary steps to fill the vacancy in a timely fashion without the necessity for council review/authorization. Conversely, should a vacancy occur in any current Police Officer Position, the action required would be the immediate reinstatement of the last officer laid-off in June 2011 as part of the budget development and approval process. More specifically, the immediate recall of former officer, Trudy DeVoss. There are currently no known or announced vacancies anticipated in the Public Safety Departments and therefore no action is required at this time. Any additional vacancies, in any other departments; represented by a labor agreement or otherwise, would become subject to future council consideration at the time of the known vacancy.

The only positions staff is requesting approval to recruit and hire at this time, are full-time replacements for the unanticipated retirement vacancies created by the retirements of Cha Yang, the only current full-time employee in Library Services, Shirley Benningfield, Finance Clerk and only remaining support staff in Financial Services and Brian Taylor, Public Works Superintendent and key first line supervisor for all day-to-day public works departmental activities and services.

Staff is requesting approval to immediately recruit and appoint a full-time replacement for Cha Mee Yang who served the city well; with over twenty years of dedicated, loyal service to library patrons. Cha is currently the only full-time member of the Library staff, and the only staff member adequately trained to complete the "cataloging" requirements for the Willows Library. Library Director, Jody Meza, Finance Director, Tim Sailsbery and I have thoroughly evaluated and discussed alternative staffing options and have not identified a suitable and/or acceptable alternative replacement for the current Library staffing compliment. Furthermore, Ms Meza has indicated that elimination of this full-time position at the Willows Library, may result in her inability to adequately cover the position's full time requirements and could jeopardize our current employment agreement between Orland and Willows. However, Ms Meza and I fully agree that continuing the full-time status of this position is vested solely in the continuation of current funding from Glenn County. Should there be any further reductions in Library Funding going forward; especially coming in to the 2012/2013 FY, the position would be immediately eliminated and Library Service would be significantly altered in future years. Therefore, contingent upon continuation of the current funding level from Glenn County, staff is recommending approval of an immediate full-time replacement. Additionally, staff is requesting that some funding be allocated for up to 200 hours of post-retirement training; so Cha may return to work with our new employee, as needed, over the next couple months to ensure as smooth a transition period as possible.

Staff is requesting approval to immediately recruit and appoint a full-time replacement for Shirley Benningfield who has served the City of Willows Financial Services Dept for over twenty years. Her dedication, loyalty and attention to detail has served the citizens of our community extremely well for several decades. Loss of this position would represent a reduction in Finance staffing of almost 70% over the past couple years. This would represent the single greatest departmental staffing reduction in recent history and would quite literally make current administrative functioning impossible to maintain. Therefore, it is without hesitation that staff is recommending immediate approval of this request and funding for up to 300 hours of specific training over the next two fiscal cycles to ensure smooth transition and adequate attention to necessary year-end reporting, etc.

Finally, staff is requesting approval to immediately recruit and appoint a full-time replacement for Brian Taylor, who has served the City of Willows for over twenty-three years. Public Works Director, Greg Tyhurst has provided an outline of this position's key responsibilities, however Brian's corporate knowledge, Willows specific skills and journeyman abilities will undoubtedly make this a difficult void to fill. This recruitment will require a focused effort to identify and attract just the right person to fill this key position in the Public Works Department. Therefore staff is requesting approval to commence recruitment efforts well in advance of Mr. Taylor's planned departure in late February 2012.

Once again, staff is requesting approval to recruit and fill these three positions only at this time. Any future vacancies will be addressed on a case by case basis as the council has previously directed. Although there is some financial consideration with final separation payments, future training hours requested and typical advertising and appointment costs, staff is not prepared to provide a detailed assessment of those expenses at this time. An item will be included with the mid-year budget adjustment to address these and other expenses not originally allocated during the current budget adoption process.

FINANCIAL CONSIDERATIONS Although some additional expense may be associated with approval of this request, the actual estimated expense is very difficult to calculate in advance of each specific retirement. Therefore a detailed synopsis will be included in the 2011/20112 mid-year budget review; anticipated to occur in February 2012.

RECOMMENDATION

Staff is seeking approval from Council concerning authorization to recruit and appoint new hires to key staffing vacancies created by the announced retirement of three additional city employees; Cha Yang, Shirley Benningfield and Brian Taylor.

Respectfully submitted,


Stephen A Holsinger
City Manager

Attachments: Department Directors Position Information Statements

REQUEST TO RETAIN FULL-TIME CATALOGING POSITION AT THE WILLOWS PUBLIC LIBRARY

SUMMARY OF DUTIES AND RESPONSIBILITIES

With oversight by the Library Director, this individual provides library materials to the public in an accurate and timely manner through cataloging and classification of library materials in a variety of formats; prepares, produces, distributes, and manages written reports, manuals, memos, and statistics related to cataloging and circulation; ensures the availability of the Library's catalog (through databases, computers, networking) to staff and public. Performs related and other work as required.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS: Comprehensive knowledge of or ability to learn: cataloging and classification principles and procedures such as AACR2, MARC, LCSH, DDC, cataloging of print and non-print materials, subject analysis, and authority control issues; professional library principles and practices; public library functions and operations; patron needs and library services to meet those needs; standard library automation system modules; networking and computer technology.

GENERAL DUTIES

- Performs professional cataloging, technical services and bibliographic control duties, including classification and description of all acquired materials using standard library cataloging and classification guides and by adhering to library material standards.
- Ensures database integrity and consistency through application of national standards and internal procedures.
- Prepares, produces, distributes, and manages written reports, manuals, memos, and statistics.
- Recommends procedural and workflow changes in department to achieve optimum materials throughput.

NARRATIVE

Currently (2011), the Willows Public Library is staffed by the library director (shared Orland/Willows), 5 part-time staff, and 1 full-time staff (cataloging position).

This is a request for a replacement for the projected January 2012 retirement of Cha Yang who is the current cataloging staff.

If this position is not filled the library will no longer have any full-time staff and the library staff and community will lose efficient access to new print materials and resources. The library catalog is the starting point for research and literacy instruction and cataloging is a fundamental service and foundation of a library. This is also a challenging position due to the ever-changing technological needs of the online catalog and the necessity for professional staff that can identify and address bibliographic and cataloging issues and problems. Eliminating or reducing this position will not only cause delays in access to information at the library but will also result in a lack of professional expertise in cataloging technology and library services.

The agreement for shared library director services will also be jeopardized by reduction or elimination of this position. Maintaining current services and hours with a part-time director is predicated on having at least one full-time staff member who can deal with patron and technological issues when the library director is not present.

**CITY OF WILLOWS
STAFF MEMO**

DATE: December 6, 2011

TO: Steve Holsinger

FROM: Tim Sailsbery 

SUBJECT: Shirley Benningfield Retirement/Filling Position

Steve, I have been advised by Shirley that she will be retiring effective February 1, 2012, with her last day of full-time service being January 31, 2012. Shirley has been with the City since 1981, first as a part-time finance clerk, and then as a full-time employee from 1995 on. Shirley has been a very loyal, dedicated member of our City family, and I share the feelings of many in the City employ and in our Community that have great appreciation and admiration for Shirley's service.

With respect to the vacancy that will be created as a result of Shirley's departure, I respectfully request that the position be refilled immediately. We are operating the accounting and finance operation of a \$5+million organization with 2 staff members (Finance Director and Finance Clerk). Some of the duties that the position fills include:

Disbursements and Vendor Relations: Approximately 1500 payment transactions are processed each year. The Finance Clerk is primarily responsible not only for processing payment, but also maintaining proper internal control via ensuring proper matching of documents, making sure there is proper Department Head authorization, and maintaining initial contact with vendors regarding payment issues.

Payroll- Input and processing of over 1000 payroll transactions a year, as well as maintaining the reporting process not only to payroll tax authorities, but to PERS and health vendors as well.

Cash Receipts-Primary input of all cash receipt transactions and maintenance of the daily cash balance log for the City.

Business License Maintenance and Renewal- Maintains business license application and renewal process each year. This position also provides communication regarding new business and delinquent accounts.

Housing Rehabilitation Loan File Maintenance- Maintains insurance and compliance records for loan activity. This is a process that had been handled via a separate, part-time position a number of years ago, and it was taken over by the Finance Clerk position.

Permit Clerk- Along with the City Clerk, the Finance Clerk serves as a permit clerk in support of both Building and Public Works.

Customer Service- The City Clerk and the Finance Clerk field all initial inquiries, both via the telephone and at the counter. They serve as our "front line" to the Community.

Financial Records Maintenance- This position assists with the maintenance of financial records for the City.

As we are a small organization, this position, along with many others, handles a wide breadth of tasks. Given that we have already lost the Administrative Analyst position, losing this position will mean that 2/3 of the accounting/administrative function will have been lost in the last three years. I maintain that this position is vital to the operation of the City, and it is a necessity to our function.

I also request 250 hours of Shirley's time, post-retirement, to assist with training and transition. I will spread this time over two fiscal years, as there are a number of issues that are seasonal in nature, and I would like her to return as those issues arise.

Thank you for your attention and consideration to this matter.

**LIST OF DUTIES PREFORMED BY THE PUBLIC WORKS
SUPERINTENDENT**

- RESPONSIBLE FOR THE ASSIGNMENT OF TASKS TO BE COMPLETED EACH DAY BY ALL PARKS AND PUBLIC WORKS STAFF.
- RESPONSIBLE FOR OVERSEEING COMPLETION OF ALL CRITICAL PATH TASKS EACH DAY AND THEIR FULL COMPLIANCE WITH STANDARD OPERATING PROCEDURES.
- RESPONDS TO ALL CITIZENS COMPLAINTS NOT ADDRESSED BY ON – SITE STAFF, OR PUBLIC WORKS DIRECTOR.
- REQUIRED TO FILL OUT ALL FORMS NECESSARY FOR SAFETY MEETINGS AND RELATED TOPICS, AND CONDUCT THOSE MEETINGS WITH STAFF AS REQUIRED BY THE PUBLIC WORKS DIRECTOR.
- COMPLIES WITH STATE LAW REGARDING UNDERGROUND SERVICE ALERT TICKETS AND MAKES SURE ALL CITY FACILITIES ARE PROPERLY MARKED.
- FUNCTIONS AS SENIOR MAINTENANCE PERSON ON ALL PROJECTS WHICH REQUIRES A HIGH LEVEL OF EXPERTISE IN BUILDING STRUCTURES AND OR REPAIRING SUCH, ALL STREET REPAIRS AND SEWER REPAIRS.
- HANDLES ALL CALLS FROM CITY HALL IN THE ABSCENSE OF THE PUBLIC WORKS DIRECTOR.
- SCHEDULES ALL WEEKEND ON CALL PERSONNEL.
- RESPONDS 24/7 TO ALL AFTER HOURS CALLS EXCEPT SCHEDULED WEEKEND DUTY.
- MAINTAINS ALL FILES NECESSARY FOR DAILY AND OR MONTHLY REPORTS TO PUBLIC WORKS DIRECTOR OR OTHER AGENCIES MAKING INSPECTIONS.
- ATTENDS ALL MEETING REQUIRED BY PUBLIC WORKS DIRECTOR REGARDING PROJECTS BY OTHERS IN THE CITY, WHERE WE WILL MAKE INSPECTIONS FOR COMPLINACE WITH CITY STANDARDS.
- MONITORS PURCHASES BY STAFF TO INSURE THAT ALL ARE NECESSARY AND THAT ALL RECEIPTS ARE PROPERLY SUBMITTED FOR PUBLIC WORKS DIRECTOR APPROVAL.
- HANDLES EMPLOYEE ISSUES OR CONFLICTS BETWEEN STAFF AS NEEDED IN DAY TO DAY OPERATIONS AND REPORTS TO PUBLIC WORKS DIRECTOR ON THESE MATTERS.

AGENDA ITEM

December 13, 2011

TO: Honorable Mayor Hansen and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consider approval of the William Berry Campaigns proposal to design and execute a specific public opinion polling process in conjunction with special tax measures under consideration for the upcoming 2012 elections process in Glenn County.

RECOMMENDATION

Staff is recommending approval, by Resolution of the City Council, to complete the public opinion poll proposed by William Berry Campaigns, in conjunction with special tax measures under consideration for the upcoming 2012 elections process in Glenn County.

SUMMARY

During the July 12th regular city council meeting, the council appointed two members to serve on a budget development sub-committee to commence development of an action plan to serve as the steering guidelines for the Fiscal 2012-2013 budget development process. Subsequent City Council meetings in August and September provided the identification of specific priorities and approval of an overall "Goal" for the 2012/2013 Budget Development process. Since that time the sub-committee has worked diligently on addressing many of the identified priority items; including discussion with neighboring agencies and meeting with the William Berry Campaign consulting firm.

The sub-committee requested a proposal from Mr. Berry to establish a survey mechanism to help gauge the viability and potential success of developing certain specific tax measures to include as voter referendums during the 2012 Glenn County General Elections process. Recent election results statewide would suggest strong voter support for specific tax measures to generate local revenues. The proposal is attached and staff is recommending approval to move forward with this process.

A Senior Fiscal Advisor to the League of California Cities recently released a summary of local tax & bond measures considered state wide during the November 8th 2011 election. This report was provided to the council along with other routine correspondence included with the city manager's memo. More than ninety separate measures appeared on ballots across the state; including 53 specific tax measures to increase, expand or extend local taxes and or bond measures. Of those 53 measures, 41 or 77% were approved statewide. More importantly 22 city specific majority-vote measures passed at 86% approval rate. Perhaps most significant for the City of Willows is the results of the most recent TOT measures passing at an overwhelming 5 out of 5 approval rate. When compared to prior elections cycle since 2001; the historic approval rate was 64% or 80 out of 125. Additionally, all but one of the TOT measures sought increases of 2% with three of those four cities increasing existing TOT rates to 12%; which is the target rate previously identified by the City Council. The results reported above suggest high probability for success in Glenn County. Therefore staff is recommending approval of the William Berry proposal to commence development of potential tax measures at the local level.

FINANCIAL CONSIDERATIONS Expenditures not to exceed \$18,500 are anticipated to complete the polling process. Funding for this project was not included in the FY 2011/2012 Fiscal Work Plan for the City of Willows. If approved, an augmentation of the current FY Budget would be required during the mid-year review process early next year. It is anticipated the funding would be authorized from General Fund Reserves; anticipated balance of \$1,139,395 is available. The current balance projection is \$112,780 greater than anticipated during the FY 11/12 budget development & approval process of June 2011.

RECOMMENDATION

Staff is recommending approval, by Resolution of the City Council, to complete the public opinion poll proposed by William Berry Campaigns, in conjunction with special tax measures under consideration for the upcoming 2012 elections process in Glenn County

Respectfully submitted,



Stephen A Holsinger
City Manager

Attachments: Resolution To Approve Expenditure not-to-exceed \$18,500 to William Berry Campaigns
William Berry Campaigns - City of Willows Proposal for Public Opinion Survey work
Supplemental information from Michael Coleman, Sr. Fiscal Advisor, League of CA Cities.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AND AUTHORIZING PUBLIC AGENCY AGREEMENT WITH WILLIAM BERRY
CAMPAIGN CONSULTANTS FOR SPECIFIC PUBLIC OPINION SURVEYING AND
RELATED WORK IN CONJUNCTION WITH SPECIAL TAX MEASURE
DEVELOPMENT FOR THE 2012 ELECTION CYCLE**

WHEREAS, the City recognizes the importance of providing valid, relevant and compelling polling data in support of any proposed voter referendum measures; and

WHEREAS, the CITY wishes to contract for such services with a private consultant; and

WHEREAS, William Berry Campaign Consulting is experienced in providing such professional services for municipal corporations, schools & special districts and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS, the City of Willows wishes to retain William Berry Consultants, for the performance of said services; as set-forth in the attachment labeled Exhibit "A" and

WHEREAS, William Berry Consulting is an independent contractor and not an employee of the City.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby approve the appointment of William Berry Campaign Consultants; including expenditure of funds not-to-exceed eighteen thousand, five hundred dollars (i.e. \$18,500.00) in conjunction the scope-of-work identified in Exhibit "A" (attached).

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 13th day of December, 2011, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Mayor Gary Hansen

Natalie Butler, City Clerk

Stephen Holsinger

From: William Berry [wbcampaigns2011@gmail.com]

Sent: Tuesday, November 29, 2011 9:20 AM

To: Steve Holsinger

Subject: Proposal

Mr. Holsinger,

Attached, please find a proposal for conducting a public opinion survey on behalf of the City of Willows. If you have any questions or would like any clarification or further information, I can be reached either by return email or at 916/553-4980.

I enjoyed our meeting, and hope to have an opportunity to work together.

Sincerely,
Bill Berry

EXHIBIT A

CITY OF WILLOWS SURVEY PROPOSAL PRESENTED BY WBC

William Berry Campaigns proposes to work with the City of Willows in preparing, executing, and analyzing an opinion poll. The poll will examine the viability of a tax measure election in the district and the potential issues contained in that tax.

The purpose of the poll is to provide a roadmap to the City on how best to proceed with regard to the tax measure. The poll will help the City determine whether or not to move forward and place a measure on the ballot, when to hold an election, what items local voters would be willing to pay for as part of the tax measure, and what subjects to emphasize/deemphasize during a tax measure election.

William Berry Campaigns will provide the following services:

- 1.) Questionnaire Design: Based on input received from committee members, WBC will write a draft poll. WBC will then submit the draft to the committee for comment and edit. Each subsequent draft will go to the committee for edit and approval.
- 2.) Polling Services: WBC will complete approximately 400 telephone calls with likely, registered voters in the City of Willows/Glenn County. We will provide to the committee a complete report with all polling data, including cross tabulations.
- 3.) Polling Analysis: WBC will provide to the committee a complete analysis of the polling data and recommendations for moving forward.

RESEARCH OBJECTIVES

Before beginning any research project, WBC spends significant time reviewing the client's research objectives to choose the most appropriate research design. Based on information supplied by City of Willows, WBC understands that there are several research objectives, the most important of which are:

- Determining and ranking issues of importance to City of Willows/Glenn County voters;
- Assessing spending priorities of voters in City of Willows/Glenn County;
- Determining baseline and informed support for a potential tax measure for the June 2012 election cycle with a fallback election cycle of November 2012;

- Identifying the maximum tax threshold supported by the necessary percentage of City of Willows/Glenn County voters for the tax measure;
- Examining the impact of various statements on voter support for the measures (arguments 'for' and 'against' the measures), including sunset date/duration, senior exemptions, etc.;
- Identifying how best to package the measure so that the necessary percentage of voters will support the most viable measure, and;
- Collecting demographic information on voters in City of Willows/Glenn County not already contained in the voter file for profiling and segmentation purposes.

PROJECT TASK TIME LINE

Project Kick-Off Meeting with City of Willows	2 hours
Review of Previous Elections and Data	3 days
Questionnaire Drafting and Refinement	5 days
Sample Development and Matching	5 days
City of Willows Review of Survey Instrument	3-5 days
Questionnaire Review Meeting	1-2 hours
Questionnaire Revisions (if needed)	1 day
Pretest and CATI Programming	2 days
Interviews	5 days
Initial Data Processing	3 days
Analysis and Reporting	7 days
Report/Recommendations Review w/ City of Willows	2 hours
Report Changes (if needed)	2 days
Presentation of Findings to City of Willows Staff, Administration and City Council	ANYTIME

THE REPORT WILL INCLUDE:

- WBC's analysis of the tax measure's chances of passage,
- An examination of which issues will motivate voters to vote yes for the tax measure and which issues the campaign should avoid,
- A listing of targeted demographic groups and WBC's recommendations on how to target the campaign to attract their support,
- WBC's recommendation of whether to go for this election and when to go for this election.

Cost: An opinion poll with an approximate 400 respondent sample size will cost \$18,500. The poll will not begin until the committee has given approval to the poll questions and the price.

William Berry Campaigns has extensive experience across the state in a variety of elections, and an unmatched record of success in school funding measures. That experience will allow WBC to design a survey and provide the analysis needed to determine how to run a successful tax measure campaign for the City of Willows.

**SAMPLE PUBLIC OPINION SURVEY
FOR X SCHOOL DISTRICT**

Hello, my name is _____, may I speak with _____? I am conducting a survey for WBC Research to find out how people in X School District feel about different issues facing them. We are not trying to sell anything and are collecting this information on a scientific and completely confidential basis.

1. How long have you lived in this area?

- a. Less than one year
- b. One to three years
- c. Four to nine years
- d. Ten to fifteen years
- e. More than fifteen years
- f. (Don't read) DK/NA

2. I would like to begin by asking you about some issues in your community. For each one, I'd like to you tell me how important this issue is to you personally. Please tell me if the following issues are either very important, somewhat important or not too important to you.

	Very imp.	Swt. Imp.	Not too Imp.	DK/NA
a. Improving the quality of public education	1	2	3	4
b. Constructing new school facilities	1	2	3	4
c. Preventing growth and development in this area	1	2	3	4
d. Maintaining school facilities	1	2	3	4
e. Preventing tax increases	1	2	3	4
f. Preserving Social Security	1	2	3	4
g. Reducing crime	1	2	3	4

3. Next year, voters in your area may be asked to vote on local ballot measures. Let me read you a summary of one of the proposals:

Shall the X School District offer a public bond of \$40 million to maintain and upgrade existing schools and construct new school facilities?

If the election were held today, would you vote yes or no on this measure?
(GET ANSWER, THEN ASK:) Would that be definitely (yes/no) or probably (yes/no)?

- a. Definitely yes
- b. Probably yes
- c. Probably no
- d. Definitely no
- e. (Don't read) DK/NA

4. Over the next several months, you will learn more information about the measure to maintain and upgrade existing schools and construct new school facilities. Now, I'm going to read some information about what types of projects would be funded by the measure. As I read each one, please tell me if hearing the information makes you much more, more, somewhat more, somewhat less, much less or less likely to vote for the measure.

Much More Likely	Swt. More Likely	(Don't Read) No Eff.	Swt. Less Likely	Much Less Likely	(Don't Read) dk/na
------------------------	------------------------	----------------------------	------------------------	------------------------	--------------------------

a. There will be improvements made to all existing schools in the district	1	2	3	4	5	6
----------------------------------------------------------------------------	---	---	---	---	---	---

b. Some of the bond funds will be marked to purchase and maintain buses for future students ¹		2	3	4	5	6
----------------------------------------------------------------------------------------------------------	--	---	---	---	---	---

c. A portion of the bond money will go to build more classrooms at East High and South High	1	2	3	4	5	6
---------------------------------------------------------------------------------------------	---	---	---	---	---	---

d. Some of the bond money will go to build football stadiums, gyms and swimming pools at local schools	1	2	3	4	5	6
--------------------------------------------------------------------------------------------------------	---	---	---	---	---	---

e. Some of the money will be spent to upgrade outdated computer labs and science labs at each school	1	2	3	4	5	6
------------------------------------------------------------------------------------------------------	---	---	---	---	---	---

Much More Likely	Swt. More Likely	(Don't Read) No Eff.	Swt. Less Likely	Much Less Likely	(Don't Read) dk/na
------------------------	------------------------	----------------------------	------------------------	------------------------	--------------------------

f. Some of the money from the bond will go to add new classrooms at elementary schools

1	2	3	4	5	6
---	---	---	---	---	---

g. Some of the money from the bond will go to build a new elementary school in Jonesville

1	2	3	4	5	6
---	---	---	---	---	---

h. Some of the bond money will go to enhance security; including new alarms, fences

1	2	3	4	5	6
---	---	---	---	---	---

i. Some of the bond funds will be used to expand and repair school parking lots

1	2	3	4	5	6
---	---	---	---	---	---

j. Some of the bond money will be used to purchase new land for future school sites

1	2	3	4	5	6
---	---	---	---	---	---

Much More Likely	Swt. More Likely	(Don't) Read) No Eff.	Swt. Less Likely	Much Less Likely	(Don't Read) dk/na
------------------------	------------------------	-----------------------------	------------------------	------------------------	--------------------------

l. Some of the money from the bond will go to build a new elementary school in Smithville to handle the growth

1 2 3 4 5 6

m. Some of the bond money will be used to build a 4th high school in Jonesdale

1 2 3 4 5 6

5. Now, I'd like to ask you a series of questions regarding a potential school bond for X School District. For each statement, please tell me if it makes you much more likely to support the school bond, somewhat more likely, somewhat less likely or much less likely to support the bond:

Much More Likely	Swt. More Likely	(Don't) Read) No Eff.	Swt. Less Likely	Much Less Likely	(Don't Read) dk/na
------------------------	------------------------	-----------------------------	------------------------	------------------------	--------------------------

a. The measure will improve property values in the area.

1 2 3 4 5 6

b. Many of the new facilities will be open to the entire community for use.

1 2 3 4 5 6

Much More Likely	Swt. More Likely	(Don't) Read) No Eff.	Swt. Less Likely	Much Less Likely	(Don't Read) dk/
------------------------	------------------------	-----------------------------	------------------------	------------------------	------------------------

c. A Citizen's oversight committee will be formed to monitor the spending of the bond money

1	2	3	4	5	6
---	---	---	---	---	---

d. All schools in X School District support this measure.

1	2	3	4	5	6
---	---	---	---	---	---

e. The school bond will cost the average taxpayer \$5 per month

1	2	3	4	5	6
---	---	---	---	---	---

f. The measure will ensure that class sizes are kept among the lowest in this area.

1	2	3	4	5	6
---	---	---	---	---	---

g. Without the measure, the district would place many of its schools on a year round schedule

1	2	3	4	5	6
---	---	---	---	---	---

h. X's schools have qualified for millions in State school funds. The only way to have access to that money is to match it with by passing a local school

1	2	3	4	5	6
---	---	---	---	---	---

6. Opponents of the measure say our local schools are fine as they are. They state that school administrators need to work within the current budget. Opponents also say that a school bond will encourage growth to our area and feel that taxes are already too high.

After hearing this, are you more or less likely to vote for the measure? Is that much (more/less) likely or somewhat (more/less) likely?

- a. More Likely
- b. Somewhat More Likely
- c. Somewhat Less Likely
- d. Less Likely

7. Now, I am going to read you a list of arguments that opponents of the proposed school bond have stated as reasons to vote against a bond. For each statement, please tell me if it makes you much less likely to support the bond, somewhat less likely, somewhat more likely to support the bond or much more likely to support the bond:

Much More Likely	Swt. More Likely	(Don't) Read No Eff.	Swt. Less Likely	Much Less Likely	(Don't Read) dk/na
------------------------	------------------------	----------------------------	------------------------	------------------------	--------------------------

a. Only a small percentage of residents in the district have school-age children, so it doesn't make sense for everyone to pay for school improvements.

1	2	3	4	5	6
---	---	---	---	---	---

b. Improving our schools will encourage more growth in this area

1	2	3	4	5	6
---	---	---	---	---	---

Much More Likely	Sw. More Likely	(Don't) Read) No Eff.	Sw. Less Likely	Much Less Likely	(Don't Read) dk/na
------------------------	-----------------------	-----------------------------	-----------------------	------------------------	--------------------------

c. The money raised by this measure doesn't improve the quality of education, just the facilities.

1 2 3 4 5 6

d. Too much money raised by the bond will be spent on recreational facilities

1 2 3 4 5 6

e. New schools are needed because of growth. New residents should have to pay for their own schools, not us.

1 2 3 4 5 6

f. Many of the new classrooms funded by the bond will be portables, not permanent structures.

1 2 3 4 5 6

g. The Board of Trustees is inexperienced at managing public funds allocated for large construction projects.

1 2 3 4 5 6

h. \$62 a year is too much of a tax burden to ask us to spend on our schools

1 2 3 4 5 6

8. Now that you know more about the measure, let me read you a summary of it again.

Shall the X School District offer a public bond of \$40 million to maintain and upgrade existing schools and construct new school facilities?

If the election were held today, would you vote yes or no on this measure?
(GET ANSWER, THEN ASK:) Would that be definitely (yes/no) or probably (yes/no)?

- a. Definitely yes
- b. Probably yes
- c. Probably no
- d. Definitely no
- e. (Don't read) DK/NA

9. And finally, if you heard that taxes would be increased by _____ for every \$100,000 dollars of your home's assessed value, would you vote yes or no on the measure?
Would that be definitely (yes/no) or probably(yes/no)?

	Def. YES	Prob. YES	Prob. NO	Def. NO
a. \$100 dollars a year	1	2	3	4
b. \$75 dollars a year	1	2	3	4
c. \$65 dollars a year	1	2	3	4
d. \$50 dollars a year	1	2	3	4
e. \$35 dollars a year	1	2	3	4
f. \$20 dollars a year	1	2	3	4

That's all the questions I have for you today. Thank you very much for your time and willingness to participate.

Stephen Holsinger

From: city_managers-bounces@lists.cacities.org on behalf of Michael Coleman [coleman@muni1.com]
Sent: Wednesday, November 23, 2011 12:40 PM
To: 'fiscal officers list League'; 'City Managers League'
Subject: [City_managers] Local Tax and Bond Measures - November 8,2011 - Final Results

My final report on the results of this November's local tax measures has been posted. After counting provisional ballots, the City of Vallejo's Transactions Tax measure flipped into the "pass" column. The results for all other measures are unchanged. <http://www.californiacityfinance.com/#VOTES>

Michael Coleman Ⓞ
Fiscal Policy Advisor
League of California Cities
530.758.3952
www.CaliforniaCityFinance.com

From: Michael Coleman [mailto:coleman@muni1.com]
Sent: Wednesday, November 09, 2011 2:15 AM
To: 'members@csmfo.org'
Subject: Local Tax and Bond Measures - November 8, 2011 - Preliminary Results

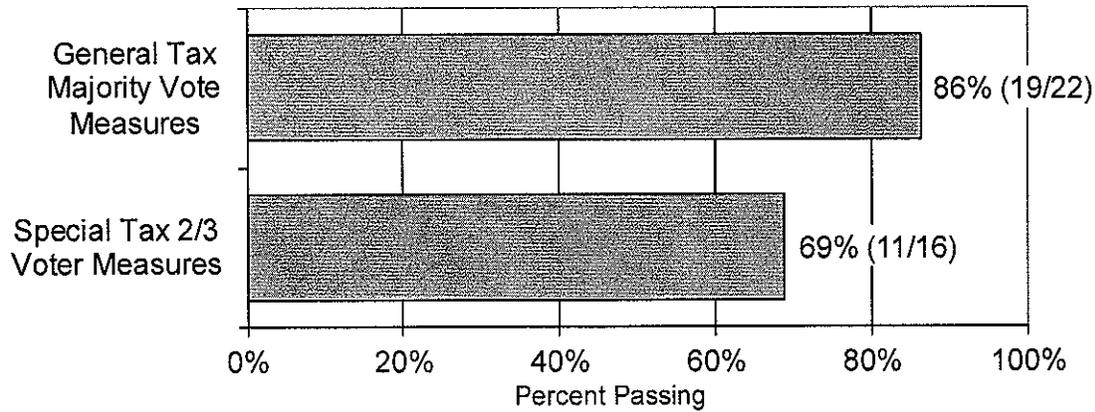
Among the more than 90 local measures on the ballot yesterday were 53 measures to increase, expand or extend local taxes or bonds. Measures passed at a somewhat better rate than in previous elections since 2001.

Overall Passage Rates

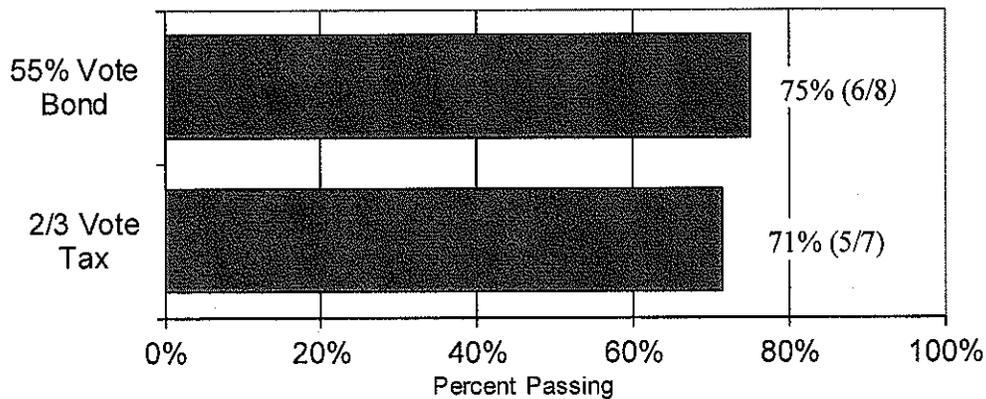
The overall passage rate of non-school local tax measures in November 2011 was better than that of prior elections over the last decade. Of the 22 majority-vote tax measures, 19 passed (86%). Since 2001, 65% of majority vote local tax measures have passed.

Of the 16 special tax measures requiring two-thirds voter approval, 11 passed (69%) exceeding the 46% historic passage rate for special taxes and bonds since 2001.

City / County / Special District Tax & Bond Measures November 2011



School Tax & Bond Measures November 2011



The passage rates for school measures this November were similar to passage rates since 2001. Of the eight 55%-vote school bond measures, six passed (a 75% rate compared to a historic rate of just around 80%).

Local Add-On Sales Taxes (Transaction and Use Taxes)

Eight cities and one county asked their voters to consider new sales tax add-ons (transactions and use taxes). The proposals ranged from a 1/8 percent tax for libraries in Mendocino County to 1 percent add-on taxes for general purposes (majority vote) in Vallejo. Tax increases passed in Fairfax, Palm Springs, Oakdale and Vallejo. Voters in Del Rey Oaks overwhelmingly approved extending their existing one percent add-on tax for another five years. The Mendocino County library tax received the two-thirds supermajority approval needed.

The City of Coachella proposed a general purpose (majority vote tax) but accompanied the measure with an advisory measure regarding the use of the funds. Voters soundly rejected that proposal. In Fillmore, a (3/4 percent) sales taxes also failed and voters in San Francisco soundly rejected a 2/3 supermajority special tax for police and fire services.

Given the sample size, the 67% passage rate for sales tax measures in this election is similar to previous elections. Since 2001, about 60% of measures to increase general purpose (majority vote) local sales taxes passed. Just 36% of two-thirds vote special sales tax increases passed during that time.

Transactions and Use Tax

<u>Agency Name</u>	<u>County</u>	<u>Rate</u>	<u>Sunset</u>	<u>Needed</u>	<u>YES%</u>	<u>NO%</u>		
City of Del Rey Oaks	Monterey	Measure S 1cent	5 yrs	50.0%	85.6%	14.4%	PASS	extend
Town of Fairfax	Marin	Measure D 1/2cent	5 yrs(to3/31/2017)	50.0%	64.5%	35.5%	PASS	increase
City of Palm Springs	Riverside	Measure J 1cent	25 yrs	50.0%	57.9%	42.1%	PASS	increase
City of Oakdale	Stanislaus	Measure O 1/2cent	3 yrs	50.0%	56.1%	43.9%	PASS	increase
City of Vallejo	Solano	Measure B 1 cent	10 yrs	50.0%	50.4%	49.6%	PASS	increase
City of Fillmore	Ventura	Measure I 3/4cent	5yrs	50.0%	36.7%	63.3%	FAIL	increase
City of Coachella	Riverside	Measure K 1/2cent		50.0%	26.9%	73.1%	FAIL	increase
		Measure L		50.0%	51.4%	48.7%	PASS	advisory
Mendocino County	Mendocin	Measure A 1/8cent	16 yrs	66.7%	75.2%	24.8%	PASS	increase
City of San Francisco	San Franci	Measure G 1/2cent	10 yrs	66.7%	46.1%	53.9%	FAIL	increase

Transient Occupancy (Hotel) Taxes

There were five measures to increase city Transient Occupancy (Hotel) Taxes. All were majority vote general tax measures. All passed easily. In previous elections since 2001, just 64% (80 of 125) of majority vote general purpose TOT measures passed.

Transient Occupancy Tax Tax Measures: All General Majority Vote

<u>Agency Name</u>	<u>County</u>	<u>Rate</u>	<u>YES%</u>	<u>NO%</u>	
City of Foster City	San Mateo	Measure P 8%to9.5%	83.1%	16.9%	PASS
City of Cupertino	Santa Clara	Measure C 10%to12%	82.6%	17.4%	PASS
City of Pittsburg	Contra Costa	Measure H 8%to12%	78.1%	21.9%	PASS
City of Redwood City	San Mateo	Measure I 10%to12%	72.9%	27.1%	PASS
City of Indian Wells	Riverside	Measure H 9.25%to11.25%	65.9%	34.1%	PASS

AGENDA ITEM

TO: Honorable Vice Mayor Gary Hansen and Members of the City Council
FROM: Natalie Butler, City Clerk
SUBJECT: Election of Mayor and Vice Mayor for 2012

RECOMMENDATION

Receive nominations and by motion, elect Mayor and Vice Mayor for 2012.

SITUATION

Administrative Procedure and Policy Number 1-7 of the City of Willows provides for an election of a Mayor and a Vice Mayor in December of each year. The terms of office for the newly selected Mayor and Vice Mayor will run from January 1, 2012, through December 31, 2012.

FINANCIAL CONSIDERATIONS

None

NOTIFICATION

None

ALTERNATE ACTIONS

No alternatives are recommended

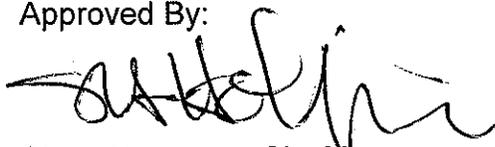
RECOMMENDATION

Receive nominations and by motion, elect Mayor and Vice Mayor for 2012.

Respectfully submitted,


Natalie Butler, City Clerk

Approved By:


Steve Holsinger, City Manager

December 13, 2011

AGENDA ITEM

TO: Honorable Mayor Hansen and Members of the Council

FROM: Natalie Butler, City Clerk

SUBJECT: Council Committee Appointments

RECOMMENDATION:

Consider appointments to various committees / panels for 2012.

SITUATION:

Attached for Council's review and consideration is a list of the various committees on which Council members serve as City representatives. The appointments of the primary representative(s) and alternate(s) to specific committees are reviewed annually by the Council. Consistent with past practice, the Mayor, with the concurrence of Council, initiates recommendations for both continued and new appointments.

As indicated on the current list of committee representatives, a number of the positions are appointed for a specific period while others do not have term expiration dates. Several of the committee appointments are made through the City Select Committee on which the City has an appointed representative (the Mayor). The City alternates every other year with the City of Orland with respect to appointments on the Glenn County Transportation Commission and the Regional Transit Committee. During 2012, the City of Willows will have two members on the Transportation Commission and two members on the Transit Committee.

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION:

County Clerk's Office

ALTERNATE ACTIONS:

None

December 13, 2011

RECOMMENDATION:

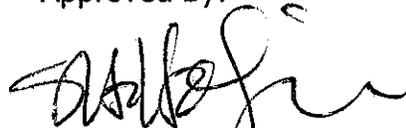
Consider appointments to various committees / panels for 2012.

Respectfully submitted by:



Natalie Butler,
City Clerk

Approved By:



Steve Holsinger,
City Manager

December 13, 2011

WILLOWS CITY COUNCIL 2011 COMMITTEE REPRESENTATIVES
(Revised 12/15/2010)

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	Holvik Cobb (alt)	12/9/2008 12/14/2010	12/2012 12/2012
*Glenn County Waste Management Regional Agency	Hansen Holvik (alt)	12/09/2008 12/09/2008	12/2011 12/2011
*Transit Committee	Yoder Hansen	11/28/2006 12/09/2008	12/2011 12/2011
*Transportation Committee	Yoder Hansen (alt)	11/28/2006 12/09/2008	12/2011 12/2011
*LAFCO (Term is four years)	Holvik Hobbs (alt)	12/14/2010 12/14/2010	12/2012 12/2011
City Select Committee	Mayor	12/2004	12/2011
Countywide Mosquito & Vector Committee	Cobb	12/14/2010	12/2011
Finance Committee	Cobb Hobbs	12/14/2010 12/14/2010	12/2011 12/2011
GCID Voting Delegate	Mayor	12/2000	12/2011
League Legislative Delegate	Mayor	12/2004	12/2011
Library Board Liaison	Hobbs	12/14/2010	12/2011
3CORE (Formerly known as Tri-Counties Economic Development Committee)	Hobbs Holvik (alt)	12/14/2010 12/9/2008	12/2011 12/2011
CDBG Loan Committee	Yoder Cobb	12/14/2010 12/14/2010	12/2011 12/2011

* The City Selection Committee makes the final selection to these Committees.

NOTES:

- The Willows City Council on December 11, 2007, by consensus, deleted the Community User Access Group, the Water Awareness Committee, the Central Sacramento Valley Resource Conservation Development Area, and the Cities/County Library Advisory Board due to these Committees no longer being active. The California Water Service Company Community Advisory Panel was added to the list. The Wastewater Treatment Plant Liaison was deleted from the Committee list at the City Council Meeting of December 9, 2008.

December 13, 2011

- The Willows City Council on June 23, 2009, adopted a Resolution that designated the Mayor in any given year to be the Voting Delegate for Glenn Colusa Irrigation District Elections.
- The Willows City Council on December 16, 2009, by consensus, deleted the California Water Service Company Community Advisory Panel and the CDBG Loan Committee due to lack of activity.
- The Willows City Council on December 14, 2010, by consensus, reinstated the CDBG Loan Committee.

GLENN COUNTY TRANSPORTATION COMMISSION

*John Viegas, County of Glenn, Chairman
James Yoder, City of Willows, Vice-Chair
Gary Hansen, City of Willows (City Alternate)
Michael Murray, County of Glenn
Bruce Roundy, City of Orland
Steve Soeth, County of Glenn
Jim Paschall, Sr., City of Orland
Dwight Foltz, County of Glenn (Alternate)*

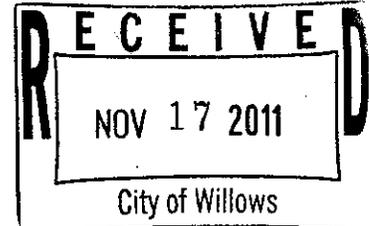
*P.O. Box 1070
777 N. Colusa Street
Willows, California 95988

(530) 934-6540
FAX (530) 934-6533*

*John F. Linhart,
Executive Director*

November 15, 2011

Sheryl Thur, Ex-Officio Clerk of the Board
Glenn County Board of Supervisors
P.O. Box 391
Willows, CA 95988



Dear Sheryl:

RE: City Selection Committee

This is a reminder that it is the time of year to appoint members to represent the two incorporated cities of Orland and Willows on the Glenn County Transportation Commission (GCTC) and the Regional Transit Committee (RTC) for the year 2012. The purpose of this representation is to provide input from the cities on transportation planning issues, transportation funding allocation and how the transit dependent citizens are served.

Please schedule a meeting with the City Selection Committee for the following appointments:

Glenn County Transportation Commission:

City of Willows two (2) members
City of Orland one (1) member and one (1) appointed alternate member

Regional Transit Committee:

City of Willows two (2) members
City of Orland two (2) members

The first transportation and transit meetings are tentatively scheduled for January 19, 2011. If you have any questions or need additional information, please call me at this office (530) 934-6540.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Linhart".

John Linhart
Executive Director

Cc: Steve Holsinger, Willows City Manager
Gail Wingard, Orland Interim City Manager