

CITY COUNCIL

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



CITY MANAGER

Steve Holsinger
Scott Taylor

CITY CLERK

Natalie Butler

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

**CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, December 8, 2015
7:00 p.m.**

1. **Call to Order Willows City Council Regular Meeting – 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review: (Requested Changes by Council or Staff).**
 - a) Consider acceptance, by motion, of the City Council’s December 8, 2015 Agenda.
 - b) Discussion of and possible action of retaining the “Agenda Review” item on future agendas.
5. **Presentations & Proclamations:** None scheduled.
6. **Public Comment / Written Communications:** Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. *(Public Comment is generally restricted to three minutes).*
7. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Checking, Payroll Checks & Payroll Direct Deposit.
 - b) Consider approval of the City Council Minutes for the Regular Meeting held on October 27, 2015.
 - c) Consider approval of the City Council Minutes for the Regular Meeting held on November 10, 2015.
8. **Public Hearings:** None scheduled.

Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record.

9. **Ordinances:** None.

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

- **City Manager, Scott Taylor** – Update on payroll conversion effective January 1, 2016, from bi-monthly to bi-weekly payroll. (Informational only; No Council action required).

11. **New Business:**

- a) Staff is seeking detailed direction from Council relative to the drafting of an ordinance for introduction and eventual adoption commensurate with their wishes pertaining to the regulation of medical marijuana within the City of Willows.
- b) Planning Commissioner Appointments.
- c) Consider appointments to various committees, commissions, and/or panels for 2016.
- d) Receive nominations, and by motion, appoint a Mayor for 2016.
- e) Receive nominations, and by motion, appoint a Vice Mayor for 2016.

12. **Council Member Reports:**

13. **Executive Session:** Council will convene into Executive Session pursuant to California Government Code Sections 54950 et seq. More specific information regarding the closed session item(s) is indicated below:

PUBLIC COMMENT: Pursuant to Government Code Section 54954.3, the public will have an opportunity to directly address the legislative body on the item(s) below prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.

- a) **CONFERENCE WITH LEGAL COUNSEL, EXISTING LITIGATION**, pursuant to Gov. Code section 54957
One Case: Kelly Kuwata v. City of Willows.
Glenn County Superior Court case no. 14CV01380

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

15. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before December 4, 2015.

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

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

The City of Willows is an Equal Opportunity Provider

Period

11/5/2015 TO 12/2/2015

General Checking 30275 TO 30336

Payroll Direct Deposit 206810 TO 206888

Payroll Checks 34433 TO 34482

APPROVAL DATE 12/8/2015

Approved _____

REPORT.: Nov 09 15 Monday
 RUN...: Nov 09 15 Time: 15:51
 Run By.: JANN COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 11-15 Bank Account.: 1050

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
030202	11/05/15	BAR00	BARCO PRODUCTS INC.	-787.35	.00	-787.35	500061u	Ck# 030202 Reversed
030275	11/08/15	WAL08	CARL WALTER	107.50	.00	107.50	B51109P	CLOTHING EXP. POLICE DEPT
030276	11/09/15	AME02	AMERIPRIDE UNIFORM SVCS.	230.45	.00	230.45	B51109	OCTOBER STMT PER ATTACHED
030277	11/09/15	AWA01	AWARDS COMPANY	850.00 200.00	.00 .00	850.00 200.00	9866 9878	SOCCER TROPHIES CONSOLATION TROPHIES
Check Total.....:				1050.00	.00	1050.00		
030278	11/09/15	BUR02	BURROWS OIL COMPANY	1674.88	.00	1674.88	B51105	OCTOBER STMT PER ATTACHED
030279	11/09/15	BUR04	CHRISTOPHER BURCHFIELD	18.00	.00	18.00	B51105	BOOK PURCHASE
030280	11/09/15	CAR16	CARL'S FEED & SUPPLY	500.00	.00	500.00	B51109	REFUND K-9 DONATION
030281	11/09/15	CIT06	CITY OF ORLAND	16722.00	.00	16722.00	120	CONT.SERV. LIBRARY JULY-S
030282	11/09/15	CLE01	CLEAR'S, INC.	50.00	.00	50.00	B51109	MEMBERSHIP RENEWAL-CORBIN
030283	11/09/15	COM16	COMCAST CABLE	55.15 48.79	.00 .00	55.15 48.79	B51105 B51109	LIBRARY INTERNET PD INTERNET 11/7-12/6/15
Check Total.....:				103.94	.00	103.94		
030284	11/09/15	CRE01	CREATIVE COMPOSITION	460.53	.00	460.53	90627	NOTICE TO APPEAR
030285	11/09/15	EVE00	EVERGREEN NOTE SERVICING	45.00	.00	45.00	B51109	NOTE SERVICING OCT 2015
030286	11/09/15	GAN01	GANDY-STALEY OIL CO.	570.07	.00	570.07	B51109	OCTOBER STMT PER ATTACHED
030287	11/09/15	INK01	THE INKWELL	362.82	.00	362.82	B51105	OCT STMT PER ATTACHED
030288	11/09/15	INT16	INTERSTATE BATTERY SYSTEM	118.23	.00	118.23	30042508	MILWAUKEE TOOLS BATTERY R
030289	11/09/15	ITP01	INDUSTRIAL TRUCK & FARM	25.24	.00	25.24	443023	#11 LEAV TRUCK REPAIR
030290	11/09/15	KNI03	KNIFE RIVER CONSTRUCTION	216.72	.00	216.72	164506	WET PATCH
030291	11/09/15	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	1100434	CYLINDER RENTAL
030292	11/09/15	NOR18	NORTHERN CALIF. GLOVES	146.62	.00	146.62	185671	JACKET
030293	11/09/15	PGE01	PG & E	26.60	.00	26.60	B51109	P.G. & E. 1600 S TEHAMA 1
030294	11/09/15	SAC08	SACRAMENTO VALLEY MIRROR	45.60	.00	45.60	13671	CLASSIFIED AD-POLICE OFF
030295	11/09/15	SAN02	SANI FOOD MARKET, INC.	17.20	.00	17.20	153	RECREATION PROGRAM EXPENS
030296	11/09/15	SWR01	SWRCB FEES	6360.00 2088.00	.00 .00	6360.00 2088.00	109345 111660	ANNUAL PERMIT WILLOWS WAS ANNUAL PERMIT CITY OF WIL
Check Total.....:				8448.00	.00	8448.00		
030297	11/09/15	TRA02	TRACTOR SUPPLY CREDIT PLA	96.70	.00	96.70	B51109	UNIFORMS
030298	11/09/15	VER02	VERIZON WIRELESS	560.71	.00	560.71	B51109	TELEPHONE EXP. 9/27-10/26
030299	11/09/15	WILHD	WILLOWS HARDWARE, INC.	1274.72	.00	1274.72	B51105	OCT STMT PER ATTACHED
030300	11/09/15	WILHI	WILLOWS ACE HARDWARE	334.55	.00	334.55	B51105	OCT STMT PER ATTACHED
Cash Account Total.....:				32454.73	.00	32454.73		
Total Disbursement.....:				32454.73	.00	32454.73		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
030301	11/19/15	ABS02	ABSOLUTE SAFETY	385.00	.00	385.00	2015-58	CPR/AED COURSE
030302	11/19/15	ALL06	ALLICAL EQUIPMENT SERVICES	395.00	.00	395.00	45064	ANNUAL CERTIFICATION
030303	11/19/15	AWA01	AWARDS COMPANY	106.96	.00	106.96	9940	PERPETUAL PLAGUES
				8.60	.00	8.60	10000	ENGRAVED PLATE
			Check Total.....	115.56	.00	115.56		
030304	11/19/15	BAK06	BAKER & TAYLOR BOOKS	145.07	.00	145.07	1391654	NEW PRINT MAT. LIBRARY
				838.65	.00	838.65	1403043	NEW PRINT MAT. LIBRARY
			Check Total.....	983.72	.00	983.72		
030305	11/19/15	CAL04	CALIFORNIA DEPT. OF JUSTI	32.00	.00	32.00	129536	FINGERPRINTS
030306	11/19/15	COL00	COASTLAND CIVIL ENGINEERY	681.25	.00	681.25	38310	PG&E SERVICE CENTER THROU
				618.75	.00	618.75	38327	STARWEATHER DEVELOPMENT
				3287.50	.00	3287.50	38328	SACRAMENTO-BUITE RECONSTR
				3202.50	.00	3202.50	38351	WILLOWS CITY ENGINEER
				2267.07	.00	2267.07	38354	CAL WATER DRINKING TREAT.
				623.75	.00	623.75	38359	WILLOWS SR APTS. CRT. PA
				461.25	.00	461.25	38373	TEHAMA ST RECONSTRUCTION
			Check Total.....	11142.07	.00	11142.07		
030307	11/19/15	COT00	COTTONWOOD FIRE PROTECTIO	560.00	.00	560.00	B51118	SFM CERTIFICATE CLASS
030308	11/19/15	DEM01	DEMCO, INC.	634.24	.00	634.24	5719918	DISPLAY TABLE
030309	11/19/15	DUR00	DURHAM-PENZ TRUCK CENTER	210.00	.00	210.00	82187	MOBILE SNAP TEST
				250.00	.00	250.00	82188	MOBILE SNAP TEST
			Check Total.....	460.00	.00	460.00		
030310	11/19/15	GLE05	GLENN CO. FLEET SERVICES	2354.29	.00	2354.29	FL1592	VEHICLE RENTAL & MAINTENA
030311	11/19/15	GLE41	GLENN CO. ROP PRINTING	51.60	.00	51.60	4116	BOOKMARKS
030312	11/19/15	JON01	JONKS & MAYER	40.62	.00	40.62	75135	PROFESSIONAL SERVICES OCT
030313	11/19/15	KRA00	KRAEMER & CO MFG INC	2697.93	.00	2697.93	18131	PULL/SET PUMP
030314	11/19/15	MAN04	KAREN MANTELE	31.91	.00	31.91	B51118	REIMBURSE OFFICE SUPPLY E
030315	11/19/15	MAT01	MATSON & ISOM TECHNOLOGY	3062.00	.00	3062.00	B51118	MANAGED PARTNER AGREEMENT
030316	11/19/15	MET01	METROPOLITAN TRANSPORTATI	1500.00	.00	1500.00	AR9834	SUBSCRIPTION RENEWAL 1/1/
030317	11/19/15	NOR43	ACCESS	40.00	.00	40.00	1202045	SHREDDING SERVICES OCT 20
030318	11/19/15	PET02	PETERSON TRACTOR CO.	141.61	.00	141.61	80009212	HOSE/REGULATOR/GASKET
				8.06	.00	8.06	80009232	CAT GENERATOR HOSE
			Check Total.....	149.67	.00	149.67		
030319	11/19/15	SAC20	SAC. REGIONAL PUBLIC SAFE	74.00	.00	74.00	B51118	TRAINING CLASS
030320	11/19/15	SHE01	SHELBY'S PEST CONTROL	33.00	.00	33.00	G1933-7	BUILDING MAINT FIRE DEPAR
030321	11/19/15	SPA01	STANDARD INSURANCE CO.	849.75	.00	849.75	B51118	LIFE INSURANCE 9/115-3/1/
030322	11/19/15	WILHN	SHAWN WILLIAMS	90.00	.00	90.00	B51118	TRAINING-PER DIEM
			Cash Account Total.....	25682.36	.00	25682.36		
			Total Disbursements.....	25682.36	.00	25682.36		
			Cash Account Total.....	.00	.00	.00		

REPORT.: Nov 23 15 Monday
 RUN....: Nov 23 15 Time: 12:42
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 11-15 Bank Account.: 1050

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
030323	11/23/15	ABO00	STEVE ABOLD	200.00	.00	200.00	B51123	PUB. WKS. TOOL PARKS/PUB.
030324	11/23/15	ALS00	ALSCO-GHYER IRRIGATION, I	195.46	.00	195.46	3260915	PRESSURE CONTROL
030325	11/23/15	ATT01	A.T.& T.	448.54	.00	448.54	51123B	TELEPHONE EXP. & RELOCATI
				86.01	.00	86.01	B51123	TELEPHONE EXP. JAIL 10/12
			Check Total.....:	534.55	.00	534.55		
030326	11/23/15	BAT00	BATTERIES + BULBS	57.56	.00	57.56	353728	STOP WARNING LAMPS
030327	11/23/15	COR02	CORBIN WILLIAMS SYSTEMS	407.87	.00	407.87	B511151	CONT.SERV. FINANCE DEC 20
030328	11/23/15	DOW00	DOWNTOWN FORD SALES	39095.12	.00	39095.12	233525	2016 FORD EXPEDITION
030329	11/23/15	HOL05	STEVE HOLSINGER	300.00	.00	300.00	B51123	VEHICLE ALLOW. CITY MANAG
030330	11/23/15	HUN00	HUNT & JEPSON ATTORNEYS	1237.50	.00	1237.50	2015-10 1	GENERAL PUBLIC AGENCY REP
				645.00	.00	645.00	2015-10 2	EMPLOYEE LITIGATION
				7582.50	.00	7582.50	2015-10 3	EMPLOYEE MATTER
				382.50	.00	382.50	2015-10 4	PERSONNEL INVESTIGATOR
			Check Total.....:	9847.50	.00	9847.50		
030331	11/23/15	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B51123	VEHICLE ALLOW. RECREATION
030332	11/23/15	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B51123	VEHICLE ALLOW. FINANCE DE
030333	11/23/15	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B51123	ELK CREEK LIBRARY RENT DE
030334	11/23/15	TAY25	SCOTT TAYLOR	200.00	.00	200.00	B51123	VEHICLE ALLOWANCECITY MGR
030335	11/23/15	VER02	VERIZON WIRELESS	225.16	.00	225.16	B51123	INTERNET EC LIBRARY 10/10
030336	11/23/15	WIL07	WILLOWS CHAMBER	2500.00	.00	2500.00	B51123	CONTRIBUTION-CHAMBER SPON
			Cash Account Total.....:	54063.22	.00	54063.22		
			Total Disbursements.....:	54063.22	.00	54063.22		

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD October 27, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Yoder led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Yoder, Hansen & Mayor Domenighini.
Absent: Mello
4. **Agenda Review:** M/S – Yoder/Hansen to accept the October 27, 2015 Agenda as presented. The motion unanimously passed 4/0.
5. **Presentations & Proclamations:**
 - a) Mayor Domenighini presented a Veterans Day Proclamation to Barbara LaDoucer, President of the American Legion Auxiliary.
 - b) Mayor Domenighini presented a Certificate of Appreciation to Gary Krup for his service as the City Attorney from 1997 – 2015.
6. **Public Comment/Written Communications:**
The following person(s) spoke during the Public Comment period:
 - Willows resident, Doug Ross, suggested that the City should look into the creation of a “Displaced Persons” Policy or Ordinance and also a “Falling Tree Limbs” Policy or Ordinance.
7. **Consent Agenda:**
M/S –Hansen/Yoder to approve the Consent Agenda as presented. The motion unanimously passed 5/0 and the following items were approved/adopted:
 - a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit Registers (30174-30199; Z06735-Z06773; 34384-34400).
 - b) Approval of City Council Minutes for the Regular Meeting held on September 8, 2015.
 - c) Approval of City Council Minutes for the Regular Meeting held on September 22, 2015.
8. **Public Hearings:**
 - a) Consider adoption of a Resolution approving rate and fuel adjustments for solid waste collection services to be effective December 1, 2015:

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 or decreases 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 or decreases during the same annual adjustment period.

The Franchise agreement defines specific impacts involving justification for periodic rate adjustments. The applicable criteria in conjunction with this annual rate adjustment proposal are annual rate increase consideration in conjunction with changes to the CPI and the annual changes in conjunction with Fuel Cost adjustments impacts.

Waste Management has requested a rate adjustment increase of 1.27% for residential and commercial customers, to become effective December 1, 2015. The purpose of this rate adjustment is to provide an adjustment due to increases in the Consumer Price Index and recovery of costs in conjunction with Fuel Cost Adjustment fees. The CPI change from August 2014 through August 2015 is equal to an equivalent 1.27% 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 2015-2016 year is 1.27% 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 decrease in Fuel Expense Adjustments of -2%. Our current agreement prohibits annual adjustment in excess of 2% in conjunction with the Fuel Cost Adjustment. Therefore the overall -2% (decrease) in base rates pursuant to the terms of the Franchise Agreement have been included in the calculations of this Fuel Rate Adjustment Request.

The requested net rate reduction adjustment (negative 2% minus 1.27%) of (.73%) for residential customers will result in a \$0.38/month decrease on average. This results in an annual cost reduction of approximately \$4.56 per customer in Willows. A detailed analysis of the cost impacts was presented to the Council in the staff report and staff is recommending that the Council conduct the Public Hearing and consider adoption of a Resolution approving the net rate decreases for solid waste collection services, effective December 1, 2015.

Mayor Domenighini opened the public hearing at 7:14 p.m. and with no members of the public choosing to speak, subsequently closed the Public hearing at 7:14. p.m. **M/S – Hansen/Yoder** to adopt a resolution adopting refuse collection rates, approving amendment to residential and commercial rate schedules and provided within the provisions of the franchise agreement approved November 28, 2006. The motion passed unanimously 4/0 by roll call vote, with Council Member Mello absent.

9. **Ordinances:** None.

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

11. **New Business:**

- a) Consider approval of an appropriation of \$52,628 from General Fund to account 301.030 for City Manager Department Expenditures.:

Upon the passage of the 2015-2016 budget, it was noted in the body of the budget document that the appropriations for the City Manager Department was based solely upon the cost of the existing City Manager as of July 1, 2015. Any additional costs of employing a new City Manager would require change in appropriation. This item provides the estimated appropriation associated with the employ of the new City Manager and the cost of maintaining the 6-week transition period for the employ of two City Managers.

The largest component of the total appropriation of \$52,628 is the portion classified as "salary" in the amount of \$35,704. To assist in the breakdown of "salary" it should be noted that the salary difference between the incoming and outgoing City Managers is but a minor portion of the total (\$7197.00 of the \$35,704). The additional make-up of the \$35,704 is the cost of maintaining two City Managers' base salary during the transition period (\$11,585), and the cost of accrual of up-front leave for incoming City Manager (\$16,922).

It should be noted that the City is required by Accounting Principles, to accrue and expense unused credited leave at the end of each fiscal year. The "Cost of Accrual of Up-Front Leave" takes into account the leave provided at the commencement of the new City Manager's contract. **M/S – Yoder/Hansen** to approve an appropriation of \$52,628 from General Fund to Account 301.030 for City Manager Department Expenditures. The motion unanimously passed 4/0, with Council Member Mello being absent.

- b) Consider approval of part-time and temporary employees' wage scales effective January 1, 2016:

In 2014, Council approved a wage scale for part-time positions to go into effect to correspond to June 1, 2014 in advance of the movement of the minimum wage from \$8.00 to \$9.00 per hour. At the time, Council approved a structure where most positions received a \$1.00 per hour wage increase similar to the move in the minimum wage.

The State of California will implement another \$1.00 increase in minimum wage (from \$9.00 to \$10.00 per hour) effective January 1, 2016. Again, staff recommends an across the board movement of \$1.00 per hour for each part-time and temporary position.

At the time of the 2015/16 budget implementation, this increase was known and was contemplated in calculating wage costs. As such, various part time wage totals include the implementation of this increase. However, based upon utilization to date, the Part-Time Police Administrative Secretary and Building and Planning Administrative Assistant

positions will likely exceed original budgetary expectations. This will be further reviewed and a budget augmentation may be requested at the time of the Mid-Year Budget Review in February, 2016. **M/S – Hansen/Yoder** to approve part-time and temporary employee wage scales by \$1.00 per hour effective January 1, 2016.

c) Consider appointment of Robert Griffith to serve on the Library Board of Trustees:

There is currently a vacant seat on the Willows Library Board of Trustees due to the resignation of former board member Adrienne Haylor which term is due to expire on June 30, 2016. At the September 8, 2015, City Council Meeting, staff was directed to advertise and solicit applications to fill this seat and Council Members Mello & Williams expressed an interest to serve on the subcommittee to review applications and make their recommendation for an individual to fill this position. Only one application was received from current Planning Commissioner Robert Griffith. The subcommittee interviewed Mr. Griffith on October 21 and it is their recommendation to appoint Mr. Griffith to serve the remainder of the term of the vacant seat on the Library Board of Trustees. **M/S – Hansen/Yoder** to appoint Mr. Robert Griffith to serve the remainder of the vacant term on the Library Board, set to expire on June 30, 2016. The motion unanimously passed 4/0 with Council Member Mello absent.

12. Council Member Reports:

- Vice Mayor Hansen reported that he attended the Transit & Transportation meetings on October 15.

13. Executive Session:

PUBLIC COMMENT: Pursuant to Government Code Section 54954.3, the public was given an opportunity to directly address the legislative body on the item(s) below prior to the Council convening into Closed Session. No members of the public spoke and the council convened into Executive Session pursuant to California Government Code Sections 54950 et seq. to discuss the following items:

a) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:

Number of potential cases: One (1)

b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Gov. Code section 54957(b)(1).

Title: City Manager

14. Reconvene to Open Session & Report out, if any, on Closed Session:

The Council reconvened into open session at 9:01 p.m. Mayor Domenighini stated that there was no reportable action.

15. **Adjournment:** Mayor Domenighini adjourned the meeting at 9:02 p.m.

Dated: October 27, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD November 10, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Police Sergeant Carl Walter led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.
Absent: None
4. **Agenda Review:** M/S – Yoder/Hansen to accept the November 10, 2015 Agenda as presented. The motion unanimously passed 5/0.
5. **Presentations & Proclamations:**
 - a) Police Chief Jason Dahl presented a Certificate of Achievement for 14 years of dedicated service to the Willows Police Department to Sergeant Carl Walter who has recently accepted a position with UC Davis and will be leaving the Willows Police Department.

Mayor Domenighini called for a brief recess at 7:10 p.m. in order for staff and community members to congratulate Sergeant Walters and the meeting reconvened at 7:20 a.m.
6. **Public Comment/Written Communications:** None
7. **Consent Agenda:**
M/S –Yoder/Hansen to approve the Consent Agenda as presented. The motion unanimously passed 5/0 and the following items were approved/adopted:
 - a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit Registers (30200-30274; Z06774-Z06809; 34401-34432).
 - b) Approval of City Council Minutes for the Regular Meeting held on October 13, 2015.
 - c) Approval of City Council Minutes for the Special Meeting held on October 22, 2015.
8. **Public Hearings:** None
9. **Ordinances:** None.

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

- a) **City Manager, Scott Taylor** - Review of current State Legislation and Impacts of Medical Marijuana. Staff is seeking direction as to the City Council's position and whether to place an action item on a future agenda.

The State of California has enacted legislation dating back to approximately 2007 relative to the regulation of medical marijuana. Many cities have passed local legislation regulating and/or prohibiting the cultivation of marijuana within their respective cities. Cities have also banned the sales and distribution of medical marijuana from fixed or mobile locations.

In 2009, Willows added Municipal Code Section 1.05.125 which provides "Notwithstanding any provision of this code to the contrary, any use, entitlement, authorization, license or permit allowed or issued under this code shall be consistent with applicable state and federal law."

While arguably this ordinance provides for the prohibition of any use or permit in violation of state or federal law, it does not specifically address the changes in State law at a future point. Willows has no other ordinances or regulations in place addressing medical marijuana in any capacity.

Governor Brown has recently signed into law new legislation that allows for local municipalities to regulate cultivation and delivery of medical marijuana and associated business activity. The legislation provides for a dual licensing system whereby a licensee is required to obtain a permit from the State and the City to be able to operate. Cities that lack ordinances that effectively regulate or prohibit cultivation will concede authority to the State as the sole licensing authority as of March 1, 2016. Correspondingly, if a city does not expressly prohibit delivery of medical marijuana, delivery will be allowed. The State is expected to begin issuing dispensary licenses in January 2018. Cities may limit the number of medical marijuana delivery businesses and may also tax their sales.

What the City Council needs to know about the Medical Marijuana Regulation and Safety Act is as follows:

- **Local prohibition or regulation:** Cities may prohibit or regulate medical marijuana businesses within this jurisdiction. Local authority remains intact under the new law.
- **State License required:** All medical marijuana businesses – dispensary sales, delivery service, cultivation or transport – must have a State license.
- **State License not enough:** A medical marijuana business in any city may only operate if it has permission from the State and permission from the city (dual licensing).

- **Enforcement:** Revocation of local permission to operate means a medical marijuana business must terminate operation because the new law requires dual licensing. Upon approval by the State, a city may enforce State law.
- **State law penalties for unlicensed activity:** There are civil penalties and criminal penalties for operation without a State license.

As it pertains to cultivation of medical marijuana, if the city does not have a land use ordinance in place regulating or prohibiting cultivation, either expressly or otherwise under the principles of permissive zoning, or chooses not to administer a conditional permit program, then commencing March 1, 2016, and State Department of Food and Agriculture will be the sole licensing authority for medical marijuana cultivation applicants.

As it relates to delivery of medical marijuana, if the city does not expressly prohibit the delivery of medical marijuana within its jurisdiction, delivery will be allowed (with a State dispensary license). This means that if the city wishes to prohibit the delivery of medical marijuana within its jurisdiction, the city must adopt an ordinance expressly prohibiting delivery services and mobile dispensaries.

In order to regulate and/or prohibit the cultivation and/or delivery of medical marijuana, the City would need to adopt an Ordinance or Ordinances which second reading must occur on or before January 29, 2016. If no Ordinances are adopted to regulate and/or prohibit cultivation and/or delivery of medical marijuana, the City would automatically concede its authority to State laws. What this would mean is that beyond January 29, 2016, if no Ordinances are adopted by the City, the City essentially gives up any opportunities post facto to regulate, prohibit and/or tax medical marijuana within the Willows jurisdiction.

City Staff is seeking specific Council direction whether they wish to consider implementing specific policies/ordinances given the legal and political environment of the subject, and should use this opportunity to check its policies against new State legislation.

The City Council has a few options to consider. First, they can choose to do nothing and the regulation of medical marijuana will defer to the State. This option would result in the City having no future opportunities to regulate or tax medical marijuana. Next, the Council could consider the adoption of an Ordinance to completely prohibit marijuana entirely in the City. Last, the Council could consider adopting an Ordinance which would allow the City to regulate and tax medical marijuana. If the City were to opt for the second or third option, they would need to take action very soon and an Ordinance would need to be adopted no later than January 29, 2016.

Lengthy discussion ensued among the Council, City Manager Scott Taylor, City Staff, City Attorney Bob Hunt and Glenn County District Attorney Dwayne Stewart. Vice Mayor Hansen and Mayor Domenighini both stated that their preference is that the City completely prohibits the cultivation and sale of medical marijuana in the City. Council

Member Mello stated that he is not necessarily against medical marijuana use, but he has concerns about other factors that might come along with allowing cultivation and marijuana dispensaries, such as burglaries and the potential need for additional law enforcement. He is supportive of regulating it but allowing cultivation and dispensaries only within certain zones in the City. Council Member Yoder stated that he believes that some people truly do need medical marijuana for certain ailments and diseases and he believes that for all intents and purposes, medical marijuana is already here and among us and now it should be up to the City to strictly regulate and tax it and bring in additional revenue to the City. He believes that regulations and taxation on medical marijuana would be for the greater good of the community. Police Chief Dahl stated that he is adamantly opposed to medical marijuana cultivation and dispensaries in the city and, if legal, it will likely result in difficulties and additional calls for service for law enforcement.

Extensive and copious discussions ensued regarding possible ordinance options, legal opinions, personal opinions, potential types of medical marijuana regulations in the City, possible effects on law enforcement and effects on the City's revenue stream if the City were to allow cultivation and dispensaries in the City, et cetera. Once discussions concluded, the direction of the Council was as follows:

Council directed the City Manager to contact the Mayors of each the Willows and Orland City Councils and the Chair of the Board of Supervisors in order to set up a precursory meeting to discuss this topic and develop a general idea of where each agency is currently at with regard to their ideas on regulation of medical marijuana cultivation and dispensaries. Then these three bodies can begin to pave a path to where they all ultimately desire to be as an end result on this topic. Next, Council directed the City Manager to come up with a spectrum of options/ordinances that the Council can review, discuss and consider at the December 8 meeting. These options/ordinances would be variable anywhere from if the city chose to do nothing all the way to if the city chose to strictly regulate cultivation and sales, along with any/all options/ordinances in between. The City Manager acknowledged that he would follow through on the Council's directions that they had given him.

- b. **City Manager – Scott Taylor** - The City Manager briefly updated the Council on a recent tabletop exercise known as “Operation Toxic Cloud” sponsored by the Glenn County Health & Human Services Agency – Medical Health Preparedness Program. It was a discussion-based exercise that explored response to a fixed facility hazardous chemical release and it assessed the coordinated emergency response across all SEMS levels. It was reported that this drill was designed to be a precursor to a future full-scale exercise EOC drill next November, 2016. The City Manager and Council Members acknowledged jobs well done by Police Chief Dahl and Fire Chief Wayne Peabody during this exercise.
- c. **Vice Mayor, Gary Hansen** –Vice Mayor Hansen stated that he would like to go on the record and publicly commend retiring City Manager Steve Holsinger for his exemplary service to the City of Willows over the last eight years. Although City Manager

Holsinger is not in attendance at this evening's meeting, Vice Mayor Hansen wanted to commend him for his honorable service to the City of Willows during his tenure. He stated that he believes that he has served the City well in his capacity as City Manager.

11. **New Business:** None

12. **Council Member Reports:**

- Council Member Yoder stated that today is the 240th birthday of the United States Marine Corp and tomorrow is Veterans' Day.
- Mayor Domenighini reported that he attended a LAFCO meeting on Monday.
- Council Member Mello thanked the City Clerk for emailing the Council the information on the Medical Marijuana Act and notice of informational workshops.
- Vice Mayor Hansen thanked Council Members Mello and Yoder for their Military Service and wished them a Happy Veterans' Day. He also reported that he and Mayor Domenighini attended the Glenn County Association of Realtors mixer last Thursday at the Glenn Golf and Country Club.
- Mayor Domenighini inquired about the status of recruitment of filling three seats on the Planning Commission that are set to expire at the end of December. The City Clerk reported that only two applications were received for the three seats and the item would be on the agenda for appointments to be made at the December 8 City Council Meeting.

13. **Executive Session:**

PUBLIC COMMENT: Pursuant to Government Code Section 54954.3, the public was given an opportunity to directly address the legislative body on the item(s) below prior to the Council convening into Closed Session. No members of the public spoke and the council convened into Executive Session at 8:57 p.m. pursuant to California Government Code Sections 54950 et seq. to discuss the following items:

- a) CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Pursuant to Government Code Section 54957
One Case: Kelly Kuwata v. City of Willows.
Glenn County Superior Court case no. 14CV01380

14. **Reconvene to Open Session & Report out, if any, on Closed Session:**

The Council reconvened into open session at 9:53 p.m. Mayor Domenighini stated that there was no reportable action taken.

15. **Adjournment:** Mayor Domenighini adjourned the meeting at 9:54 p.m.

Dated: November 10, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

December 8, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Scott Taylor, City Manager

SUBJECT: Options for Direction to Staff Related to Establishing Regulation of Medical Marijuana.

RECOMMENDATION

Staff is seeking direction from Council relative to the regulation of medical marijuana.

BACKGROUND

On November 10, 2015, Council discussed the recent State legislation related to the regulation of medical marijuana and the impacts on local government should local government fail to enact ordinances regulating the cultivation and delivery of medical marijuana within its jurisdiction. The State Legislature introduced three bills comprising the Medical Marijuana Regulation and Safety Act ("MMRSA"). These bills are designed to impose additional regulatory mechanisms related to medical marijuana. For example, there will be a dual licensing structure which requires a state and local license or permit in order to cultivate, dispense or transport medical marijuana. The legislation appears to allow cities that wish to ban these land use activities to continue to do so; however, there are critical time constraints.

Assembly Bill 266 established a dual licensing structure requiring state and local licenses or permits to establish marijuana businesses.

Assembly Bill 243 includes a provision stating that cities that do not have an ordinance regulating or prohibiting cultivation and delivery by March 1, 2016, will lose the authority to regulate or ban such activities within our city limits.

Assembly Bill 643 established criteria for the licensing of medical marijuana businesses, regulating physicians, and recognizing local authority to levy taxes and fees.

Currently, Willows does not have adequate ordinances in place regulating and/or prohibiting the cultivation or delivery of medical marijuana to meet the mandates of the new state legislation.

Council requested staff bring back options associated with the regulation of medical marijuana for consideration and action by Council.

DISCUSSION

As presented and discussed on November 10, 2015, Governor Brown signed into law legislation that allows for local government (cities) to regulate cultivation and delivery of medical marijuana and the associated business activity. Within the legislation, it provides that failure of local government to enact ordinances regulating medical marijuana, local government will forfeit, in perpetuity, the ability to later enact ordinances and default to State regulation. As a result, Council directed staff to provide options for regulation of medical marijuana for Council review and action.

To that end, commensurate with the discussions during the November 10, 2015 council meeting, the following are options for consideration and action:

Option One: Prohibit Cultivation and Regulate and Tax Delivery

As previously discussed, cultivation is the physical growing of medical marijuana. Under State legislation, local government has the authority to regulate or prohibit the cultivation and delivery of medical marijuana within its jurisdiction.

Option One would strictly prohibit any cultivation of any medical marijuana within city limits. This equates to no growing of medical marijuana of any kind in any capacity or quantity within city limits, period. There would be no grey area. Further, Option One would provide for the regulation and taxation of delivery of marijuana within city limits. As discussed, "delivery" means the transfer of medical marijuana from the grower/provider to the end user. This delivery may occur from a brick and mortar location or perhaps in the form of mobile delivery. Additionally, regulation and taxation would include requisite licensing (including business licensing) and permits from both the City of Willows and the State, under the "MMRSA."

Option Two: Regulate Cultivation and Regulate and Tax Delivery

Option Two would be similar to option one with the difference being the permissive cultivation. Allowing cultivation within the city limits brings with it additional dynamics to be considered. These dynamics include the nuisance aspect of cultivation including offending odors and perhaps additional police resources related to open growth. However, if approval is considered, substantial restrictions can be imposed to significantly regulate those possible side effects associated with permitted cultivation.

Option Three: Regulate Cultivation and Prohibit Delivery

Option Three provides for the regulation of cultivation of medical marijuana as previously outlined with similar concerns and regulatory possibilities. However, option three would prohibit the delivery of medical marijuana in its entirety. This option would strictly prevent any options of delivery including marijuana dispensaries, mobile delivery and related methods of end user distribution within city limits.

Option Four: Prohibit Cultivation and Prohibit Delivery

Option Four is somewhat self-explanatory. This option would strictly prohibit any cultivation of any kind within city limits. It would not allow for growth of medical marijuana even for personal

use or other capacities such as cooperatives or collectives. Further, option four would strictly prohibit the delivery of medical marijuana within city limits. Thus, under this option, no delivery in any form would be permitted thereby prohibiting dispensaries, brick and mortar locations and mobile delivery.

FINANCIAL CONSIDERATIONS

None at this time, unless City moves in the direction of regulation and taxation. If so, then uncertain new revenues could be anticipated to offset costs associated with regulation and enforcement. If Council chooses to prohibit delivery, loss of potential revenues can be expected.

RECOMMENDATION

Choose an option and direct staff to draft an ordinance for adoption by Council commensurate with the option chosen.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "S. Taylor", is written over the typed name and title.

Scott Taylor, Esq.
City Manager

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Natalie Butler, City Clerk

SUBJECT: PLANNING COMMISSION APPOINTMENTS

RECOMMENDATION

Consider Council Member Yoder & Vice Mayor Hansen's recommendation to reappoint two individuals to the Planning Commission for a four-year term beginning January 2016 and expiring December 2019. Additionally, direct staff to continue to advertise and recruit for an individual to apply to serve the term of one currently vacant seat on the Commission due to lack of a sufficient number of applications submitted for the 3 vacancies.

SUMMARY

Three Planning Commission terms (Commissioners Robert Griffith, Kerri Warren & Candis Woods) are due to expire at the end of December, 2015. Council Member Yoder and Vice Mayor Hansen at the City Council's August 25, 2015, Regular Meeting, volunteered to interview candidates and report back to the full Council with their recommendations to select three individuals to serve on the Planning Commission beginning January 2016 and expiring December 2019. The City received only two applications from current Commissioners Robert Griffith and Candis Woods. Council Member Yoder and Vice Mayor Hansen elected to waive interviews for these two candidates, as they have already served on the board and have been doing very well in their roles. Therefore, it is the recommendation of Council Member Yoder and Vice Mayor Hansen to reappoint Robert Griffith and Candis Woods to additional four-year terms on the Planning Commission and also to direct staff to continue to recruit for one remaining vacant seat on the Commission.

NOTIFICATION

Robert Griffith
Candis Woods

ALTERNATE ACTIONS

No alternatives are recommended.

December 8, 2015

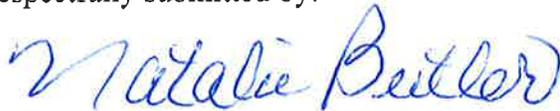
RECOMMENDATION

Reappoint Robert Griffith and Candis Woods to serve additional four-year terms on the Planning Commission commencing in January 2016 and expiring in December 2019, and also direct staff to continue to recruit for one remaining vacant seat on the Commission.

ATTACHMENTS:

Planning Commission applications for Candis Woods and Robert Griffith.

Respectfully submitted by:

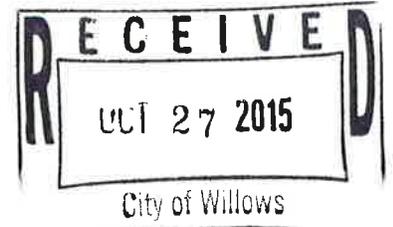


Natalie Butler, City Clerk

Approved by:



Scott Taylor, City Manager



APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

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

Name: Candis Woods

Residence Address: 603 E Walnut

Mailing Address: Same

E-Mail Address: ~~_____~~

Home Phone: 934-3926 Business Phone: _____

* Are you a registered voter? yes

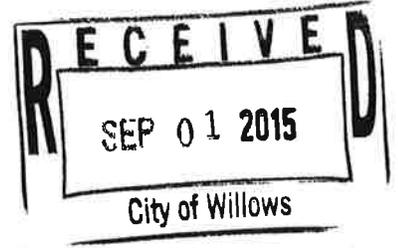
Please list all prior experience on City or local service commissions, committees, boards, clubs, etc.:

planning commission

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

I have served on the planning Com. for several years. I would like to continue the work that has been started.

Applicant Signature Candis Wood Date & Time Received by City Clerk _____



APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION
THIS DOCUMENT IS A PUBLIC RECORD

Name: ROBERT LEE GRIFFITH

Residence Address: 1039 NORTHGATE DR

Mailing Address: SAME

E-Mail Address: GRIFF97CA@HOTMAIL.COM

Home Phone: 361-9073 Business Phone: 517-2083

* Are you a registered voter? YES

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

CURRENT MEMBER OF WILLOWS PLANNING COMMISSION
PAST PRESIDENT OF READING KAWANIS CLUB
VARIOUS POSITIONS OF CHURCHES I HAVE ATTENDED.

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

I WOULD LIKE TO CONTINUE TO SERVE THE CITY OF
WILLOWS IN THE PLANNING COMMISSION, AND PUT
THE TRAINING I RECEIVED TO USE.

Applicant Signature Robert Lee Griffith Date & Time Received by City Clerk

December 8, 2015

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of the Council

FROM: Natalie Butler, City Clerk

SUBJECT: Council Committee Appointments

RECOMMENDATION:

Consider appointments to various committees / panels for 2016.

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. During 2016, the City of Willows will have two members on the Transportation Commission.

Please note that only those committees/boards/commissions highlighted in yellow are required to have changes made for 2016.

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION:

County Clerk's Office

ALTERNATE ACTIONS:

None

RECOMMENDATION:

Consider appointments to various committees / panels for 2016.

December 8, 2015

ATTACHMENTS:

Exhibit A – 2015 (Current) Committee Assignments

Exhibit B – 2016 Pending Assignments & Term Expirations

Exhibit C – Draft City Selection Committee Agenda for Monday, January 4, 2016 at 8:30
a.m. (Mayor attends).

Respectfully submitted by:



Natalie Butler,
City Clerk

Approved By:



Scott Taylor,
City Manager

EXHIBIT A

WILLOWS CITY COUNCIL 2015 COMMITTEE REPRESENTATIVES

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	Domenighini	12/09/2014	5/1/2017
*Glenn County Waste Management Regional Agency	Hansen Mello (Alternate)	12/09/2014	01/2016
*Transit Committee	Hansen Yoder Williams (Alternate)	12/09/2014	01/2016
*Transportation Commission	Hansen Yoder, (Alternate)	12/09/2014	01/2016
LAFCO (Term is four years)	Domenighini Mello (Alternate)	12/9/2014	05/2017
City Select Committee	Mayor	12/2004	12/2015
Countywide Mosquito & Vector Committee	Mayor	12/09/2014	012/2015
Finance Committee	Williams Mello	12/09/2014	12/2015
GCID Voting Delegate	Mayor	12/2000	12/2015
League Legislative Delegate	Mayor	12/2004	12/2015
Library Board	Domenighini	12/09/2014	12/2015
3CORE (Formerly known as Tri-Counties Economic Development Committee)	Mello Yoder (Alternate)	12/09/2014	12/2015
CDBG Loan Committee	Domenighini Hansen	12/09/2014	12/2015
Public Safety (Police & Fire) Committee	Hansen Yoder Williams (Alternate)	12/09/2014	12/2015
City & Counties Economic Development Steering Committee	Hansen Yoder Williams (Alternate)	12/09/2014	12/2015

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

Updated 12/10/2014

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.
- 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.
- The Willows City Council on December 13, 2011, by consensus, added the "Public Safety (Police & Fire) Subcommittee" to the list of Committee Representative.
- The Willows City Council on December 11, 2012, by consensus, added the City & Counties Economic Development Steering Committee. They also, by consensus, disbanded the Weed Abatement Subcommittee & the Budget Development Subcommittee.
- The Willows City Council on December 9, 2014, by consensus determined that the Mayor would be the Committee Member for the Countywide Mosquito & Vector Committee in any given year.

EXHIBIT B**WILLOWS CITY COUNCIL 2016 COMMITTEE REPRESENTATIVES**

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	1 Member	12/09/2014	5/1/2017
*Glenn County Waste Management Regional Agency	2 Member 1 Alternate	12/09/2014	01/2016
*Transit Committee	2 Members 1 Alternate	12/09/2014	01/2016
*Transportation Commission	2 Members	12/09/2014	01/2016
LAFCO (Term is four years)	1 Member	12/11/2012	05/2017
City Select Committee	Mayor	12/2004	12/2016
Countywide Mosquito & Vector Committee	Mayor	12/09/2014	12/2016
Finance Committee	2 Members	12/09/2014	12/2016
GCID Voting Delegate	Mayor	12/2000	12/2016
League Legislative Delegate	Mayor	12/2004	12/2016
Library Board	1 Member	12/09/2014	12/2016
3CORE (Formerly known as Tri-Counties Economic Development Committee)	1 Member 1 Alternate	12/09/2014	12/2016
CDBG Loan Committee	2 Members	12/09/2014	12/2016
Public Safety (Police & Fire) Committee	2 Members	12/09/2014	12/2016
City & Counties Economic Development Steering Committee	2 Members 1 Alternate	12/09/2014	12/2016

EXHIBIT C



COUNTY OF GLENN CLERK OF THE BOARD OF SUPERVISORS

Willows Memorial Hall, 2nd Floor
525 West Sycamore Street, Suite B1
Willows, CA 95988

DI AULABAUGH
Clerk of the
Board of Supervisors

DEBBIE LAMBERT, Sr. Deputy Clerk
COURTNEY HOULE, Deputy Clerk

CITY SELECTION COMMITTEE

The City Selection Committee is created pursuant to Government Code Section 50270 for the purpose of appointing city representatives to boards, commissions, and agencies as required by law. The membership of the committee consists of the mayor of each incorporated city within the County. If you have any questions concerning this agenda or the City Selection Committee please contact the Clerk of the Board.

AGENDA

Monday, January 4, 2016 – 8:30 a.m.

**Board of Supervisors Chambers
Willows Memorial Hall, 2nd Floor
525 West Sycamore Street
Willows, CA 95988**

1. Appoint **Chairman** and **Vice Chairman** to serve for Calendar Year 2016.
2. Appoint city representatives to the **Transportation Commission**, to serve a one year term to January 2016:
 - a. City of Orland: One (1) member and one (1) alternate member
 - b. City of Willows: Two (2) members
3. Appoint city representatives to the **Regional Transit Committee**, to serve a one year term to January 2016:
 - a. City of Orland: Two (2) members and one (1) alternate member
 - b. City of Willows: Two (2) members and one (1) alternate member
4. Appoint city representatives to the **Glenn County Waste Management Regional Agency Governing Board**, pursuant to the provisions of Joint Exercise of Powers Agreement (Contract No. 1174) executed March 17, 1998 with the City of Willows, City of Orland, and the County of Glenn for Solid Waste Disposal and AB 939, to serve a one year term to January 2016:
 - a. City of Orland: One (1) member and one (1) alternate member
 - b. City of Willows: Two (2) members and one (1) alternate member
5. Appoint one Alternate member from the City of Orland to represent the Cities of Orland and Willows to the **Local Agency Formation Commission** to serve to January 2016.
(Representation alternates between Cities each year. Alternate for 2013 was appointed from the City of Willows)
6. **Unscheduled Matters and Public Comment.**
7. **Adjourn.**

AGENDA ITEM

TO: Honorable Mayor Domenighini and City Council Members

FROM: Natalie Butler, City Clerk

SUBJECT: Election of Mayor and Vice Mayor for 2016

RECOMMENDATION

Receive nominations and by motion, elect Mayor and Vice Mayor for 2016.

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, 2016, through December 31, 2016 unless otherwise appointed by the Council to serve an additional term or terms.

FINANCIAL CONSIDERATIONS

None

NOTIFICATION

None

ALTERNATE ACTIONS

No alternatives are recommended

RECOMMENDATION

Receive nominations and by motion, elect Mayor and Vice Mayor for 2016.

Respectfully submitted,



Natalie Butler, City Clerk

Approved By:



Scott Taylor, City Manager

CITY OF WILLOWS
ADMINISTRATIVE PROCEDURE AND POLICY MANUAL

Subject: Election of Mayor, Vice-Mayor, Redevelopment Agency Chairperson, Appointment of Commissioners and City Council Committees	Number: 1-7
	Effective Date:
Department(s) Affected: City Council	Supersedes:
	Authority: Resolution Number 2-98 City Council: March 10, 1998
File Reference(s): Resolution Number 2-98 Adopted 3/10/1998 Amended by minute order of 10/23/2001 City Council Meeting	Approved: Willows City Council 10/23/2001

I. **POLICY:**

In order to ensure that the business meetings of the City Council and Agency are conducted in an efficient and businesslike manner, Council has determined that Council meetings will be chaired by the Mayor and in the absence of the Mayor by the Vice Mayor, who will also serve as Redevelopment Agency Chair.

Council has determined that it is appropriate to designate selection procedures and terms of office for the Mayor and Vice Mayor to facilitate a consistent and orderly selection of officers. Therefore, the term for the offices of Mayor and Vice Mayor is for a one (1) year period. Election dates shall be at the first meeting in December of each year.

The Mayor and Vice Mayor positions will be by majority vote of the City Council, and the Council may extend or reduce the terms of office at any time by a majority vote.

In addition to election of Mayor and Vice Mayor, the periodic appointment of members to various City Commissions as well as the yearly appointment of Council Committee Members will also be made at the first meeting in December.