

CITY COUNCIL

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

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041

www.cityofwillows.org

AMENDED AGENDA FACE TO CORRECT DAY OF MEETING
CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, December 9, 2014
7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff).
 - a) Consider acceptance, by motion, of City Council December 9, 2014, Agenda.
5. Presentations & Proclamations: None
6. Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. (*Public Comment is generally restricted to three minutes*).
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General, Payroll & Direct Deposit Check Registers.
 - b) Consider approval of Minutes of the November 12, 2014, Regular City Council Meeting.
 - c) Consider approval of Minutes of the November 25, 2014, Regular City Council Meeting.
8. Public Hearings: None
(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).
9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:

11. New Business:

- a) Discuss and Advise regarding status of Willows Chamber of Commerce Proposed Funding Request Form.
- b) Discuss and, by consensus, advise Staff regarding 1) Whether or not to post ongoing disbursement information publicly and 2) If desired to post, direct staff of the method of posting.
- c) Consider appointments to various committees, commissions, and/or panels for 2015.
- d) Receive nominations, and by motion, appoint a Mayor and a Vice Mayor for 2015.

12. Council Member Reports:

13. Executive Session: None

14. Adjournment:

CERTIFICATION:

Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before December 5, 2014. 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 12, 2014

1. Mayor Cobb called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** City Clerk Natalie Butler led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
Absent: None

4. **Agenda Review:**

City Manager Steve Holsinger requested that the Council remove items 7 (c), (d) & (e) from the Consent Agenda, as these were items that were previously acted on by the Council at their last Council Meeting held on October 28 and they were inadvertently carried over onto tonight's agenda. The City Manager also pointed out that there was a wording error on the Resolution under item 7(b) (4) and he stated that if passed, the wording will be corrected on the Resolution prior to it being placed into the Official Resolution Book. It was then **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to accept the November 12, 2014 agenda as amended with the aforementioned changes recommended by the City Manager. The motion unanimously passed.

5. **Presentations & Proclamations:** None

6. **Public Comment/Written Communications:**

Keith Corum of 831 Tamarack Way wanted to publicly compliment City Clerk, Natalie Butler. He stated that often the Council hears criticisms and he thought it was important that a compliment be bestowed. He explained that he came into the City Hall office recently because he knew there was going to be an item on tonight's agenda that he was interested in which had to do with garbage pick-up. He stated that he had called Waste Management a few months ago to find out if there was a senior rate for a smaller garbage receptacle and he was told that he had to be 70 years old to get the senior rate, and he is only 65. He stated that before he knew it, Natalie had made a phone call and got it all straightened out and he will soon be receiving his 35 gallon can at a lesser rate. He stated that he was surprised because he didn't come in with the intent of her to do all of that, so he stated that he wanted to compliment her publicly so the Council knows that she goes the extra mile from time to time.

7. **Consent Agenda:**

It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to approve the Consent Agenda as amended under item 4 (a). The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General, Payroll & Direct Deposit Check Registers. (28067-28165;33433-33467; Z05650-Z05683).
- b) Adoption of four Resolutions: (1) Resolution affirming and updating Cafeteria Plan Terms with the City of Willows and the Willows Employees Association; (2) Resolution affirming and updating Cafeteria Plan Terms with the City of Willows and the Willows Public Safety Association; (3) Resolution affirming and updating Cafeteria Plan Terms with the City of Willows and Department Heads and Confidential Employees; (4) Resolution affirming and updating Cafeteria Plan Terms with the City of Willows and the City Manager.

8. Public Hearings:

- a) Conduct public hearing and consider adoption of a Resolution approving rate increases for solid waste collection services in the City of Willows:

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 following is a brief summary of the proposed rate adjustments and the factors impacting the increased cost of services to the community. The City Council will be conducting a public hearing on the rate adjustment proposal.

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:

- Annual rate increase consideration 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 1.84% for residential and commercial customers, to become effective December 1, 2014. 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 2013 thru August 2014 is equal to 5.069 index points or an equivalent 2.14% 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 2014 - 2015 year is 2.14% 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 (- 0.30%). Our current Agreement prohibits annual adjustment in excess of 2.00% in conjunction with the Fuel Cost Adjustment. Therefore the overall (- 0.30%) (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 rate adjustment of 1.84% for residential customers will result in a \$0.28/per month increase on average. This results in an annual cost increase of approximately \$3.36 per customer in Willows. A detailed analysis of the cost impacts has been presented to the Council, as well as a rate schedule for each applicable category of service. Staffs recommends City Council conduct the Public Hearing and following the public hearing, approve the proposed rate increase for solid waste collection services to become effective December 1, 2014.

Additionally, during the prior year's rate adjustment consideration, the City Council also considered a modification to the current contract terms & provisions; essentially removing the following requirement: Under ARTICLE II CONTACTOR'S OBLIGATIONS Section 2. A iv (additional services)

"Bag and Tag Program" – Each resident will be provided with 12 stickers each calendar year that will allow the resident to put a tag on additional bagged garbage (not to exceed 40 pounds) next to the resident's cart at no charge with use of one of the stickers.

Waste Management had proposed replacing this requirement with an annual Community Clean-Up event at no additional charge to the City for residents participating in the Clean-Up Event. Council directed staff to schedule a Community Clean Up event during 2014 on a one-time trial basis and to reconsider the elimination of the "Bag & Tag" provision during this year's annual rate request discussion. Therefore, staff is seeking final direction from the Council concerning the possible elimination of the "Bag & Tag" contract amendment.

Mayor Cobb opened the Public Hearing at 7:07 p.m. Keith Corum spoke during the hearing and stated that he would like to see the smaller 35 gallon container available to all people, regardless of age. He believes this would not only be a cost savings to the customer, but it would also encourage more recycling.

Mayor Cobb read a letter dated November 9 and received November 12 from Robert Faust into the record on this topic. Mr. Faust's letter stated that he believes the inflation rate of 1.8% is high and he was also opposed to the total elimination of the "Bag & Tag" program. He believes that substituting only one annual clean-up day per year does not satisfy the need for continuing to utilize the tags throughout the year. He requested that the Council consider keeping the "Bag & Tag" program in the contract.

Council discussion ensued and Matt Fryer, District Manager for Waste Management, was present and addressed Council concerns and questions. Mr. Fryer gave the Council an overview of the success of last year's first Community Clean-Up event. He reported that over 40 tons of waste was collected and hauled to the landfill at the event and that tonnage far exceeded what the "Bag

& Tag” program had collected annually over the past years. Mr. Fryer also explained that more times than not, if a resident places an extra bag or bags of trash out with their dumpster, the drivers will generally pick them up. After discussion ceased, it was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to adopt a Resolution adopting refuse collection rates, approving amendment to residential & commercial rate structures as provided within the provisions of the Franchise Agreement approved November 28, 2006. The motion unanimously passed.

9. **Ordinances:** None.

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

- The City Manager reminded the Council that he will be out of State on vacation from November 19 to December 6. During his absence the Finance Director, Tim Sailsbery, will be the “Acting City Manager” and any pressing issues should be taken up with him.
- Council Member Hansen suggested that staff put a link to the California Department of Public Health on the City’s website that shows their contact information for people who would like information on the Chromium 6 issue.
- Council Member Domenighini asked for an update on the status of a follow-up letter that staff was going to send to Senator Jim Nielsen regarding the fiscal effects on the Community due to the new Chromium 6 level regulation. The City Manager stated that it was in the works and that he was in communications with Cal Water and he is waiting for them to respond to him.

11. **New Business:**

- a) Consider adoption of a Resolution approving an increase in the Billing Rate under the Professional Services Agreement with Willdan Engineering to provide General Planning and Environmental Services to the City of Willows:

Throughout the past few fiscal years, several options for providing Planning & Environmental Services have been explored by city staff. A Contract for Planning Services was awarded to Willdan Engineering Consultants for the fiscal 09/10 period; ending June 30, 2010. That Contract has since been extended during each subsequent fiscal year, at the same terms & conditions. Willdan recently consulted with city staff in conjunction with an internal evaluation of services performed under the contractual agreement. City staff responded with a resounding vote of universal approval for all services provided under the contractual relationship.

Willdan Management Staff has recently requested that the City of Willows consider a moderate billing rate increase for services in conjunction with customary compensation reviews being finalized by Willdan Planning Services Division. This would be the first compensation consideration for City Planner, Karen Mantele in over five years. City staff is supportive of this

request and seeking Council approval for an adjustment in Billable Rates for Planning Services under the contract approved this past July.

The proposal is to provide the same scope of Planning Services at the requested increase of \$87.50 as opposed to the previously approved \$85/hourly rate. This increase is equivalent to a 2.9% increase. (e.g., in comparison, the California CPI for All Urban Wage Earners during this same period has increased by 10.4%). Locally, the City of Orland currently has established a billable rate of \$105.00/hourly for the same contractual Planning Services; under a contract with PMC (i.e., PMC Planning Services).

Staff is recommending the City Council approve the requested increase effective January 1, 2015. This rate would be more consistent with regional billing rates for similar level of planning services.

Council discussion ensued and all members were in agreement that City Planner Karen Mantele does a great job and this is a nominal and well deserved increase which makes good business sense for the City. Council Member Domenighini, however, stated that he would be voting no on this item, but only because the City just recently approved extension of the contract in July. Otherwise, he believes Ms. Mantele does a fine job and is an asset to the City. It was **moved** by Council Member Mello and **seconded** by Council Member Hansen to adopt a Resolution authorizing an increase in the billing rate of the Public Agency Agreement with Willdan Engineering Consultants for general Planning and Environmental services throughout the Fiscal Period ending June 30, 2015. The motion passed 4/1, with Council Member Domenighini voting nay.

- b) Receive nominations and by motion, appoint an Interim Mayor & Vice Mayor for the remainder of the 2014 term:

The terms of office for Mayor and Vice Mayor typically run from January through December immediately following reorganization of the Council each December. However, infrequently during biennial Election cycles, the conventional council member terms may be modified as a result of the election process. This is the current circumstance for the Willows City Council. Upon certification of the most recent general election cycle, the council will not retain their Mayor or Vice Mayor throughout the remainder of the 2014 Term. Therefore, the Council would be left without a presiding officer at any subsequent meeting of the council. Staff recommends the Council proactively appoint an interim Mayor & Vice Mayor to become effective immediately following the swearing-in ceremony for newly elected Council Members on November 25.

Council Member Taylor-Vodden **moved** to nominate Council Member Domenighini as the Interim Mayor. Council Member Mello **seconded** the nomination. Hearing no further nominations, nominations were closed and the motion unanimously passed to appoint Council Member Domenighini to serve as the Interim Mayor until the end of 2014.

Council Member Mello **moved** to nominate Council Member Hansen as the Interim Vice Mayor. Mayor Cobb **seconded** the nomination. Hearing no further nominations, nominations were closed and the motion unanimously passed to appoint Council Member Hansen to serve as the Interim Vice Mayor until the end of 2014.

12. Council Member Reports:

- Council Member Mello reported that the Willows and Orland Oil Filter Exchange program went well. He also reported that Rumiano Cheese has moved to downtown Willows on Sycamore Street.
- Council Member Taylor-Vodden asked about the Sycamore Park Skate Park Mural Project. Council Member Elect, Jim Yoder, was in the audience and gave the Council an update. He reported that the Project Coordinator, Joe Flesher, met with a paint supplier yesterday to look at high-traffic paint for the skate park because the original paint that was ordered was low/no traffic paint and would not hold up to the amount of wear and tear in the skate bowl so it was returned.
- Council Member Domenighini reported that he plans to attend the upcoming Library Board meeting this Thursday. He also gave a report on current and upcoming activities and events happening at the Library.

The Council entered into Executive Session at 7:43 p.m.

13. Executive Session: Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session on the following:

CONFERENCE WITH LABOR NEGOTIATOR(S) Pursuant to Section 54957.6

Agency Negotiators: City Manager Steve Holsinger
Finance Director Tim Sailsbery

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

14. Report-Out from Executive Session: No reportable action was taken by the Council & direction was provided to staff.

15. Adjournment: Mayor Cobb adjourned the meeting at 8:46 p.m.

Dated: November 12, 2014

NATALIE BUTLER

City Clerk

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
November 25, 2014

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

<u>Present:</u>	Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
<u>Absent:</u>	None
4. **Agenda Review:** Council Member Hansen requested that item 13 (Council Member Reports) be moved up on the agenda to item 4 (b), thus allowing the outgoing Council Members Cobb & Taylor-Vodden an opportunity to give their reports prior to swearing in and seating the two new incoming Council Members.
 - a) It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to approve the November 25, 2014 City Council Agenda with the aforementioned amendment. The motion unanimously passed.
 - b) Council Member Reports:
 - Council Member Domenighini gave an update on activities and events happening at the Library. He also stated that the Friends of the Willows Library will be holding a raffle on December 6 at the annual Christmas Craft Faire.
 - Council Member Mello gave a reminder that the Annual Holiday Light Parade will be taking place on December 6.
 - Council Member Taylor-Vodden reported that she and Council Member Mello attended the last Economic Development Steering Committee Meeting. She also reported that since she is stepping down from the Council and will no longer be a member of LAFCO, the City should think about having a representative present to attend the next LAFCO meeting on December 8.
 - Council Member Hansen gave an update on the most recent Transportation & Transit Meetings. He also shared some parting words for outgoing Council Members, Mayor Cobb and Vice Mayor Taylor-Vodden. He expressed his pleasure in having served with both of them and that they were both outstanding Council Members who served the community of Willows admirably during their time in office and should be commended for their hard work and dedication the City and the citizens of Willows.
 - Mayor Cobb gave some brief parting words, stating that it has been a pleasure to serve the community of Willows for the past four years and that he really enjoyed working with the citizens and with the staff. He stated that he sometimes made decisions that were not always very popular, but every decision that he made he felt was for the betterment of the community of Willows.
5. **Election Results Certification and Swearing in Newly Elected Council Members:**

- a) The Glenn County Clerk has canvassed the returns of the November 4 election and has certified the ballots cast, which indicate that Jeff Williams and Jim Yoder are the new members of the Willows City Council. It is now in order for the Council to confirm the results of the election by adopting a resolution. After the resolution is adopted, the new members of the City Council will be sworn into office. It was **moved** by Council Member Domenighini and **seconded** by Council Member Mello to adopt a resolution confirming canvass of returns and results of the consolidated general Municipal Election held on Tuesday, November 4, 2014. The motion unanimously passed.
- b) Pursuant to Election Code §10265, City Clerk Natalie Butler administered the Oath of Office to newly-elected Council Members Jeff Williams and Jim Yoder.

At 7:18, outgoing Council Member, Mayor Cobb, called for a brief recess to allow for the transition of the outgoing and incoming Council Members. The meeting reconvened at 7:30 with Council Members Williams & Yoder seated at the dais and Interim Mayor Domenighini presiding over the remainder of the meeting.

6. **Presentations & Proclamations:** None

7. **Public Comment/Written Communications:**

- Chamber of Commerce President Jamie Millen gave the Council a report on past and upcoming Chamber of Commerce events, fundraisers and activities.
- Barbara LaDoucer of the American Legion Auxiliary reminded the Council that December 7 would be the 73rd anniversary of the attack on Pearl Harbor.

8. **Consent Agenda:**

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

- a) Approval of General, Payroll & Direct Deposit Check Registers (28169-28208; Z05798-Z05835; 33468-33521)
- b) Approval of the Minutes of the Special City Council & Planning Commission Joint Meeting & Regular City Council Meeting held Tuesday, October 28, 2014.

9. **Public Hearings:** None.

10. **Ordinances:** None

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

Finance Director Tim Sailsbery informed the Council that the City received a written resignation from Public Works Director Skyler Lipski effective December 5, 2014. He stated that Mr. Lipski's departure from the City will be a huge loss to the City and to the Community of Willows.

Council Member Williams expressed that he would like to see the City's check registers placed on the City's website so people in the community know how the city spends their money. It was the majority consensus of the Council to place an item on the December 9, 2014 Council agenda for Council discussion and/or action.

12. New Business:

a) Funding Request Form – Willows Chamber of Commerce:

With the passage of the 2014-15 and 2015-16 Budgets, the City Council increased the annual funding to the Willows Chamber of Commerce from \$4000 to \$5000 with the stipulation that the funding would be limited to reimbursement or augmentation for community of Willows events.

Subsequent to that determination, Chamber representatives, the City Manager, and two now former Councilmembers (Mayor Cobb & Vice Mayor Taylor-Vodden) serving as an ad hoc committee, corresponded to work toward a methodology of requests and payments of the allocation. Before the Council tonight is the proposed funding request form as presented by the Chamber of Commerce. The version of the form, as presented, was not vetted by the City Manager or the ad hoc committee and the ad hoc committee members are now departed from the Council and thus there is no way to get their input on the funding request form. Additionally, the City Manager is not present at this evening's meeting but he did commit to Chamber Representatives that this item would be placed on tonight's agenda.

As the vetting has not taken place, it would appear that the definition of "Community-Wide Event" may not have been fully settled. Based upon this, presenting staff is maintaining neutrality on this item and has no recommendation. Alternative actions presented to the Council were to 1) Table this action to the December 9 City Council Meeting when the City Manager will be present to discuss this item with the Council; 2) Table action on the reimbursement form and re-establish a two-member ad hoc committee to review the form with Chamber Representatives and the City Manager; 3) Accept the reimbursement form as presented; or 4) Reject the reimbursement form as Presented.

Jamie Millen, President of the Willows Chamber of Commerce, addressed the Council and gave them some history about the meeting that took place with former Council Member Taylor-Vodden, the City Manager and Chamber representatives. As a result of that meeting the Chamber was asked to develop a proposed procedure and identify those community events and specify a funding level for each event through the remainder of the 2014/15 fiscal period. The form being proposed to the Council tonight for consideration is what the Chamber came up with.

Council discussion ensued and it was the unanimous consensus of the Council to table this item to the December 9, 2014 City Council Meeting due to the fact that the ad hoc committee was no longer available to answer questions or make recommendations and the City Manager was also unavailable to answer questions. Staff indicated that they would place this item back on the agenda for discussion and possible action at the December 9 Council Meeting.

13. **Adjournment:** Interim Mayor Domenighini adjourned the meeting at 7:53 p.m.

Dated: November 24, 2014

NATALIE BUTLER

City Clerk

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AGENDA ITEM

TO: Willows City Council

FROM: Tim Sailsbery, Finance Director

SUBJECT: Funding Request Form-Willows Chamber of Commerce-Tabled from November 25 Meeting

RECOMMENDATION

Discuss and Advise Regarding Status of Willows Chamber of Commerce Funding Request Form

SITUATION (or BACKGROUND):

This item has been tabled from the November 25 meeting and is presented at this time. The Staff report from 11/25 is included as an Attachment.

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Accept Form as Presented
2. Reject Form as Presented
3. Recommend Amendments to Form
4. Develop Methodology for Distribution of Funds for Community Events to the Willows Chamber of Commerce
5. Table action on the Reimbursement Form and re-establish a two member Ad-Hoc Committee to review with Chamber Representatives and the City Manager

RECOMMENDATION

Discuss and Advise Regarding Status of Willows Chamber of Commerce Funding Request Form

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachment: November 25 Staff Report

AGENDA ITEM

TO: Willows City Council

FROM: Tim Sailsbery, Finance Director

SUBJECT: Funding Request Form-Willows Chamber of Commerce

RECOMMENDATION

Presenting Staff maintains a position of neutrality on this item. No recommendation provided.

SITUATION (or BACKGROUND):

With the passage of the 2014-15 and 2015-16 City of Willows Budgets, the City Council increased the annual funding to the Willows Chamber of Commerce from \$4,000 to \$5,000 with the stipulation that the funding be limited to reimbursement or augmentation for community wide events.

Subsequent to this determination, Chamber representatives, the City Manager, and two Councilmembers, serving as an ad hoc committee, have met and corresponded to work toward a methodology of request and payment of the allocation. Before the Council tonight is the proposed funding request form as offered by the Chamber. This version of the Form, as presented, was not vetted by the City Manager or the two Councilmembers, and those two Councilmembers have now departed the City Council. However, the City Manager committed to Chamber Representatives that the Form would be placed on the agenda of November 25, and, therefore, is presented.

As the vetting has not taken place, it appears that the definition of "Community-Wide Event" may not have been fully settled. Based upon this, Council may take one of a number of actions (See Alternate Actions).

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Table action on the Reimbursement Form to December 9, where the City Manager will be present to discuss with Council

2. Table action on the Reimbursement Form and re-establish a two member Ad-Hoc Committee to review with Chamber Representatives and the City Manager
3. Accept Form as Presented
4. Reject Form as Presented

RECOMMENDATION

Presenting Staff maintains a position of neutrality on this item. No recommendation provided.

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachments

City of Willows

201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX: (530) 934-7402



October 1, 2014

Jamie Millen, President
Willows Chamber of Commerce
118 W Sycamore Street
Willows, CA 95988

Dear President Millen:

This past July 30th, during our discussions at the Chamber Offices, city officials expressed our desire to collaborate with the Chamber to develop a more community spirited methodology to provide funding in support of Chamber sponsored Community Events, held throughout the year within the City of Willows. We agreed at that time, the Chamber would develop a proposed procedure and identify those community events and specify a funding level for each through the remainder of the 2014/15 Fiscal Period. Once presented to the city, we would review and advise the Chamber of any necessary modifications or schedule it for City Council consideration/approval at the next available meeting date.

The proposed draft procedures and form (attached) were submitted to the City Administrative staff on Monday, September 22nd. Unfortunately there was not sufficient time to review the materials, discuss with the appropriate Council Liaisons and provide a response to the Chamber prior to the Regular City Council Meeting held last Tuesday, September 23rd. Therefore, it was necessary for me to interrupt your intended distribution of this material during the public comment period at this meeting on September 23rd. I apologize for the abrupt character of my actions; however it is my professional obligation to shield the city organization from unintentional criticisms where possible and appropriate. The draft form presented to city staff contained information and/or items that may be inappropriate or more specifically prohibited by the California Fair Political Practices Commission. Therefore, I felt compelled to respond to this inappropriate material delivery to the Council during an open public forum and acted accordingly in my capacity of chief advisor to the Council under the circumstances. I would hope you might appreciate the necessity of my objections under those circumstances.

The draft procedures presented by the Chamber for requesting funding in support of Willows specific community events appear to be satisfactory, manageable and appropriate for Council consideration/approval as submitted. Should Council wish to suggest or recommend modifications; they would do so during their consideration and deliberation process during a regular meeting. However, the (draft) form as submitted is unacceptable as referenced above. During our discussion this past July, City representatives were very clear in articulating the Council's preference to fund only Willows specific Community-wide special events. Therefore our agreement, as we recall, during this meeting, was the Chamber would identify those events and the anticipated level of funding necessary and present those in conjunction with a procedures outline, to the city, for possible City Council approval. City officials were clear that events held outside the city limits, chamber routine business expense, chamber membership benefit & fund raising efforts, as well as county specific activities would not be appropriate events for

city funding consideration. The form as presented is in stark contrast to our discussions and tentative agreement of this past July 30th.

The (draft) form submitted by the Chamber contains a total of 17 potential funding categories. However, only 6 items or about one third of the events identified; by the Chamber, would qualify for funding in accordance with our tentative agreement referenced above. The *Fireworks, Craft Fair, Business Expos, Light Parade, Santa Wishes, and Decorating Contest* are all clearly Willows specific community-wide special events. As such, those are the only items/categories listed that are suitable for the City of Willows to allocate taxpayer funds to support on behalf of the Willows community.

The *Fall Dinner* is solely a chamber/membership benefit fund raiser, which primarily benefits chamber member businesses and the routine necessary operational expenses of the Willows Chamber of Commerce. Although we did discuss how the Chamber supports all other community events and civic organizations, it was ultimately decided this Fund Raising Event is clearly not available to all community members free of charge; which was the Hallmark threshold for City Council support of Willows specific community events. Therefore, this event should not be presented to the Council for funding consideration at this time.

Of all the items identified, *Candidates Night* is the most troubling event. The California Fair Political Practices Commission has set-forth very specific guidelines regarding "Campaign Funding" activities and/or endorsements. Albeit an argument may be made that this is an "educational event" and as such, public funding would not be prohibited. However, the letter of the law verses the spirit of the law is fraught with political pitfalls. For example, is it "always" okay for the Council to consider approval for funding candidates night; when an incumbent member of the Council may be seeking re-election?? Such as in this current general election process. Moreover, even if Mayor Cobb would recuse himself from the vote, might it be possible the Council's affirmation of the funding request could publically be portrayed by opponents in the election as a Council bias in favor of the incumbent Mayor?? Furthermore, should the City of Willows be the sole governmental funding source for the educational event, when County & School Board Candidates outside the city boundaries would clearly benefit from participation in the event?? There is an endless array of troubling questions and scenarios associated with this event request. Perhaps the most compelling reason to reject this event is one of practical business acumen. It should never be considered by the Council; without a complete and comprehensive Legal review and analysis; since conceivably every future general election cycle will include Council seats. Moreover, the cost of such an analysis could very well be four or five times greater than the amount sought in support of the event. It just doesn't make good business sense to spend perhaps \$1,500 on legal expense to consider approval of \$300 for this single event. (e.g. rudimentary estimated expense for candidates forum) Furthermore, the legal analysis would address only the current review and may never apply to future election cycles. Therefore, this item cannot be considered for City of Willows funding requests.

The Category Heading **Community Support** identifies the Glenn County Fair; which is held in Orland at the County Fair Facilities. This would clearly eliminate if from City of Willows funding criteria. The other events; *Willows Car & Bike Show, Lamb Derby and Farmers Market* are all currently direct benefit recipients of assistance through the City of Willows facilities and staff. They are not exclusively sponsored by the Chamber of Commerce, and the City of Willows works directly with each of these independent events to facilitate their events and provide assistance and in-kind contributions to assist with the continued longevity of these events. These would not qualify for Chamber funding requests.

The Category Heading of **Community Outreach** identifies five items that are on-going Chamber activities in support of the chamber membership, recruitment, business outreach & retention and advertisement pursuits. The City of Willows acknowledges the good work of the Chamber of Commerce and the Chamber's efforts to promote community spirit. However, as we discussed during our meeting this past July, these are not the type of activities that meet the currently identified threshold for City of Willows funding consideration and therefore cannot continue to be included in future funding requests.

Please revise your proposed funding request form to comply with all the aforementioned qualifications for funding consideration and re-submit at your earliest convenience. As I recall from your closing statement during the public comment period at the last City Council session, you indicated a potential absence from chamber activities due to health related constraints. If it is not possible to revise the form and return to the city by November 1st, I will offer the Chamber the following alternative; until such time as we might once again meet to collaborate on a new form and process. During the Month of November, I will prepare an item for City Council approval of funding in support of the Chamber's annual Seasonal Holiday events; in the amount of \$2,500 and deliver to the Chamber in early December. Thereafter, if we have not cooperatively identified a process by May 1st, I will prepare an item for City Council approval of the Chamber's annual Fireworks event; in the amount of \$2,500 and deliver it to the Chamber prior to our fiscal year end; on June 30. 2015.

Thank you in advance for your consideration and assistance in addressing this request.

Sincerely,

Steve Holsinger
City Manager

C: City Council

Willows Chamber of Commerce
118 W. Sycamore
Willows, CA 95988

Willows City Hall
201 Lassen Street
Willows, CA 95988

November 7, 2014

Dear Mr. Holsinger;

Thank you for your letter dated October 1, 2014. As mentioned previously, we were in the middle of planning our Fall Dinner with the Veterans, and felt we needed to devote our attention to that project.

We are pleased to inform you that the dinner went well. We served 102 people, which were a few less than we hoped for, but those attending enjoyed a great and plentiful meal. Our other activities went well; we were extremely pleased with the working relationship we enjoyed with the Vets groups. We have already agreed to continue the project next year

We do take exception to the analysis in your letter. We do agree that the Candidates Night might become troublesome, however, we desire for the Council to be totally informed of what the Chamber is doing in the community.

At this time, we ask that the form be left as is. It is only a guideline for funding, and the Council can pick and choose what they wish to fund. After all, the makeup and attitude of the Council and Staff is ever-changing and revolving.

To better inform you of what we do, we are inclosing a brief description of the items we have listed on the Request Form. We ask that this information be shared with Council. I would like to be in attendance at the next council meeting to distribute the packet of information to the Council Members which includes: Request Form (2 pages), Description of Events (3 pages).

Please contact me as soon as possible. You can reach me by email gmmillen4@gmail.com or home number 934-8150.

Respectfully yours,


Jamie Millen
Willow Chamber of Commerce
President



Chamber of Commerce Community Events

FIREWORKS.....normally cost \$10,000. We do a very extensive mailing to ask for donations, which are usually \$6000. The rest is raised by collection cans, fundraisers, and a few donations by local organizations. We have tried park activities during the day, but find that people prefer home celebrations and only come to the park for the fireworks.

CRAFT FAIRE...Usually forty to fifty vendors attend. Their gross is wide range, depending on the market, with the highest being just over \$2000. Most of these vendors are local people and organizations, thus their monies come back to the community. The YLI (a St. Monica's Group) sponsors the kitchen for snacks and lunch, and that profit goes back to their organization to be used for local needs. We draw in buyers from all over the area, including several from the activities at Thunderhill. It is a steady crowd all day.

LIGHT PARADE.....This happens at dark, on the same evening as the Craft Faire, which continues the Christmas Kickoff. We usually have between 20 to 25 parade participants. It is well attended by viewers, and culminates at the tree in the Plaza. We recruit all year long for parade participants. No entry fee is charged and no prizes are awarded.

SANTAS WISHES.....Usually Santa listens to over 100 happy children with wishes. Each child is given a gift of candy, crayons, coloring books, etc. We decorate his float and the gazebo area where he sits.

DECORATING CONTEST.....We ask that people submit their own or someone else's home or business, so we know where to judge. We give out monetary prizes of Willows Business Bucks, so the spending stays local. We submit a newspaper article of the winners so people will know where to visit to view the lighted and decorated homes.

FALL DINNER.....We have revised the Steak & Lobster to Tri-Tip and Prawns so the disaster of last year with the no-show lobsters is avoided. We had, for years, planned this with the Fire Dept., but they opted out for this year. A couple of the smaller veterans groups wished to join us, and we have found it to be a great pairing. It will continue and become a great success as the other was. Sometimes, you just have to regroup!

GLENN COUNTY FAIR.....The Carnival offers pre-sale, multi-passes and bracelets at a lower cost. As a favor to the Glenn County Fair and our local residents we sell these at our office. We also distribute them to other businesses in Willows for residents to buy local. They appreciate that they do not have to go to Orland ahead of time to take advantage of the price cut. We take care of ticket distribution and collection for the Fair

AT NO COST. This is a service, but it does use our time.

WILLOWS CAR and BIKE SHOW.....The Show does not have an office or place of business. We take multiple calls throughout the year for information. We pass out flyers, applications and business cards from our office and direct them to the website for further information. Both vendor and entrants like the ease of having a place to pick up the forms and gain more information. We post their events on our community calendar.

LAMB DERBY.....They also, do not have an office or place of business. We are a clearing house for information for them. We pass out vendor and parade forms, and answer multiple calls throughout the year for them. Since they are not familiar with the internet, we maintain and update a WEBSITE for them. We post their events on our community calendar.

BUSINESS EXPO.....We previously did this separately, but for the last two years we have partnered with the Farmers Market. The Market has not been attended well, and we do not know if they will continue next year. We will continue the expo no matter what transpires. It is open FREE OF CHARGE to any local club, church or business. A Chamber membership is not required.

FARMERS MARKET.....We help publicize the event by sending out mass emails and putting the event on our online calendar. We pass out booklets on food buying and other items they supply to us. We publicize it in our newsletter for the Willows area. We direct phone calls to their office for current information.

NEWSLETTER.....We do our newsletter in-house with information we receive every month from businesses, personal contact and notices. We offer ½ page free advertising to any business who wishes to submit their business copy. We will insert a flyer at a minimal charge and offer a great rate for a 6 month run. We include in the newsletter a monthly activities calendar for all those events we are made aware of. We mail to all our members and a few others FREE of CHARGE.

BUSINESS DIRECTORY.....This is one of our most time consuming activities. There are over 300 businesses in Willows, and we categorize them for easy viewing. This is an all-year project as things are constantly changing, opening, closing, moving, etc. We feel this is vital to our community; it includes ALL the businesses that we know of. It is our hope that people will shop locally if they know where to go. We distribute about 4500 by Every Door Direct Mail, and stock Room Copies at all the Motels. We furnish the copy to the High School Print Shop and after 3 or 4 revisions and corrections we still must fold, 3 tab, sort and prepare for USPO mailing. We do not get grant funding for this activity. We use general funds, but may be pursuing other avenues of funding for this activity.

BULLETIN BOARD & WINDOWS.....We maintain the bulletin board at the Post Office, and place flyers in the windows at the front of our office. It is our hope to purchase two portable bulletin boards to publicize local events in various locations around town.

OPENINGS/OPEN HOUSES.....We are available to provide these services free of charge to anyone here in town.

CERTIFICATES of ORIGIN.....We provide this service to any grower in this area, with their membership. We currently serve 8 farmers and must keep up on all the regulations depending on the product they are shipping out of the country. We must log in and keep these records and duplicates for 5 years. We authorize over 500 per year at **NO COST** to our members. Having these documents authorized somewhere else is very costly to the growers.

Request Statement Form/Procedures for Community Activities

This Request Statement Form (RSF) is in response to the new criteria the City of Willows has requested of the Willows Chamber of Commerce for funding community activities.

The Request Statement Form includes:

- The Request Form
- Process of Submitting for Funds

The Request Form

- Easy to Use Format for the Approval of Funds
- See Attached Page

Process

- The Willows Chamber of Commerce will submit a Request Form to the City Council
- The City Council is to respond within a 45 day period of time, or less.
- Chamber will submit RSF to the Willows City Council requesting the allotted funds for the fiscal year up to \$5000.00*.
- Should the Willows City Council, collectively or individually, have questions regarding the RSF, the council is to address the Chamber Board within the first 30 days of the 45 day response time.

* If monies requested from the City of Willows are designated for the 4th of July Fireworks Display, and the Display does not go on as planned, due to lack of finances, the Chamber of Commerce will return that certain portion of funds to the City. The Chamber of Commerce will be allowed to resubmit a RSF for those unused funds for other community activities.

We feel that in working with the City Council this way, both parties will stay informed of community activities and share in the satisfaction that our community is prospering.

Request Statement Form/Procedures

Community Events	Date of Event	Cost	Requested Amount	Date Submitted	Date Approved	Date Paid
Fireworks						
Craft Fair						
Business Expo's						
Light Parade						
Santa Wishes						
Decorating Contest						
Candidates Night						
Fall Dinner						
Community Support						
Glenn County Fair						
Willows Car & Bike Show						
Lamb Derby						
Farmers Market						
Community Outreach						
Newsletter						
Business Directory						
Bulletin Board & Windows						
Grand Openings/Open Houses						
Certificates of Origin						

AGENDA ITEM

TO: Willows City Council
FROM: Tim Sailsbery, Finance Director
SUBJECT: Online Posting of Disbursement Information

RECOMMENDATION

Discuss and, by consensus, advise Staff regarding 1) Whether or Not to Post Ongoing Disbursement Information Publicly and 2) If Desired to Post, Method of Posting

SITUATION (or BACKGROUND):

At the request of Councilmember Williams, this item is brought forth for Council discussion and, ultimately, direction to Staff.

Disbursement information in the form of check registers have, historically, been available to the Public on an as requested basis. City Staff has maintained adherence to providing information, which is legal to distribute, on a case by case basis. Further, in addition to this practice and the Council approval of check registers, a Councilmember, serving as a member of the Finance Committee, reviews and initials each disbursement of the City. As such, public access, management review, and Council review, both as a body and from an individual member, is, and has been, and remains, in place.

The Finance Department is prepared to honor the wishes of the majority of Council regarding this issue. The following requests, though, are respectfully submitted:

-No Individual Payroll Disbursements- The compensation of City Employees is already publicly available via the California State Controller's website, where such information is provided on an annualized basis based upon W-2 information. Further, the organization Transparent California, formally requests, and receives from the City, the information provided to the SCO's office, but requests said information with individual names attached. Members of the public may utilize these resources as they choose.

The City of Orland has been noted as an example of public posting of disbursements when citing the desire for the City of Willows to publically post, and, based upon my review of Orland's activity, payroll disbursements are not included, in detail, in said postings. It is my belief that the annualized information provided above is more than sufficient, and I ask that the Council concur and honor that methodology.

Method of Posting Be Determined- Whether to post distribution reports as check runs are completed or post disbursement reports as part of the agenda packet will need to be determined. At first glance, including with an agenda may seem to be the preferred method. However, City Staff does not have a set day/date of disbursements as semi-monthly payroll responsibilities (rather than bi-weekly payroll) preclude set days of the week for disbursements, This will create inefficiencies with including in an agenda packet, and may create situations of as much as 3 ½ weeks from check processing to posting in an agenda packet. Staff requests that, if the majority of Council decides to go with public posting, that this issue be subject to discussion.

If it is determined that posting separately from the agenda packet is the preferred method, then length of period of posting should be determined in order to preserve data usage space on the website.

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Direct Staff to publically post disbursement information online
2. Direct Staff to publically post disbursement information via another method
3. Direct Staff to maintain current methodology.

RECOMMENDATION

Discuss and, by consensus, advise Staff regarding 1) Whether or Not to Post Ongoing Disbursement Information Publicly and 2) If Desired to Post, Method of Posting

Respectfully submitted,


Tim Sailsbery
Finance Director

December 9, 2014

AGENDA ITEM

TO: Honorable Interim Mayor Domenighini and Members of the Council

FROM: Natalie Butler, City Clerk

SUBJECT: Council Committee Appointments

RECOMMENDATION:

Consider appointments to various committees / panels for 2015.

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 2015, the City of Willows will have one member and one alternate on the Transportation Commission.

FINANCIAL CONSIDERATIONS:

None

NOTIFICATION:

County Clerk's Office

ALTERNATE ACTIONS:

None

RECOMMENDATION:

Consider appointments to various committees / panels for 2015.

December 9, 2014

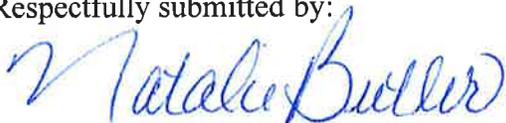
ATTACHMENTS:

Exhibit A – 2014 Committee Assignments

Exhibit B – 2015 Pending Assignments & Term Expirations

Exhibit C – Draft City Selection Committee Agenda for Monday, January 5, 2015 at 8:30
a.m. (Mayor attends).

Respectfully submitted by:



Natalie Butler,
City Clerk

Approved By:



Tim Sailsbery,
Acting City Manager

EXHIBIT A

December 9, 2014

WILLOWS CITY COUNCIL 2014 COMMITTEE REPRESENTATIVES Updated 1/10/2014

COMMITTEE	MEMBER(S)	WHEN APPT.	TERM EXP.
*Airport Land Use Committee	Cobb	10/22/2013	5/1/2017
*Glenn County Waste Management Regional Agency	Mello Hansen Cobb (alternate)	10/22/2013	12/2014
*Transit Committee	Hansen Domenighini Cobb (alternate)	10/22/2013	12/2014
*Transportation Commission	Hansen Domenighini	10/22/2013	12/2014
*LAFCO (Term is four years)	Taylor-Vodden	10/22/2013	05/2017
City Select Committee	Mayor	12/2004	12/2014
Countywide Mosquito & Vector Committee	Cobb	10/22/2013	12/2014
Finance Committee	Mello Taylor-Vodden	10/22/2013	12/2014
GCID Voting Delegate	Mayor	12/2000	12/2014
League Legislative Delegate	Mayor	12/2004	12/2014
Library Board	Domenighini	10/22/2013	12/2014
3CORE (Formerly known as Tri-Counties Economic Development Committee)	Taylor-Vodden Mello (alternate)	10/22/2013	12/2014
CDBG Loan Committee	Domenighini Hansen	10/22/2013	12/2014
Public Safety (Police & Fire) Committee	Taylor-Vodden Mello	10/22/2013	12/2014
City & Counties Economic Development Steering Committee	Taylor-Vodden Mello	10/22/2013	12/2014

* 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

December 9, 2014

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.

EXHIBIT B

December 9, 2014

WILLOWS CITY COUNCIL 2015 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	1 Member 1 Alternate	12/09/2014	01/2016
*Transit Committee	2 Members 1 Alternate	12/09/2014	01/2016
*Transportation Commission	1 Member 1 Alternate	12/09/2014	01/2016
*LAFCO (Term is four years)	1 Member 1 Alternate	12/11/2012	05/2017
City Select Committee	Mayor	12/2004	12/2015
Countywide Mosquito & Vector Committee	1 Member	12/09/2014	012/2015
Finance Committee	2 Members	12/09/2014	12/2015
GCID Voting Delegate	Mayor	12/2000	12/2015
League Legislative Delegate	Mayor	12/2004	12/2015
Library Board	1 Member	12/09/2014	12/2015
3CORE (Formerly known as Tri-Counties Economic Development Committee)	1 Member 1 Alternate	12/09/2014	12/2015
CDBG Loan Committee	2 Members	12/09/2014	12/2015
Public Safety (Police & Fire) Committee	2 Members	12/09/2014	12/2015



COUNTY OF GLENN
CLERK OF THE BOARD OF SUPERVISORS
Willows Memorial Hall
525 West Sycamore Street
530-934-6400 -- FAX 530-934-6419
website: www.countyofglenn.net

JAMIE CANNON
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 5, 2015 – 8:30 A.M.

Board of Supervisors Chambers
525 West Sycamore Street
Willows, CA 95988

1. Appoint **Chairman** and **Vice Chairman** to serve for Calendar Year 2015.
2. Appoint city representatives to the **Transportation Commission**, to serve a one year term to January 2016:
 - a. City of Orland: Two (2) members
 - b. City of Willows: One (1) member and one (1) alternate member
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: Two (2) members and one (1) alternate member
 - b. City of Willows: One (1) member and one (1) alternate member
5. Appoint one City of Willows representative to the Local Agency Formation Commission to fill the unexpired term of Terry Taylor-Vodden, term to May 9, 2017, and one Alternate Member from the City of Willows to represent the Cities of Orland and Willows to the **Local Agency Formation Commission** to serve January 2015 to January 2016. (Representation alternates between Cities each year. 2014 Alternate was appointed from the City of Orland)
6. Appoint city representative to the **Airport Land Use Commission** to fill the unexpired term of Jeff Cobb for the City of Willows, term to May 1, 2017.
7. **Unscheduled Matters and Public Comment.**

EXHIBIT

C

AGENDA ITEM

TO: Honorable Interim Mayor Domenighini and City Council Members
FROM: Natalie Butler, City Clerk
SUBJECT: Election of Mayor and Vice Mayor for 2015

RECOMMENDATION

Receive nominations and by motion, elect Mayor and Vice Mayor for 2015.

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, 2015, through December 31, 2015 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 2015.

Respectfully submitted,



Natalie Butler, City Clerk

Approved By:



Tim Sailsbery, Acting City Manager