

CITY COUNCIL

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

CITY MANAGER  
Steve Holsinger

CITY CLERK  
Natalie Butler



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

**CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday, January 24, 2012**

**7:00 p.m.**

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff).
  - a) Consider acceptance, by motion, of City Council January 24, 2012, Agenda.
5. Presentations & Proclamations:
  - a) Mayor Holvik will present Council Member Hansen with a Mayor's Plaque for his service as Mayor of the City of Willows during 2011.
  - b) Police Chief Bill Spears will make presentations of appreciation to Casa Ramos Mexican Restaurant and the Community Wish Foundation for their support of the Police K-9 Program.
6. Public Comment / Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
  - a) Consider approval of General Check Register.
  - b) Consider approval of Payroll & Direct Deposit Check Registers.
  - c) Consider approval of the December 13, 2011, Regular City Council Meeting Minutes.
  - d) Consider approval of the January 10, 2012, Regular City Council Meeting Minutes.
8. Public Hearings: *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).*
  - a) Conduct a Public Hearing regarding the 2011/2012 Appropriation Limit for the City of Willows and upon conclusion consider adoption of a Resolution establishing said limit.

9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:
11. New Business:
  - a) Consider allowing the Willows Kiwanis to place banners on Wood Street and Tehama Street in support of military service members currently serving in the armed forces.
  - b) Consider adoption of a Resolution to allow the Police Chief to apply for the Office of Traffic Safety Grant.
  - c) Consider authorizing the Fire Chief to sign and enter into an agreement with Glenn Medical Center to provide medical examinations for Firefighters.
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 January 19, 2012.

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

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

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**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**  
**December 13, 2011**

1. The meeting was called to order at 7:00 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Newly appointed Council Member Terry Taylor-Vodden led the Pledge of Allegiance.
3. The City Clerk administered the Oath of Office to newly appointed City Council Member Terry Taylor-Vodden and Council Member Taylor-Vodden then took her seat at the dais.

4. **ROLL CALL:**

Present: Council Members Yoder, Cobb, Taylor-Vodden, Holvik & Mayor Hansen  
Absent: None

5. **Agenda Review:**

- a) It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the agenda for the December 13, 2011, meeting as presented. The motion unanimously passed.

6. **Presentations & Proclamations:** Police Chief Spears and Officer Rich Gridley introduced the Police Department's new K-9, "Rocko". Officer Gridley has just recently completed the K-9 Handler program and Rocko is now officially in-service and is partnering with Officer Gridley as a K-9 Officer.

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

- a) Mayor Hansen acknowledged receipt of a petition circulated by the Friends of the Library, encouraging the City Council to find a qualified full-time replacement for Library Cataloger Cha Yang, due to her recent retirement.

8. **Consent Agenda:**

Prior to acting on the Consent Agenda, Council Member Taylor-Vodden requested that item 8 (c) be removed and voted on separately, as she was not a Member of the City Council during that meeting. It was then **moved** by Council Member Yoder and **seconded** by Council Member Holvik to approve the Consent Agenda, minus items 8 (c). The motion unanimously passed. It was then **moved** by Council Member Yoder and **seconded** by Council Member Holvik to approve Consent Agenda items 8 (c). The motion passed with 4 Ayes and Council Member Taylor-Vodden abstaining and the following items were approved/adopted:

- a) Approval of General Check Register (23905-23987)
- b) Approval of Payroll & Direct Deposit Check Registers (Z02990-Z03125 & 31525-31589).

- c) Approval of the Minutes of the Willows City Council November 8, 2011, Meeting.
- d) Acceptance of \$1000 allocation funding from Glenn County as part of the County Correction Program, realignment funding, pursuant to AB 109.

9. **Public Hearings:** None

10. **Ordinances:** None

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

The City Manager reminded the Council that City Hall would be closed beginning on December 26 and will re-open on Tuesday, January 3, 2012, due to the Holidays. He also announced that the City Selection Committee Meeting between the Mayors of the Cities of Orland and Willows and the Chairman of the County Board of Supervisors will take place on January 4, 2012, at 8:30 a.m. at the Board of Supervisors Conference room. He announced that the New Mayors & Council Members Academy will take place January 18 – January 20, 2012, in Sacramento and also the Tri-Counties Economic Development Commission workshop will take place in Oroville on January 12, 2012. Anybody interested in attending, please inform the City Clerk.

12. **New Business:**

- a) Recommendation of appointments of three individuals to fill the upcoming expiring terms on the Willows Planning Commission:

At their September 13, 2011, City Council Meeting, Council Member Holvik and Mayor Hansen were appointed to a subcommittee in order to review applications and conduct interviews and recommend three individuals to fill the upcoming expiring terms of Kerri Warren, Candis Woods and Leon Thur on the Planning Commission. A total of five applications were received and interviews were conducted of incumbents Warren and Woods who re-applied for their seats, as well as new applicants Larry Mello, Zarka Popovik and Huston Carlyle. Mayor Hansen and Council Member Holvik both indicated that they were pleasantly surprised to have had five qualified applicants apply for the three seats. After having conducted the interviews, the subcommittee recommended that both incumbents Warren and Woods be re-appointed to their seats, as they have both done outstanding jobs serving on the Commission and are familiar with the process. The third seat they recommended be filled by Huston Carlyle, as he has an experience level that is very impressive, an extensive professional planning background, and he has interesting ideas & philosophies about the community and takes a very common sense perspective. It was the recommendation of the subcommittee that Mrs. Warren, Mrs. Woods and Mr. Carlyle be appointed to the three seats on the Planning Commission. It was then **moved** by Council Member Holvik and **seconded** by Council Member Yoder to appoint Kerri Warren, Candis Woods and Huston Carlyle to the Planning Commission. The motion unanimously passed.

- b) Consider accepting the Audit Report, Fiscal Statement and Schedule of other information pertaining to the Willows Community Redevelopment Agency:

The Willows Community Redevelopment Agency (RDA) consists of the project area commonly referred to as "the mall area". Established in 1969, the Agency is now considered inactive, in that tax increment is no longer received specific to the Agency area and the Agency is considered to no longer have any indebtedness. Reserves remaining in the Agency fund, approximately \$63,000, are utilized for maintenance of the mall grounds and, in the most recent fiscal year, funds were used to assist Sunshine Market in efforts to seek CDBG Enterprise Financing for rebuilding and restocking the store area, as the store is located within the project boundaries.

The City Council serves as the governing agency for the RDA. Staff has prepared a number of annual reporting documents that serve for informational purposes for the Council to review, as well as serve as compliance tools for administration of the RDA. The documents include, Audited Financial Statement of the RDA, Annual Fiscal Statement, Schedule of Other Information & Financial Transactions Report for the California State Controller. Staff is requesting that the Council accept the Audit Report, Fiscal Statement & Schedule of other information pertaining to the Willows Community Redevelopment Agency. Limited discussion ensued among the Council and it was **moved** by Council Member Holvik, and **seconded** by Council Member Yoder, to accept the Audit Report, Fiscal Statement, and Schedule of Other Information pertaining to the Willows Community Redevelopment Agency. The motion unanimously passed.

- c) Consider discontinuation of the 5% furlough for members of the Willows Public Safety Association (WPSA) Personnel effective December 27, 2011.

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

Council discussion ensued with Council Member Taylor-Vodden expressing concerns that for six years the General Fund has had a deficit and she is concerned about switching debt from one area to another. Although she believes it sounds tempting to throw money back into the pot, she doesn't believe it is a good idea. She stated at this point she believes it is fair to continue the furlough. Mayor Hansen stated that he recalled there being a discussion about lifting the 5% furlough if the SLESF came through. He believes that because the funding came through, in order to maintain good faith with WPSA, the 5% furlough should be lifted. Council Member Yoder concurred with Mayor Hansen and believes that the Council needs to fulfill the obligation to lift the 5% furlough as previously discussed in June. Council Member Cobb stated that he recalls the discussion about possibly lifting the furlough if the SLESF was restored, but he

wasn't anticipating the loss of \$22,768 in VLF revenue as a result of the restoration and at this time he believes it is premature to end the furlough. Council Member Holvik stated that he agreed with Council Member Taylor-Vodden's concerns that for the past six years the General Fund has had a deficit and he anticipates that going into the next budget cycle things will be just as bad. However, the Council did tell the WPSA that they would end the furlough if the SLESF was restored and therefore he reluctantly believes the Council should lift the 5% furlough.

It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Cobb to not discontinue the 5% furlough for WPSA personnel. Ayes: Taylor-Vodden & Cobb. Noes: Holvik, Hansen & Yoder. Motion failed.

It was then **moved** by Council Member Yoder, **seconded** by Council Member Holvik to remove the 5% furlough for members of the WPSA and to reduce General Fund appropriation for the Police Department by \$98,646 and appropriate a total of \$21,300 in General Funds to be allocated to the Police and Fire Departments to cover the cost of restoration of furloughs. Mayor Hansen called for a roll-call vote with the following results: Ayes: Holvik, Yoder & Hansen. Noes: Taylor-Vodden & Cobb. Motion passed 3/2.

- d) Consider authorizing the immediate recruitment of key staffing vacancies created by the announced retirements of the Library Cataloger, the Public Works Superintendent and the Finance Clerk:

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

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

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

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

Staff is requesting approval to immediately recruit and appoint a full-time replacement for Finance Clerk Shirley Benningfield. Loss of this position would represent a reduction in Finance staffing of almost 70% over the past few years. This would represent the single greatest departmental staffing reduction in recent history and would quite literally make current administrative functioning impossible to maintain. Therefore, it is without hesitation that staff is recommending immediate approval of this request and funding for up to 300 hours of specific training over the next two fiscal cycles to ensure smooth transition and adequate attention to necessary year-end reporting, etc.

Finally, staff is requesting approval to immediately recruit and appoint a full-time replacement for Public Works Superintendent Brian Taylor. This recruitment will require a focused effort to identify and attract just the right person to fill this key position in the Public Works Department. Therefore staff is requesting approval to commence recruitment efforts well in advance of Mr. Taylor's planned departure in late February 2012.

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

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

It was **moved** by Council Member Yoder, **seconded** by Council Member Cobb to authorize staff to recruit and appoint new hires to key staffing vacancies created by the announced retirements of three additional City employees, Cha Yang, Shirley Benningfield and Brian Taylor. The motion passed unanimously 5/0, with Council Member Holvik stating for the record that his "yes" vote does not in any way reflect his initial and continued opposition for the Council to offer the early retirement incentive when it was first introduced as an option during the budget discussions.

- e) Consider adoption of a Resolution to complete a public opinion poll proposed by William Berry Campaigns in conjunction with special tax measures under consideration for the upcoming 2012 elections process in Glenn County:

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

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

Expenditures not to exceed \$18,500 are anticipated to complete the polling process. Funding for this project was not included in the FY 2011/2012 Fiscal Work Plan for the City of Willows. If approved, an augmentation of the current FY Budget would be required during the mid-year review process early next year. It is anticipated the funding would be authorized from General Fund Reserves.

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

There was a statement made by former City Manager Russ Melquist, of the audience, that due to the cost of the survey, the City would need to go through the RFP process.

It was **moved** by Council Member Holvik and **seconded** by Council Member Cobb to adopt a Resolution authorizing a Public Agency Agreement with William Berry Campaign Consultants for specific public opinion surveying and related work in conjunction with special tax measure development for the 2012 election cycle. Council Member Yoder then asked about whether or not the City could do this without an RFP process as was suggested by Mr. Melquist. The City Manager stated that he would check with the City Attorney. Council Member Holvik then **amended** his motion to add "pending the approval of the City Attorney that no bid process is required". Council Member Cobb **seconded** the amended motion. The motion unanimously passed 5/0. It was noted that if the Council wished to place any special tax measures on the ballot for the June election, a Resolution would need to be adopted by the Council at the beginning of March.

f) Receive nominations, and by motion, appoint a Mayor and Vice Mayor for 2012:

Mayor Hansen opened nominations for appointment(s) of a Member of the Council to serve as Mayor for 2012. Council Member Yoder **moved** to nominate Council Member Holvik to be appointed to serve as Mayor for 2012. There were no further nominations for Mayor and nominations were closed. Council Member Taylor-Vodden **seconded** Council Member Yoder's motion to appoint Council Member Holvik to the seat of Mayor for 2012. The motion unanimously passed 5/0.

Mayor Hansen opened nominations for appointment(s) of a Member of the Council to serve as Vice-Mayor for 2012. Council Member Holvik **moved** to nominate Council Member Cobb to be appointed to serve as Vice-Mayor for 2012. There were no further nominations for Mayor and nominations were closed. Council Member Yoder **seconded** Council Member Holvik's motion to appoint Council Member Cobb to the seat of Vice-Mayor for 2012. The motion unanimously passed 5/0.

g) Consider appointments to various committees, commissions, and/or panels for 2012:

Following discussion and reviewing the 2011 committee appointments list, it was by consensus of the Council to make the following committee appointments/reappointments for 2012:

Airport Land Use Committee: Holvik & Cobb (alternate)

Glenn County Waste Management Regional Agency: Hansen & Holvik (alternate)

Transit Committee: Yoder & Hansen

Transportation Committee: Yoder & Hansen

LAFCO: Taylor-Vodden & Holvik (alternate)

City Select Committee: Mayor (Holvik)

Countywide Mosquito & Vector Committee: Cobb

Finance Committee: Cobb & Taylor-Vodden

GCID Voting Delegate: Mayor (Holvik)

League Legislative Delegate: Mayor (Holvik)

Library Board: Holvik

3CORE (f.k.a. Tri-Counties Economic Development Committee): Taylor-Vodden & Holvik (alternate)

CDBG Loan Committee: Yoder & Cobb

Council Member Taylor-Vodden then stated that she would be interested in serving on the Public Safety Committee. The City Manager advised that the Council should consider adding the Public Safety Committee to their list of Standing Committees. It was the unanimous consensus of the Council to add the Public Safety Committee to the Standing Committee list and that Council Members Hansen and Taylor-Vodden would be appointed to this Committee for 2012.

13. **Council Member Reports:** None
14. **Executive Session:** None
15. **Adjournment:** Mayor Hansen adjourned the meeting at 9:42 p.m.

Dated: December 13, 2011

NATALIE BUTLER

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City Clerk

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**MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD**  
**January 10, 2012**

1. The meeting was called to order at 7:00 p.m. by Mayor Holvik.
2. **PLEDGE OF ALLEGIANCE:** Jeff Williams led the Pledge of Allegiance.
3. **ROLL CALL:**  
  
Present: Council Members Cobb, Taylor-Vodden, Hansen & Mayor Holvik  
Absent: Yoder
4. **Agenda Review:**
  - a) The City Manager requested that item 11(c) to “Consider authorizing the Fire Chief to sign and enter into an agreement with Glenn Medical Center to provide medical examinations for Firefighters” be removed from the agenda due to Fire Chief Wayne Peabody’s inability to attend tonight’s meeting to answer any questions the Council may have. It was then **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to approve the January 10, 2012, Agenda with the aforementioned change to remove item 11(c). The motion unanimously passed.
5. **Presentations & Proclamations:** Michael Butler, on behalf of the Willows Elks Lodge, presented the City with a donation in the amount of \$2000.00 to go toward the City Recreations Department’s “Keep our Pool Afloat” fundraising campaign.
6. **Public Comment/Written Communications:**
  - a) Lester Messina of the Glenn County Agriculture Department gave the Council an update of the Northern Sacramento Valley Integrated Regional Water Management(NSVIRWM) Planning process. He announced that there are three upcoming public outreach workshops coming up on January 18 in Oroville from 9:00 – 11:00 a.m. at Feather River Tribal Health Auditorium, January 18 in Red Bluff from 2:00 – 4:00 p.m. at the Community and Service Center and on January 19 in Colusa from 3:00 – 5:00 p.m. at the Colusa Indian Community Council. The meeting in Colusa will also be webcast and people can check the website at [www.nsvwaterplan.org](http://www.nsvwaterplan.org) for more specific information. He also stated that he would leave some fact sheets and questionnaires at City Hall for any person’s interested in receiving more information on the development of the NSVIRWM Plan.
7. **Consent Agenda:**

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

- a) Approval of General Check Register (23988-24112)
- b) Approval of Payroll & Direct Deposit Check Registers (Z03126-Z03163 & 31590-31616).

8. **Public Hearings:** None

9. **Ordinances:** None

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

12. **New Business:**

- a) Consider accepting the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2011:

Finance Director Tim Sailsbery explained that Roy Seiler, CPA, has completed his annual audit of the financial statements for the City and he then turned this item over to Mr. Seiler for additional discussion. Mr. Seiler stated that he has audited the financial statement and that the Finance Director did an excellent job preparing the statement and that the Finance Department has done an excellent job in maintaining all of their financial records. He stated that he didn't find any audit adjustments. He briefly broke down the audit into sections, stating that the part of the audit that is likely the most interesting to the Council is the Statement of Revenues, Expenditures and Changes in Fund Balance, Budget and Actual. The revenues were over what was anticipated and the expenditures were less than budgeted, which are both positive things. The General Fund, while it did have a deficit for the end of the year, it wasn't nearly what was anticipated when it was first budgeted.

It was **moved** by Council Member Hansen and **seconded** by Council Member Taylor-Vodden to accept the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2011. The motion unanimously passed.

- b) Consider authorizing the Recreation Director to continue fundraising for the 2012 City Pool Swim Season:

Recreation Director Carol Lemenager explained that because of the current poor economy and the City budget being stretched thin, the City is in a situation where general fund monies for the pool are in jeopardy. In 2011 the Council authorized the Recreation Department to begin fundraising in order raise funds to keep the City Pool operational for the 2011 swim season. Fundraising efforts began in January of 2011 and continued through December. Total revenue for the 2011 pool season, including pool receipts, free swim days and fundraising efforts totaled \$30,610.68, whereas expenses for the 2011 season totaled \$26,185.58. The Recreation Director is seeking Council approval to once again continue fundraising efforts in order to operate the City Pool for the 2012 swim season. Brief Council discussion ensued and the members of the Council thanked the Recreation Director for all of her fundraising efforts and it was pointed out the excess in funds raised last year would roll over into the pool budget for the 2012 pool season.

The Council, by unanimous consensus, stated that they are in support of the fundraising efforts and authorized the continuation of fundraising for the 2012 pool season.

- c) Consider authorizing the Fire Chief to sign and enter into an agreement with Glenn Medical Center to provide medical examinations for Firefighters: (Item was removed from this agenda and tabled to a future meeting under item 4 (a)).
- d) Establish a date and time for the 2011/12 Mid-Year Budget Review:

It was the consensus of the Council to conduct the Mid-Year Budget Review Meeting on February 9, 2012, at 11:30 a.m.

12. **Council Member Reports:** Mayor Holvik stated that he and Council Member Hansen met with the Senior Housing group in December to discuss Senior Housing needs and available options and grant opportunities and they plan to meet again in February. He also stated that he will be attending an Economic Development Conference in Oroville this Thursday and therefore he will unfortunately be unable to attend the Library Board meeting in his role as Board Liaison. Mayor Holvik and the City Manager gave a brief update on where the City currently stands with the special tax measures assessment survey that will be conducted by William Barry Associates, stating that the survey will likely commence sometime around the third week in January.

13. **Executive Session:** None

14. **Adjournment:** Mayor Holvik adjourned the meeting at 7:28 p.m.

Dated: January 10, 2012

NATALIE BUTLER

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City Clerk

The City of Willows is an Equal Opportunity Provider

**AGENDA ITEM**

TO:  Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: 2011/12 Appropriation Limit

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**RECOMMENDATION**

Conduct a Public Hearing regarding the 2011/2012 Appropriation Limit for the City of Willows and adopt resolution establishing said limit.

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**SITUATION (or BACKGROUND):**

The City is required to establish its appropriations limit annually by Council resolution. The appropriation limitation imposed by Propositions 4 and 111 creates a restriction on the amount of revenue that can be appropriated in any fiscal year. The limit is based on the actual appropriations during the 1978-79 fiscal year and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit, only those that are designated as "proceeds of taxes" are included.

The City's appropriation limit for fiscal year 2011/12 is \$7,585,732. With qualified proceeds of taxes \$2,801,245 for the year, the City is \$4,784,487 under the limit. The City Auditor has reviewed the worksheets.

**FINANCIAL CONSIDERATIONS:**

No direct financial consideration as the City is below the Appropriation Limit for 2011/12.

**NOTIFICATION**

Notice of Public Hearing published in local newspaper

**ALTERNATE ACTIONS**

1. Adopt by Resolution
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

**RECOMMENDATION**

Conduct a Public Hearing regarding the 2011/2012 Appropriation Limit for the City of Willows and adopt resolution establishing said limit.

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Respectfully submitted,



Tim Salsbery  
Finance Director

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Attachments:

Appropriations Limit Worksheets 2011/12

**RESOLUTION NO. - \_\_\_\_ -2012**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
ESTABLISHING 2011/2012 APPROPRIATION LIMIT**

WHEREAS, Proposition 4 which was on the ballot at a special election held on November 6, 1979, added Article XIII B to the Constitution to place various limitations on the fiscal powers of local government; and

WHEREAS, Proposition 111 amended Article XIII B requiring the city to choose adjustment factors annually; and

WHEREAS, the adjustment factors used to determine the 2011/12 appropriation limit are the California per capita income increase and county population growth.

NOW, THEREFORE, BE IT RESOLVED that the City of Willows' 2010/11 Appropriation Limit is \$7,585,732.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of January, 2012, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

\_\_\_\_\_  
VINCE HOLVIK, Mayor

ATTEST:

\_\_\_\_\_  
NATALIE BUTLER, City Clerk

**AGENDA ITEM**

**TO:** Willows City Council  
**FROM:** Public Works Director  
**SUBJECT:** Kiwanis Banner Project.

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**RECOMMENDATION**

Adopt by motion to allow the Willows Kiwanis to place banners on Wood Street and Tehama Street in support of, current military service members serving in the armed forces.

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**SITUATION (or BACKGROUND)**

The Willows Kiwanis approached the Public Works Director to seek information and approval to place banners displaying the names and photographs of men and women serving in the armed forces from our area.

Several Cities' have embraced this program and information has been provided to the Public Works Director along with a letter of support from the local American Legion group.

Many years ago the City had an agreement with Caltrans for right of way to place banners on poles along Wood Street. This agreement will need to be updated to properly identify the new banners and their purpose.

The Kiwanis have asked that the City provide a cost to put up the banners at all locations as needed. The cost much like our downtown banner program is relatively inexpensive and a service to the local community groups that help with other projects that benefit the City. Therefore we would work with the Kiwanis to install them as time allows and manpower is available.

**RECOMMENDATION**

Adopt by motion to allow the Willows Kiwanis to place banners on Wood Street and Tehama Street in support of, current military service members serving in the armed forces.

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Respectfully submitted,

  
Greg Tyhurst  
Public Works Director

Approved by,

  
Steve Holsinger  
City Manager

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January 24, 2012

**AGENDA ITEM**

**TO:** Steve Holsinger, City Manager  
**FROM:** William Spears, Chief of Police  
**SUBJECT:** APPROVAL TO APPLY FOR O.T.S. TRAFFIC SAFETY GRANT

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**RECOMMENDATION**

Approve, by motion, of resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.

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**SITUATION**

Safety of the public is a paramount duty of the police. Each year thousands of dollars in damage and injuries and death to our residents occur because of traffic collisions. A traffic survey was conducted in 2006 by the Traffic Safety Institute from UC Berkley of our city. Within this study it was determined that there are traffic safety concerns that can be addressed through the O.T.S. S.T.E.P. grant process.

The Willows Police Department seeks authorization to apply for a grant through the Office of Traffic Safety (OTS) for to conduct directed enforcement tactics to promote traffic safety.

This request is for authorization to apply with OTS for the grant. We are requesting funding for some traffic enforcement overtime and radars. The approximate amount of the grant is \$45,000.

If successful on this grant proposal, the funding would not become available until next October for the 2012-2013 federal fiscal years.

**FINANCIAL CONSIDERATIONS**

- There is no negative fiscal impact in applying or accepting the grant.
- The grant would add additional funding to the department's budget for the indicated programs (supplemental funding source).
- The actual amount of positive fiscal impact is reliant on the approval of O.T.S. The application can be approved as presented or modified by O.T.S.
- The grant has a zero match requirement.

- The grant is for one year.

**NOTIFICATION**

Willows Public Safety Association

**ALTERNATE ACTIONS**

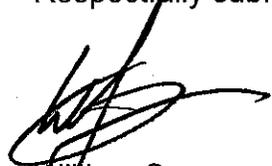
1. Approve, by motion, of Resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.
2. Approve, by motion as amended by Council, of Resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.
3. Request additional information from staff
4. Reject staff recommendation and not authorize the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.

**RECOMMENDATION**

Approve, by motion, of Resolution to allow the Chief of Police to apply for the Office of Traffic Safety Traffic Safety Grant.

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Respectfully submitted,



William Spears,  
Chief of Police

Approved by,



Steve Holsinger,  
City Manager

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Attachments:

EXHIBIT A: RESOLUTION

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
AUTHORIZING THE CHIEF OF POLICE AND CITY MANAGER TO SIGN  
AND EXECUTE ALL AGREEMENTS BETWEEN THE OFFICE OF TRAFFIC  
SAFETY AND THE WILLOWS POLICE DEPARTMENT AND CITY OF  
WILLOWS WITH REGARDS TO FUNDING APPLIED FOR UNDER OFFICE  
OF TRAFFIC SAFETY GRANTS.**

**WHEREAS**, the City recognizes that each year thousands of dollars in damage, injuries and death to our residents occur because of traffic collisions; and

**WHEREAS**, the safety of the public is a paramount duty of the City of Willows and the Willows Police Department; and

**WHEREAS**, the Willows Police Department as part of its desire to promote traffic safety within the city wishes to seek grant funding from the Office of Traffic Safety; and

**WHEREAS**, the City recognizes the mission of the Office of Traffic Safety to effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries and economic losses to local law enforcement agencies.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Willows does hereby authorize the Chief of Police and City Manager to enter into and execute all agreements between the City and Office of Traffic Safety for a traffic safety grant.

PASSED AND ADOPTED by the City Council of the City of Willows this 24<sup>th</sup> day of January, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Vince Holvik, Mayor

ATTEST: \_\_\_\_\_  
Natalie Butler, City Clerk

24  
January 10, 2012

AGENDA ITEM

TO: Steve Holsinger, City Manager  
FROM: Wayne Peabody, Fire Chief  
SUBJECT: Enter into a agreement with Glenn medical Center for Firefighter medical examinations

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RECOMMENDATION

Approve, by motion, to allow the Fire Chief to sign and enter into agreement with Glenn Medical center to provide Medical Examinations for Firefighters.

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SITUATION (or BACKGROUND):

In April of 2011 the City council approved the acceptance of FEMA grants AFG EMW-FO-00959 in which to develop a Fitness and Wellness Program at the fire department. Currently we have the Cardio equipment, weight equipment, Standard Operating Procedures in place. The last step in the process is to have an agreement for a medical provider; we have talked to two companies for the service Glenn Medical Center and First Care Medical Associates, Inc. After review of the two proposals we feel that Glenn Medical Center will provide the best service.

The service that Glenn Medical center will provide is to follow the guidelines in NFPA 1582 and NFPA 1583. This will include baseline physicals for all department members that wish to participate, including a complete medical exam, relevant blood work, and a chest x – ray. (See attachment A) A comprehensive immunization program has been established with the Glenn County Health Department. This will include immunizations for Hepatitis B, Flu vaccine, and TB testing. The grant funds will be used to pay for the physicals and immunizations.

Paid firefighters that have chosen to participate in the program will undergo a physical ever year; the volunteers that have chosen to participate will only go through the physical once. If a Volunteer/Paid Firefighter has an injury or an exposure we will have a baseline medical exam for extent of injury's. All new Volunteers that enter into the fire department will be mandated to gone the program.

---

**FINANCIAL CONSIDERATIONS:**

The grant funds \$25,000 for medical examination, currently we have 32 members that will be participating in the medical exam portion of the program. The bid package from Glenn medical center show in attachment A is for \$708 per firefighter.

**NOTIFICATION:**

Willows Public Safety Association (WPSA)  
Willows Volunteer Firefighters

**ALTERNATE ACTION:**

1. Approve, by motion, to allow the Fire Chief to sign and enter into agreement with Glenn Medical center to provide Medical Examinations for Firefighters
2. Approve, by motion, as amended by council, to allow the Fire Chief to sign and enter into agreement with Glenn Medical center to provide Medical Examinations for Firefighters
3. Request additional information from staff
4. Reject staff recommendation and not authorize the Fire Chief to sign and enter into agreement with Glenn Medical center to provide Medical Examinations for Firefighters

**RECOMMENDATION:**

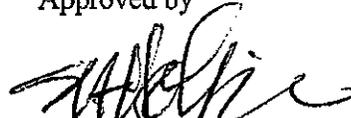
Approve, by motion, to allow the Fire Chief to sign and enter into agreement with Glenn Medical center to provide Medical Examinations for Firefighters.

Respectfully submitted



Wayne Peabody  
Fire Chief

Approved by



Steve Holsinger  
City Manager

**ATTACHMENTS:**

- Exhibit A: Glenn Medical Center Agreement  
Exhibit B: First Care Medical Associates, Inc  
Exhibit C: Willows Fire Department Enrollment



**AGREEMENT BETWEEN THE CITY OF WILLOWS  
AND GLENN MEDICAL CENTER, INC.**

THIS AGREEMENT is entered into December 23, 2011 between the City of Willows (hereinafter, "City") and Glenn Medical Center, Inc. (hereinafter, "Provider") for medical examination services.

**RECITALS**

- A. City operates, in Willows, California, the City of Willows Fire Department under the administration of the City Fire Chief.
- B. City is in need of access to medical and hospital services to perform medical examinations for paid and volunteer fire fighting personnel.
- C. Provider operates licensed ambulatory medical services and a licensed hospital in Willows, California. Provider represents that it is licensed to provide, and is capable of providing, the medical examinations desired by the Department, and that Provider's services and operations conform to the regulations and standards set by the Bureau of Licensing, California State Department of Health.
- D. City and Provider desire to enter into this Agreement for the mutual benefit of each of them in exchange for the consideration described below.

**AGREEMENT**

- 1. Provider shall furnish physical examinations of current and prospective City firefighting personnel, paid and volunteer, as described in Exhibit "A" to this Agreement, which is incorporated herein by this reference, when requested by City.
- 2. Provider shall bill City by the tenth business day of each month for all services rendered during the prior month.
- 3. All billings resulting from this Agreement shall be mailed to the City of Willows, ATTN: Tim Salsbury, 201 N. Lassen Street, Willows, California 95988.
- 4. City agrees to pay each uncontested billing by Provider within thirty (30) days of the date of receipt. Contested charges will be resolved by mutual agreement between Provider and the City, and the agreed upon amount shall be paid within 30 days of such resolution. Provider agrees that the rates to be charged for services rendered pursuant to this Agreement are those set forth in Exhibit "A".

5. It is specifically understood and agreed that in the making and performance of this Agreement, Provider is an independent contractor, and none of the officers, employees or agents of Provider is an employee, officer, agent, or servant of the City for any purpose.

6. At all times during the term of this Agreement, Provider shall maintain any and all licensure required by the State of California and shall carry workers' compensation, public liability and property damage, and vehicular insurance coverage as follows:

a. Workers' Compensation Insurance. Provider shall obtain and shall maintain during the life of this Agreement, workers' compensation insurance with policy limits of at least \$1,000,000 for all of Provider's employees engaged in providing hospital and ambulatory medical services under this Agreement.

b. General Liability and Property Damage Insurance. Provider shall procure and shall maintain, during the term of this Agreement, general liability insurance in the amount of at least \$1,000,000 combined single limit per occurrence coverage for bodily injury, personal injury and property.

c. Vehicle Insurance. Provider shall possess and maintain liability insurance on any vehicle used in the course of providing services under this Agreement in an amount not less than \$1,000,000 for injuries, including death, to any one person, and subject to the same limits for each person, in an amount of not less than \$300,000 on account of one incident or occurrence, and property damage insurance in an amount of not less than \$1,000,000.

Certificates of insurance evidencing the issuance of such insurance shall be submitted to and approved by City before the execution of this Agreement by City. The certificates of insurance shall contain a provision that coverage afforded under the policies will not be canceled until at least 30-days prior written notice has been given to City.

Each policy described in subparagraphs b. and c., above, shall include an "Additional Insured" endorsement, naming City and its officers, employees and agents as additional insured under the policy.

7. Provider shall not assign, transfer or subcontract any interest in this Agreement without the prior written consent of City, except that claims due or to become due to Provider from City under this Agreement may be assigned by Provider to a bank, trust company or other financial institution without such approval. Written notice of any such assignment shall be furnished promptly to City. Any attempt at assignment of rights under this Agreement, except for those specifically consented to by both parties or as stated above, shall be void.

8. This Agreement shall commence on and be effective from and after December 23, 2011 and shall terminate on December 23, 2012. Thereafter, unless the parties otherwise provide, this Agreement shall automatically renew for successive

calendar quarters at the same rates and on the same terms and conditions as herein set forth.

9. Notwithstanding paragraph 8, above, either party may terminate this Agreement upon 60 days prior written notice given to the other party by personnel delivery or United States Mail. Such notice, if to be given by City, shall be delivered to Glenn Medical Center, Inc., 1133 West Sycamore Street, Willows, California 95988, and if to be given by Provider, shall be delivered to City at

\_\_\_\_\_  
Willows, California 95988.

CITY OF WILLOWS

GLENN MEDICAL CENTER, INC.

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_  
Woody Laughnan, Administrator

\_\_\_\_\_  
Printed Name, Title

APPROVED AS TO FORM:

\_\_\_\_\_  
City Counsel, Willows, California

**EXHIBIT "A"**

**SERVICE ELEMENTS PROVIDED BY GLENN MEDICAL CENTER, INC. TO THE  
CITY OF WILLOWS FIRE DEPARTMENT PERSONNEL REIMBURSEMENT  
SCHEDULE**

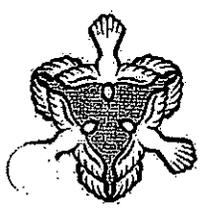
A. Complete Physical Examination for Fire Department personnel shall be provided as scheduled and shall include:

1. Physical
  - Health History
  - Height and Weight
  - Blood pressure, standing and lying
  - EKG
  - Vision Screening
2. Hearing
3. Simple Spirometry
4. Labs
  - Lipid panel
  - CBC
  - UA (complete)
  - TSH
  - Iron
  - TIBC
  - CMP
5. Chest X-ray.

Results of each examination will be delivered to City's Fire Department Personnel Officer within 48-72 hours of the date of the examination.

REIMBURSEMENT, PER EXAMINATION, A-1 THROUGH A-5, ABOVE: \$708.00.

Exhibit B



# FirstCare Medical Associates, Inc.

Caring ★ Compassion ★ Commitment

750 E. Walker St., Suite A Orland, CA 95963 Ph: (530) 865-4400 Fax: (530) 528-7655

Wayne Peabody

FirstCare Medical Associates, Inc. will provide physicals for Willows fire department. Below is a list of procedures that will be performed during the physical.

- Physical
- EKG
- Vision Screening
- Audiometry
- Pulmonary Function Test
- Occult Blood
- DRE
- Labs
  - Basic+1CBC/UA+W/Rflx/TSH
  - Electrolytes w/out CO2
  - Chemistries
  - Glucose
  - Enzymes and Bilirubin
  - GGT
  - Iron and IBC w/o Reflex
  - Lipid Profile
  - CBC w/Differential (Automated)
  - Urinalysis, Complete w/Microscopic
  - Culture and Sensitivity
  - TSH (3<sup>rd</sup> Generation)
  - CO2

Total for Physical and labs is \$400.00. Please write one check and once physicals are completed you can go next door for the labs.

Thank you,  
Wes Franks

Cost X-Ray \$300-400 (Chico)  
Physicals & Labs - (Orland)

Exhibit C

| Willows Health And Fitness Program |          |               |               |     |            |                   |     |    |      |  |
|------------------------------------|----------|---------------|---------------|-----|------------|-------------------|-----|----|------|--|
| Employee                           | Med Eval | Fitness Evals | Immunizations | Gym | Fitness Ed | Nutritional Guide | Hep | TB | TDAP |  |
| W PEABODY                          | X        | X             | X             | X   | X          | X                 | C   | C  | C    |  |
| R MICHAUD                          |          |               | X             | X   | X          | X                 |     |    |      |  |
| S SYKES                            | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| E KENNEDY                          | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| T LOMBARD                          | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| LO CHAPMAN                         |          | X             | X             | X   |            |                   |     |    |      |  |
| K HUNTER                           | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| ST MOLNAR                          | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| L PEREZ                            | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| L FLESHER                          |          |               |               |     |            |                   |     |    |      |  |
| B GALBRAITH                        | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| IH KESSLER                         | X        | X             |               | X   |            |                   |     |    |      |  |
| J QUINN                            | X        |               | X             | X   |            |                   |     |    |      |  |
| K MUNGUA                           | X        | X             | X             | X   | X          | X                 | X   |    |      |  |
| J PETERICH                         | X        |               | X             | X   |            |                   |     |    |      |  |
| J FLESHER                          |          |               |               |     |            |                   |     |    |      |  |
| J HUTSON                           | X        | X             |               | X   |            | X                 |     |    |      |  |
| L JOHNSON                          | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| T TAPIA                            |          |               |               |     |            |                   |     |    |      |  |
| A PARISIO                          | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| M CHARATEGUI                       | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| SH MONAR                           | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| N EHORN                            |          |               | X             | X   |            | X                 |     |    |      |  |
| D BUNGRAZ                          |          |               | X             | X   |            |                   |     |    |      |  |
| D OWEN                             |          |               | X             |     |            |                   |     |    |      |  |
| M PETERICH                         | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| CEHORN                             | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| D LOMBARD                          |          | X             | X             | X   | X          | X                 |     |    |      |  |
| R Gillespie                        | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| A Castro                           | X        | X             | X             | X   | X          | X                 |     |    |      |  |
| A Brake                            | X        | X             | X             | X   | X          | X                 |     |    |      |  |

