

CITY COUNCIL

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

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



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

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, July 14, 2015

7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff).
 - a) Consider acceptance, by motion, of the City Council's July 14, 2015 Agenda.
5. Presentations & Proclamations: None Scheduled
6. Public Comment / Written Communications: Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item a future agenda. (*Public Comment is generally restricted to three minutes*).
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Checking, Payroll Checks & Payroll Direct Deposit.
 - b) Consider approval of the Minutes of the June 30, 2015 special City Council Budget Meeting.
 - c) Consider adoption of a Resolution authorizing Fire Chief Wayne Peabody to sign an application for Federal Excess Personal Property for continued use of a loaned vehicle.

8. **Public Hearings:** *(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).*

- a) Conduct the public protest hearing and consider, by motion, adoption of a resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2015-2016. (Continued from the June 23, 2015 City Council Meeting).

9. **New Business:**

- a) Award of the Tehama Street Reconstruction Project.
- By motion, approve the resolution awarding a construction contract for the Tehama Street Reconstruction Project to Knife River Corporation in the amount of \$237,127.76 and that an overall budget of \$291,361.00 be established for this project.
 - By motion, appropriate \$66,361.00 from Gas Tax funds (Fund 372) to supplement the reconstruction project overall budget.
- b) Consider, by motion, adoption of a Resolution directing the termination of any remaining furlough program for all Unrepresented City Employees, City Council Members and all other Elected or Appointed Members of the City of Willows Boards and Commissions and adoption of a newly created Compensation Plan & Wage Schedule for Unrepresented Employees and authorizing the implementation of a wage adjustment for Unrepresented Employees, to be retroactively effective on July 1, 2015. **(The City Manager's position is not included in the proposed wage adjustment and no additional compensation will be paid to the current City Manager).**

8 **Public Hearings (continued):**

- b) Conduct the Public Hearing and consider, by motion, adoption of a Resolution adopting the 2015/16 Annual Budget and designating Sewer Enterprise Fund Debt Reserve.

9. **Ordinances:**

- a) Consider, by motion, reading by title only and passage of first reading of an Ordinance entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING TITLE II SECTION 2.10.100 OF CHAPTER 2.10; CITY MANAGER, OF THE WILLOWS MUNICIPAL CODE".
- b) Consider, by motion, reading by title only and passage of first reading of an Ordinance entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING SECTION 15.55.025 TO THE MUNICIPAL CODE RELATING TO EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS".

10. Items introduced by City Council or Administrative Staff for discussion purposes only:
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 July 10, 2015.

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

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

The City of Willows is an Equal Opportunity Provider

Period

6/4/2015 TO 7/8/2015

General Checking 29671 TO 29825

Payroll Direct Deposit Z06351 TO Z06466 (*GAP IN SEQUENCE)

Payroll Checks 34193 TO 34236

APPROVAL DATE 7/14/2015

Approved _____

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
129671	06/03/15	COL06	COLUSA COUNTY CLERK RECOR	19.00	.00	19.00	B50603P	DOCUMENT COPY
129672	06/04/15	AFF00	AFFORDABLE COMPUTER SOLUTI	1536.52	.00	1536.52	2389	DIGITAL MICROFILM MATERIA
129673	06/04/15	ALV04	TRICIA ALVES	60.00	.00	60.00	B50603	PER DIEM PD TRAINING
129674	06/04/15	AMR02	AMERIPRIDE UNIFORM SVCS.	273.28	.00	273.28	B50604	MAY STMT PER ATTACHED
129675	06/04/15	BAR01	BARCLOUK BROTHERS AUTO	333.43	.00	333.43	B50603	MAY STMT PER ATTACHED
129676	06/04/15	BRA01	RY BRADLEY	800.00	.00	800.00	B50603	HOT SUMMER COUNTRY NIGHT'
129677	06/04/15	BUS00	CHAD BUSHNELL	350.00	.00	350.00	B50603	HIT COUNTRY SUMMER NIGHT'
129678	06/04/15	COL05	COLUSA MOTOR SALES, INC.	203.07	.00	203.07	B50603	MAY STMT PER ATTACHED
129679	06/04/15	COM16	COMCAST CABLE	143.82	.00	143.82	B50603	INTERNET PD 5/19-6/18/15
				143.82	.00	143.82	AB50603	INTERNET ADMINISTRATION 5
			Check Total.....	287.64	.00	287.64		
129680	06/04/15	CRE01	CREATIVE COMPOSITION	1510.59	.00	1510.59	09528	BROCHURE W/RECRUITMENT LI
129681	06/04/15	CRO02	CROWNE PLAZA	231.27	.00	231.27	B50603	MOTEL PD TRAINING
129682	06/04/15	CUR01	L.N. CURTIS & SONS	237.35	.00	237.35	1358729	UNIFORMS
129683	06/04/15	DAY02	DAY WEIRNESS SYSTEMS (04)	498.00	.00	498.00	569009	EQUIPMENT MAINTENANCE MAY
129684	06/04/15	DEE01	DEER CREEK BROADCASTING	816.00	.00	816.00	B50603	HOT COUNTRY SUMMER NIGHT'
129685	06/04/15	EWI00	EWING IRRIG. PRODUCTS, INC	483.11	.00	483.11	9724041	JENSEN PARK SPRINKLER REP
129686	06/04/15	GAL06	GALF	94.00	.00	94.00	55171996	BOOKS
129687	06/04/15	GLR09	GLENN CO. OFFICE OF EDUCA	20588.00	.00	20588.00	B50603	PASS THROUGH OF LITERACY
129688	06/04/15	INK01	THE INKWELL	261.97	.00	261.97	B50604	MAY STMT PER ATTACHED
129689	06/04/15	ITF01	INDUSTRIAL TRUCK & FARM	109.11	.00	109.11	B50604	MAY STMT PER ATTACHED
129690	06/04/15	JEN01	CHARLEY JENKINS	2125.00	.00	2125.00	B50603	HOT COUNTRY SUMMER NIGHT'
129691	06/04/15	KRU02	LEONARD G. KRUP	124.50	.00	124.50	23080	KUWATA VS CITY OF WILLOWS
129692	06/04/15	LIN01	LYNCOIN AQUATICS	299.50	.00	299.50	26022	POOL CHEMICALS
				863.94	.00	863.94	266023	POOL CHEMICALS
			Check Total.....	1163.44	.00	1163.44		
129693	06/04/15	MCD02	KEELY MCDONALD	400.00	.00	400.00	B50604	REPLACE CANCELLED INFERTA
129694	06/04/15	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	B50604	CYLINDER RENTAL MAY
129695	06/04/15	OCL00	OCLC, INC.	884.00	.00	884.00	B50603	SUBSCRIPTION DEPOSIT
129696	06/04/15	PAR12	PARCETQUEST	858.60	.00	858.60	773562015	GLENN CO DATA & MAP DISC
129697	06/04/15	PEN03	PENWORTHY	199.78	.00	199.78	10894	BOOKS
129698	06/04/15	SAC08	SACRAMENTO VALLEY MIRROR	408.00	.00	408.00	13365	ORD/POOL/ADM ASST
129699	06/04/15	SAC09	THE SACRAMENTO BEE	461.76	.00	461.76	B50603	SUBSCRIPTION RENEWAL
129700	06/04/15	SAF03	SAFETY TIRE SERVICE	30.10	.00	30.10	25596	VALVE STEM EXTENSIONS
129701	06/04/15	TOT00	TOTAL IMAGING SOLUTIONS,	5226.94	.00	5226.94	B10069	DIGITAL MICROFILM SCANNER
129702	06/04/15	TRA01	TRANSUNION RISK AND ALTER	8.25	.00	8.25	B50603	INVESTIGATIVE SOFTWARE 5/
129703	06/04/15	USB02	US BANK	804.20	.00	804.20	509830	COPIER LEASE 5/20-6/20/15
129704	06/04/15	USB04	U.S. BANK CORPORATE PAYME	3261.39	.00	3261.39	B50603	MAY STMT PER ATTACHED
129705	06/04/15	WILHD	WILLOWS HARDWARE, INC.	362.01	.00	362.01	B50604	MAY STMT PER ATTACHED
129706	06/04/15	WILHI	WILLOWS ACE HARDWARE	307.57	.00	307.57	B50604	MAY STMT PER ATTACHED
129707	06/04/15	WILHM	WILLOWS UNIFIED SCHOOL, DI	6431.50	.00	6431.50	B50604	CORRECTION TO SEWER CHARG
129708	06/04/15	XYL00	XYLEM, INC.	3651.10	.00	3651.10	6840410	SEWER REPAIR
			Cash Account Total.....	55436.48	.00	55436.48		
			Total Disbursements.....	55436.48	.00	55436.48		

REPORT: Jun 09 15 Tuesday
 RUN: Jun 09 15 Time: 16:55
 Run By: JANE COLLINS

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

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
29709	06/05/15	GLE49	GLENN COUNTY HEALTH AND H	14.50	.00	14.50	B50605P	GLENN CO MENTAL HEALTH AD
29710	06/09/15	AME02	AMERIPRIDE UNIFORM SVCS.	185.41	.00	185.41	B50609	FD UNIFORMS MAY 2015
29711	06/09/15	AQU00	AQUA SIERRA CONTROLS INC.	820.00	.00	820.00	26220	TROUBLESHOOT LIFT STATION
29712	06/09/15	ATT01	A.T.& T.	942.00	.00	942.00	B50609	TELEPHONE EXP. 4/19-5/18/
29713	06/09/15	BUR02	BURROWS OIL COMPANY	3726.97	.00	3726.97	B50609	MAY STMT PER ATTACHED
29714	06/09/15	COM16	COMCAST CABLE	55.15	.00	55.15	B50609	INTERNET LIBRARY 6/3-7/2/
29715	06/09/15	COR10	CORNING LUMBER CO., INC.	88.34	.00	88.34	B50609	MAY STMT PER ATTACHED
29716	06/09/15	ENL00	ENLOE MEDICAL CENTER	2334.00	.00	2334.00	B50609	PATIENT TRANSACTIONS
29717	06/09/15	FGL00	FGL ENVIRONMENTAL	255.00	.00	255.00	57247A	INORGANIC ANALYSIS
29718	06/09/15	GAN01	GANDY-STALEY OIL CO.	478.81	.00	478.81	B50609	CARDLOCK FD MAY 2015
29719	06/09/15	GIL00	JIM GILL, INC.	50.50	.00	50.50	B50609	MUSIC AND BOOKS
29720	06/09/15	GLE05	GLENN CO. FLEET SERVICES	3847.50	.00	3847.50	FL1557	VEHICLE RENTAL & MAINT AP
29721	06/09/15	MEN02	MENDES SUPPLY COMPANY	295.74	.00	295.74	B50609	MAY STMT PER ATTACHED
29722	06/09/15	O'R01	O'REILLY AUTO PARTS	690.81	.00	690.81	B50609	MAY STMT PER ATTACHED
29723	06/09/15	SAC08	SACRAMENTO VALLEY MIRROR	70.00	.00	70.00	B50609	SUBSCRIPTION ELK CREEK LI
29724	06/09/15	SEV00	SEVERN TRENT ENVIRONMENTA	47918.15	.00	47918.15	2079304	WILLOWS OPERATIONS JUNE 2
29725	06/09/15	VAL14	VALLEY TRUCK & TRACTOR CO	189.93	.00	189.93	522493	#14 BACKHOE REPAIR
				73.68	.00	73.68	523289	#14 BACKHOE REPAIR
				94.28	.00	94.28	525340	JD MOWER BLADES
			Check Total.....	357.89	.00	357.89		
29726	06/09/15	VER02	VERIZON WIRELESS	563.09	.00	563.09	B50609	TELEPHONE EXP.4/27-5/26/1
29727	06/09/15	WEL00	WELLS FARGO BANK	6650.00	.00	6650.00	B50609	VCFPLSAP 2014 REMITTANCE
29728	06/09/15	WHI02	FRANCES WHITE	30.00	.00	30.00	B50609	REFUND PARK PERMIT #59
29729	06/09/15	WIL03	WILLOWS VOLUNTEER FIRE	1000.00	.00	1000.00	B50609	WVFD CONTRIBUTION
			Cash Account Total.....	70373.86	.00	70373.86		
			Total Disbursements.....	70373.86	.00	70373.86		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
029730	06/24/15	AIT01	A.T. & T.	32.40 83.72	.00 .00	32.40 83.72	601311 B50624	TELEPHONE EXP, E.C. 5/10- TELEPHONE EXP.GC JAIL 5/1
Check Total.....:				116.20	.00	116.20		
029731	06/24/15	BAK06	BAKER & TAYLOR BOOKS	175.76 580.22	.00 .00	175.76 580.22	252459 253365	NEW PRINT MAT. LIBRARY NEW PRINT MAT. LIBRARY
Check Total.....:				763.90	.00	763.90		
029732	06/24/15	BUR03	BURNHAM VETERINARY CLINIC	99.50	.00	99.50	107389	VIPS K-9 SUPPLIES
029733	06/24/15	C&R00	C & R RADIO	60.36	.00	60.36	917	REPLACE REGULATOR
029734	06/24/15	CAL01	CALIFORNIA WATER COMPANY	2722.41	.00	2722.41	B50623	WATER EXPENSE 5/13-6/11/1
029735	06/24/15	CIT06	CITY OF ORLAND	15804.00	.00	15804.00	119	CONT.SERV. LIBRARY APR-JU
029736	06/24/15	COG00	PARIS COGGINS	25.00	.00	25.00	B50622	REFUND SWIM LESSONS
029737	06/24/15	COM16	COMCAST CABLE	140.82 40.70	.00 .00	140.82 40.70	B50623 B50624	PD INTERNET 6/19-7/18/15 INTERNET PD 6/7-7/6/15
Check Total.....:				197.52	.00	197.52		
029738	06/24/15	ERE00	ER ENERGY	24.11	.00	24.11	404830	PROPANE
029739	06/24/15	GAL06	GALE	39.29	.00	39.29	313967	BOOKS
029740	06/24/15	JOB00	JOBS AVAILABLE INC.	842.40	.00	842.40	1513053	ADVERTISE CITY MANAGER
029741	06/24/15	KNI03	KNIFE RIVER CONSTRUCTION	1615.06	.00	1615.06	159816	ASPHALT
029742	06/24/15	LKD01	LED LIGHT SOURCE	1263.22	.00	1263.22	150609	LIGHTS
029743	06/24/15	MAD02	MADSEN'S CONCRETE & PUMPI	850.00	.00	850.00	0000	REPLACE CITY SIDEWALK
029744	06/24/15	MAT01	MATSON & ISOM TECHNOLOGY	2965.00	.00	2965.00	50607	MANAGED PARTNER AGREEMENT
029745	06/24/15	NOR10	NORTHERN CALIF. GLOVES	90.23	.00	90.23	180111	GLOVES
029746	06/24/15	OCL00	OCLC, INC.	67.95	.00	67.95	395507	MONTHLY SUBSCRIPTION
029747	06/24/15	OPF05	OFFICE DEPOT, INC.	180.14 35.46	.00 .00	180.14 35.46	569001 711001	OFFICE SUPPLIES PORTFOLIO
Check Total.....:				215.60	.00	215.60		
029748	06/24/15	ORO00	OROVILLE HOSPITAL	1080.00	.00	1080.00	B50624	MEDICAL SERVICES
029749	06/24/15	PGE01	PG & E	12896.35	.00	12896.35	B50624	P.G. & E. 5/15-6/15/15
029750	06/24/15	RAD00	RADIO GUYS	149.39	.00	149.39	14578	ANTENNA/MICROPHONE
029751	06/24/15	SEV00	SEVERN TRENT ENVIRONMENTA	349.00	.00	349.00	2079357	WILLOWS WASTEWATER MAY 20
029752	06/24/15	SPP00	SPP FUND MASTER TENANT, L	10080.55	.00	10080.55	890933	SOLAR ELECTRICITY 5/1-5/31
029753	06/24/15	STO00	MICHAEL STOVER	12.39	.00	12.39	B50624	REIMBURSE SHIPPING CHARGE
029754	06/24/15	SUN04	SUNRISE ENVIRONMENTAL	163.09	.00	163.09	50618	CLEANING SUPPLIES
029755	06/24/15	UNI02	UNIFORMS, TUXIDOS & MORE	181.94 859.95	.00 .00	181.94 859.95	138084 138197	PD UNIFORM VEST
Check Total.....:				1041.89	.00	1041.89		
029756	06/24/15	WAL07	WAL-MART COMMUNITY	1054.20	.00	1054.20	B50624	JUNE STMT PER ATTACHED
029757	06/24/15	XRR00	XEROX BUSINESS SERVICES L	825.00	.00	825.00	1137494	SOFTWARE SUBSCRIPTION
Cash Account Total.....:				55414.49	.00	55414.49		
Total Disbursements.....:				55414.49	.00	55414.49		
Cash Account Total.....:				.00	.00	.00		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
29758	06/30/15	ACM00	ACME RIGGING & SUPPLY COM	317.27	.00	317.27	271206	GUTTERBROOM WIRE
29759	06/30/15	ALV04	TRICIA ALVES	215.00	.00	215.00	B50701	CLOTHING EXP. POLICE DEPT
29760	06/30/15	AME02	AMERIPRIDE UNIFORM SVCS.	332.35	.00	332.35	B50706	UNIFORMS PW MAY JUNE 2016
				257.23	.00	257.23	AB50706	UNIFORMS FD JUNE 2015
			Check Total.....:	589.58	.00	589.58		
29761	06/30/15	BAR01	BARCELOUX BROTHERS AUTO	182.86	.00	182.86	B50701	JUNE STMT PER ATTACHED
29762	06/30/15	BUR02	BURROWS OIL COMPANY	3643.82	.00	3643.82	B50706	JUNE STMT PER ATTACHED .
29763	06/30/15	BUT01	NATALIE BUTLER	87.36	.00	87.36	B50701	MILEAGE REIMBURSEMENT JAN
29764	06/30/15	CHA00	LANCE CHAPMAN	215.00	.00	215.00	B50701	CLOTHING EXP. FIRE DEPART
29765	06/30/15	COL05	COLUSA MOTOR SALES, INC.	56.06	.00	56.06	B50701	JUNE STMT PER ATTACHED
29766	06/30/15	COL07	JANE COLLINS	44.85	.00	44.85	B50701	MILEAGE RELIMBURSEMENT JA
29767	06/30/15	COM01	COMSCO	91.00	.00	91.00	B50706	JUNE STMT PER ATTACHED
29768	06/30/15	COR10	CORNING LUMBER CO., INC.	180.42	.00	180.42	B50701	JUNE STMT PER ATTACHED
29769	06/30/15	COR12	SANDRA CORBIN	215.00	.00	215.00	B50701	CLOTHING EXP. POLICE DEPT
29770	06/30/15	DAH00	JASON DAHL	215.00	.00	215.00	B50701	CLOTHING EXP. POLICE DEPT
29771	06/30/15	DAW00	CLAY DAWLEY	107.50	.00	107.50	B50701	CLOTHING EXP. BUILDING DP
29772	06/30/15	EDG00	ADAM EDGINGTON	215.00	.00	215.00	B50701	CLOTHING EXPENSE POLICE D
29773	06/30/15	EVE00	EVERGREEN NOTE SERVICING	135.00	.00	135.00	B50706	NOTE SERVICING APR MAY JU
29774	06/30/15	FGL00	FGL ENVIRONMENTAL	21.00	.00	21.00	573933A	BACTI ANALYSIS
29775	06/30/15	GLE05	GLENN CO. FLEET SERVICES	3174.05	.00	3174.05	PL1561	MAY VEHICLE RENTAL & MAIN
29776	06/30/15	GLE21	GLENN CO. SHERIFFS DEPT.	44.00	.00	44.00	070215-01	LIVE SCAN PD
29777	06/30/15	GRA00	GRAY ROCK TRUCKING	332.50	.00	332.50	36461	3/4 BASE ROCK
29778	06/30/15	INK01	THE INKWELL	242.30	.00	242.30	B50706	JUNE STMT PER ATTACHED
29779	06/30/15	ITF01	INDUSTRIAL TRUCK & FARM	58.12	.00	58.12	B50706	JUNE STMT
29780	06/30/15	JOH07	LUCAS JOHNSON	215.00	.00	215.00	B50701	CLOTHING EXP. FIRE DEPART
29781	06/30/15	KRU02	LEONARD G. KRUP	2881.50	.00	2881.50	23095	KUWATA VS CITY OF WILLOWS
29782	06/30/15	KUW00	KELLY KUWATA	215.00	.00	215.00	B50701	CLOTHING EXPENSE POLICE D
29783	06/30/15	LAN03	LANNIE'S SEPTIC TANK SERV	222.53	.00	222.53	19211	PORTABLE TOILETS FARMER'S
				222.53	.00	222.53	19269	PORTABLE TOILETS FARMER'S
			Check Total.....:	445.06	.00	445.06		
29784	06/30/15	LED02	AARON LEDERER	20.00	.00	20.00	B50701	REFUND 2015 MEN'S HORSESH
29785	06/30/15	LIN01	LINCOLN AQUATICS	278.04	.00	278.04	S1267102	POOL SUPPLIES
				268.05	.00	268.05	S1267408	POOL SUPPLIES
				397.67	.00	397.67	S1268212	POOL SUPPLIES
				421.65	.00	421.65	S1268850	POOL SUPPLIES
				200.64	.00	200.64	S1268851	POOL SUPPLIES
			Check Total.....:	1566.05	.00	1566.05		
29786	06/30/15	LOM00	TYLER LOMBARD	215.00	.00	215.00	B50706	CLOTHING EXP. FIRE DEPART
29787	06/30/15	MAT01	MATSON & ISOM TECHNOLOGY	171.60	.00	171.60	21962-IN	LIC/SUBSCRIPTION VS ESSEN
29788	06/30/15	MCD01	MCDONALD'S ELECTRIC STORE	22.29	.00	22.29	22984	POOL
				51.66	.00	51.66	22994	CIVIC CENTER
				32.85	.00	32.85	B50706	JUNE STMT PER ATTACH-FIRE
			Check Total.....:	106.80	.00	106.80		
29789	06/30/15	MCI01	TROY MCINTYRE	215.00	.00	215.00	B50701	CLOTHING EXP. POLICE DEP

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
29790	06/30/15	MIT00	ERIC MITTS	20.00	.00	20.00	B50701	REFUND 2015 MEN'S HORSESH
29791	06/30/15	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	B50706	CYLINDER RENTAL JUNE 2015
29792	06/30/15	O'R01	O'REILLY AUTO PARTS	463.73	.00	463.73	B50706	JUNE STMT PER ATTACHED
29793	06/30/15	OFF05	OFFICE DEPOT, INC.	98.77	.00	98.77	104001	PD OFFICE SUPPLIES
29794	06/30/15	PET01	PETTY CASH	35.10	.00	35.10	B50701	PETTY CASH REPLENISHMENT
29795	06/30/15	PGE01	PG & E	86536.71	.00	86536.71	B50701	TRUE-UP ENERGY CHARGES JU
29796	06/30/15	QUI01	QUINCY ENGINEERING	2127.50	.00	2127.50	14271-0	N BUTTE ST & N SACRAMENTO
29797	06/30/15	RAY06	RAY'S WESTSIDE POOL SERVI	2850.00	.00	2850.00	B50701	POOL SERVICE MAY-JUNE 201
29798	06/30/15	RIV05	RIVERVIEW INTERNATIONAL	220.32	.00	220.32	865871	REPAIR #16 SWEEPER
				130.15	.00	130.15	866085	REPAIR #16 SWEEPER
			Check Total.....	350.47	.00	350.47		
29799	06/30/15	SAI02	TIMOTHY L. SAILSBERY	97.50	.00	97.50	B50701	EXPENSE REIMBURSEMENT
29800	06/30/15	SAN01	SANKEY AUTOMOBILE CO INC	190.85	.00	190.85	32560	REPAIR #4 FLATBED
29801	06/30/15	SAN02	SANI FOOD MARKET, INC.	12.38	.00	12.38	80	WATER
				38.83	.00	38.83	183	MEALS
			Check Total.....	51.21	.00	51.21		
29802	06/30/15	SYK01	GENE SYKES	215.00	.00	215.00	B50701	CLOTHING EXP. FIRE DEPART
29803	06/30/15	TAY24	CRAIG TAYLOR	20.00	.00	20.00	B50701	REFUND 2015 MEN'S HORSESH
29804	06/30/15	TUT00	MILO TUTSCH	20.00	.00	20.00	B50701	REFUND 2015 MEN'S HORSESH
29805	06/30/15	UNI02	UNIFORMS, TUXEDOS & MORE	458.49	.00	458.49	138237	UNIFORM/EQUIPMENT PD
29806	06/30/15	UNI10	UNITED ROTARY BRUSH CORP.	257.49	.00	257.49	CL171888	HEAD CURTAIN SET
29807	06/30/15	USB02	US BANK	871.94	.00	871.94	4646802	EQUIP. LEASE 6/20-7/20/15
29808	06/30/15	USB04	U.S. BANK CORPORATE PAYME	3379.77	.00	3379.77	B50707	JUNE STMT PER ATTACHED
29809	06/30/15	VAL01	VALLEY ROCK PRODUCTS	238.65	.00	238.65	1103841	3/4 BASE ROCK
29810	06/30/15	VAL14	VALLEY TRUCK & TRACTOR CO	92.68	.00	92.68	532393	REPAIR #31 JD MOWER
29811	06/30/15	VCS00	VIGILANT CANINE SERVICES	250.00	.00	250.00	2108	CANINE SERVICE MAINTENANC
				250.00	.00	250.00	2156	CANINE MAINTENANCE SERVIC
			Check Total.....	500.00	.00	500.00		
29812	06/30/15	VER02	VERIZON WIRELESS	50.08	.00	50.08	999409	TELEPHONE EXP. EC LIBRARY
29813	06/30/15	VES01	RAY VESSELS JR.	215.00	.00	215.00	B50701	CLOTHING EXP. POLICE DEP
29814	06/30/15	WAL08	CARL WALTER	215.00	.00	215.00	B50706	CLOTHING EXP. POLICE DEPT
29815	06/30/15	WILHD	WILLOWS HARDWARE, INC.	516.56	.00	516.56	B50706	JUNE STMT PER ATTACHED
29816	06/30/15	WILHI	WILLOWS ACE HARDWARE	230.44	.00	230.44	B50706	JUNE STMT
29817	06/30/15	WILHN	SHAWN WILLIAMS	215.00	.00	215.00	B50701	CLOTHING EXPENSE POLICE D
			Cash Account Total.....	116787.64	.00	116787.64		
			Total Disbursements.....	116787.64	.00	116787.64		
			Cash Account Total.....	.00	.00	.00		

REPORT.: Jul 08 15 Wednesday
UN...: Jul 08 15 Time: 10:55
un By.: JANE COLLINS

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

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

check umber	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
29818	06/30/15	BUR02	BURROWS OIL COMPANY	194.65	.00	194.65	B50707	FD CARDLOCK JUNE 2015
29819	06/30/15	BUR03	BURNHAM VETERINARY CLINIC	45.00	.00	45.00	A105064	BOARD POUND
29820	06/30/15	CAL18	CALIFORNIA BUILDING STAND	134.10	.00	134.10	B50707	BUILDING STANDARDS FEE 4/
29821	06/30/15	COL05	COLUSA MOTOR SALES, INC.	82.11	.00	82.11	021412	VEHICLE REPAIR PW
29822	06/30/15	DEP01	DEPT. OF CONSERVATION	472.15	.00	472.15	B50707	SMIP FEES 4/1-6/30/15
29823	06/30/15	GAN01	GANDY-STALEY OIL CO.	496.82	.00	496.82	B50707	FD CARDLOCK JUNE 2015
29824	06/30/15	SAC08	SACRAMENTO VALLEY MIRROR	687.80	.00	687.80	13420	ORDINANCES/TEHAMA ST/POOL
29825	06/30/15	STO00	MICHAEL STOVER	215.00	.00	215.00	B50708	CLOTHING EXP. POLICE DEPT
Cash Account Total.....:				2327.63	.00	2327.63		
Total Disbursements.....:				2327.63	.00	2327.63		

MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL BUDGET MEETING
HELD June 30, 2015

1. Mayor Domenighini called the meeting to order at 9:00 a.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Hansen led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.
Absent: None
4. **Public Comment:** None
5. **2015/2016 Budget Update:**

During last year's budget process the City Council adopted a two-year budget (2014/15 & 2015/16). Finance Director Tim Sailsbery provided documentation to the Council to allow them an opportunity to review activity and affirm a spending plan based upon the updated information. For Fiscal Year 2015/2016 the General Fund has been updated to a new proposed plan as follows:

Projected Revenue was originally \$3,562,970 and the updated projection is \$3,605,370. Requested Expenditures was originally \$3,643,734 and the updated projection is \$3,706,848.

The Net deficit was originally \$80,764 and the updated projection is \$101,478.

The Finance Director noted that the projected General Fund Reserve as of 6/30/2015 is \$1,363,132K and Fiscal Year expenditures are projected to have a surplus of approximately \$5K.

There are a number of minor differences in the updated numbers, but the largest items affecting the updated 2015/2016 General Fund activity include:

- Revenue Revision – General Fund Revenue has been projected upward by approximately \$42K.
- Change in actuarial calculation of PERS – PERS implemented new calculation procedures for 2015/2016 and forward to isolate and identify unfunded liabilities. The estimated effect for the City is an additional \$79K in expenditures for 2015-2016.
- Police Overtime – In an effort to be closer to estimated activity at the beginning of the budget cycle, \$30K has been added to the original estimate of \$50K for 2015/2016, for a total of \$80K projected for Police Overtime. Fiscal Year 2014/2015 saw \$120K in Police Overtime.
- Workers Compensation Rebate and Base Premium Reduction – The City will experience an estimated \$40K in savings versus the original projections due to

the receipt of equity dividends for 2015/2016 and lower than anticipated premiums for 2015/2016.

The Finance Director pointed out that as the Council reviews the activity, particularly that of the General Fund, for 2015/2016, it should be noted that there are a number of “wish-list” items, or additional expenditures, that have been requested by Department Heads but are not actually included in the budget projections. Following is the detailed “wish-list”, and it should be noted that the first five items are carry-over “wish-list” items from the previous year’s budget review:

- Police Patrol Officer Position per request of Police Chief to staff shift coverage for patrol. Estimated cost would be between \$38K - \$96K per year and would be funded out of the General Fund.
- Purchase and equip a new Pickup for the Fire Department and move the Chief’s vehicle to a station utility vehicle and replace the Chief’s vehicle. Estimated cost is \$70K and would be funded out of the General Fund.
- Complete Rear Apparatus Resurface – Complete back portion of the Fire Station retrofit started in 2007/08. Estimated cost would be \$50K and would be funded out of the General Fund.
- Purchase Replacement Self-Contained Breathing Apparatus (SCBA) equipment for the Fire Department. Estimated cost is \$20K and would be funded out of the General Fund.
- Replacement of the 50-year-old roof at the Fire Station. Estimated cost is \$300K and would be funded out of the General Fund or with Grant funding.

New Additional Expenditures requested for Fiscal Year 2015/2016 are as follows:

- City Council to restore their 10% furlough monthly pay level of \$135 back to \$150 per month. Total cost would be \$1058 and would be funded out of the General Fund.
- Department Head and Confidential Employees Salary Adjustments (Excluding the City Manager’s Position). Total Cost for the first year would be \$76,714 funded out of the General Fund, with a Benefit Holdback of (\$19,884).
- Replenishment of Façade Improvement Funds, as existing funds have been exhausted. This replenishment of funds would be at a cost to be determined by the Council and funded by a source also to be determined by the Council.
- Police Department Capital Items including:
 - Taser Replacement (\$7769), Lighting and Holster replacement for handguns (\$1987), Rifle Replacement (\$2817), (Glock) Handgun (\$500), Gun safe (\$999), Forensic kit replacement (\$607), Evidence software upgrade (\$9195) and a Radar trailer (\$5740). Total estimated cost of all of these items is \$29,614 and would be funded out of the General Fund.
- Sexual Assault Examination Costs for Police Department. Cost would be \$3600 and would come out of the General Fund.

Council discussion ensued over the additional “wish-list” expenditures, commencing with Council Member Hansen. Council Member Hansen didn’t find it prudent at this time for the City to fund a Police Officer Position or to purchase a new pick-up truck for the Fire Department. Instead, he recommended that the Council augment the Police Department, Fire Department and Public Works Department’s an additional \$20K each and those departments can determine their top priorities and use the additional \$20K to purchase those items. He also recommended that the Library, Recreation, Building and General Office Departments be given an additional \$5K to use at their discretion. Finance Director Sailsbery then informed Council Member Hansen and the rest of the Council that the Building Official will likely be retiring within the next year or two and rather than a \$5K augmentation to the Building Department, he requested that there be a \$10K augmentation for that Department in order for there to be a transition period where the current Building Official could train his replacement. Council concurred and agreed to a \$10K augmentation for the Building Department.

Council Member Hansen then stated that he is supportive of the salary adjustments and that they are long overdue with this group of individuals having absolutely no adjustments or upward mobility for nine years. He stated that there is a good, solid management team in place and the salary adjustments should move forward.

Council Member Mello stated that he likes Council Member Hansen’s idea of augmenting each department a specific amount of discretionary funds. He also stated that one of his priorities that he would like to see accomplished is the replacement of the 50 year old roof at the Fire Station. He believes this is very important. The Finance Director stated that rather than the City paying for the replacement of the Fire Department Roof, he would first like to see what is available in the way of grant funding to help offset the cost to the City.

Council Member Yoder stated that he would like to see funding of a new Police Patrol Officer Position and stated that filling that position may alleviate a majority of the amassing overtime in the Police Department. The Finance Director pointed out to Council Member Yoder and the Council that they should keep in mind that the Police Department currently has one Officer who has a portion of their salary and benefits being paid by COPS Hiring Recovery Program (CHRP) Grant monies and that grant is scheduled to end in May of 2017. At that point, the City will assume the full payment of salary and benefits for that Officer. Essentially, the addition of one Patrol Officer at this point would turn into the equivalent of actually paying for *two* more Patrol Officers come May of 2017 when the grant ends. Council Member Yoder then stated that he, too, likes Council Member Hansen’s suggestion of augmenting budgets for various departments with a specific amount of discretionary monies and leave it to the Department to determine their main priorities on how to spend the money. Finally, Council Member Yoder stated that he is also in favor of the proposed salary adjustments and believes they are long overdue.

Council Member Williams echoes Council Member Yoder’s suggestion that the City should move forward with funding a Patrol Officer position. He also stated that he does have some concerns about the roof at the Fire Department and that he would like staff to begin looking for grant monies right away to get the roof fixed. He also agreed with Council Member

Hansen's suggestion about augmenting the various departments with \$20K each for Fire, Police & Public Works and \$5K each for Recreation, Library and General Office. As far as the salary adjustment line item, Council Member Williams had no comments and stated he was just going to skip over that item. He stated that his top priorities currently are to augment the various departments' budgets and let the department heads decide where they can use the money the most; to see the process move forward to hire a new Patrol Officer in order to alleviate some of the overtime in the Police Department; and lastly, to seek out and secure a grant to replace the Fire Department roof.

Mayor Domenighini stated that he would not mind having an item on a future regular City Council meeting agenda to discuss the possibility of hiring an additional Patrol Officer, but there are a lot of factors to consider – one of which the conclusion of the CHRP grant in 2017. Although his first concern is the payment of overtime in the Police Department, his other concern is that if they hire an Officer and then have to turn around and lay them off. For clarification purposes, the Finance Director asked the Mayor if what he is hearing is that the hiring of a Patrol Officer is not to be included as a line item in the 2015/16 budget and that it will instead be brought back for a discussion and further consideration at a future regular City Council Meeting after the budget is adopted. The Mayor polled the Council and it was the unanimous consensus of the Council to not include this item in the 2015/16 budget, but to consider it as a separate discussion and possible action item during a future agendaized regular City Council Meeting. Regarding the request for a new vehicle for the Fire Chief, Mayor Domenighini stated that he is always open for bringing these items back before the Council for future discussion. The last loan payment for the Fire Department Ladder truck will be made during Fiscal Year 2016/2017, so his thought is if the Chief could hold out for two years and take the funding from the ladder truck and shift it over to a new Chief's vehicle that might be the route to go. Council Member Hansen asked, along the same lines as the future discussion of hiring a Patrol Officer, if this item could also be an agendaized item for discussion and possible action at a future meeting. The unanimous consensus of the Council was also to place this item on a future City Council meeting agenda for discussion after the adoption of the budget.

Finance Director Sailsbery, for clarification purposes, recapped the Council's directions given thus far, stating that what he understands is that the Council is requesting to augment \$20K for Police, \$20K for Fire, \$20K for Public Works (funded out of Sewer and/or Gas tax and not the General Fund), \$5K for Library, \$5K for Recreation and \$10K for Building for the transition of training a new employee before the current Building Official retires, and these augmentations will all be a part of the budget adoption. Mayor Domenighini and the Council concurred that was correct.

Mayor Domenighini then announced that there would be a brief recess at 10:12 a.m.

Mayor Domenighini reconvened the meeting at 10:25 a.m.

Finance Director Sailsbery again recapped for the Council where the budget stands with the adjustments that have been made thus far. He stated that based upon the General Fund, if you take the restoration of the City Council furlough and the department heads and

confidential employees benefit adjustments, those two items total about \$58K. If there is then a \$20K budget augmentation for Police & Fire and a \$5K augmentation for Recreation and Library, the total of that is \$108K from the General Fund. [The Finance Director again noted that the Public Works \$20K augmentation will not be taken from the General Fund]. With these additional adjustments and augmentations, that would take the original projected deficit of \$101K up to roughly \$208K.

City Manager Holsinger stated that as far as the Council making contributions to the various departments, he doesn't have an objection to that, but administratively, he doesn't believe there should be a contribution made to the Administrative branch of City Government. He believes it is incumbent on the staff and Council to come up with revenue sources moving forward. Going back several years when the City had significant deficits, one of the things the City had to do was trim expenses, and while staff was able to cut back on a number of expenses, they were also looking for ways to increase revenue sources. There were a number of items on the table that could have been considered by the Council to increase revenue but none of those items were ever adopted or approved by the Council. He believes now is the time for staff to come back and introduce the Council to the idea of considering the development of an Administrative Fee, adding a flat dollar amount for Administrative services for issuing and tracking records management on Building Permits, Business Licenses, etc. Essentially he doesn't believe the Council should augment the budget for Administrative Services, but rather he thinks the Council and staff need to get into a more detailed discussion about what the City can do revenue-wise with the creation of an "add-on" or administrative fee for the services that are provided. The fee doesn't have any impact on all of the tax payers and it would only impact the users of the service itself. Traditionally this is the type of fee that has been adopted by most local Government entities. He believes this would be a way to offset costs and he also believes there is a way to replenish the Façade Improvement Program fund as well. If the Council was considering contributing a stipend for the Administration Services branch, he would rather see them put that \$5K into the Façade Improvement Program funding which would better enhance and be more of an asset to the business community and provide some incentive for business development.

Council and staff discussion continued regarding potential replenishment of funding for the Façade Improvement Program and it was ultimately the majority consensus of the Council to take \$15K out of Community Discretionary Funds and transfer it to the Façade Improvement Program funding.

6. City Contribution to Glenn Medical Center Development & Construction:

In the spring of 2014, the City Council was requested to contribute monies to the planning and development of the future renovations to Glenn Medical Center by covering the cost of environmental processing and early planning of the new hospital project. The Council approved \$16K of funds for these activities. Subsequently the initial environmental study became more comprehensive than first anticipated and the costs that the City has made to date are as follows:

- * Wildan-Environmental & Planning \$23.7K
- * Dept of Fish and Game – Enviro. Fee \$ 2.2K

- * Coastland – Lot Line Adjustment \$.8K
- * CSU Research Foundation \$.2K

The total that the City has paid to date to go toward this project is roughly \$27K. Staff made the internal decision to cover these costs without additional Council oversight, as the overall funding source, the Community Discretionary Fund, remained within overall budget parameters.

At the request of the Council Members, this is now being brought back before them for discussion purposes regarding costs already borne, as well as thoughts regarding future participation. Unfortunately it is too early in the process to adequately provide even a reasonable estimate of planning, engineering review, and building plan check and inspection costs. As such, assigning an amount to consider is not available for consideration at this time.

Council discussion ensued and it was agreed upon by all of the members of the Council that the City has already done more than their part monetarily for this project and the funding was a one-time good-will gesture. The unanimous consensus of the Council was to cap any further future funding of this project and that any additional project costs should be borne solely by the developer going forward.

7. **Discussion of possible development/implementation of Administrative Impact fees; directly associated with Business Licenses and Building Permits records management requirements:**

The City Manager stated that there have recently been ongoing discussions at the staff level about the development of a flat-rate impact fee as an add-on the Business Licenses and Building Permits and the level of activity involved with that in the main Administrative Services offices. Administrative staff process approximately 680 active business license applications per year. Upon the Finance department doing a preliminary analysis on this, the portion of the overall cost for dealing with the business license activity is about \$9700K per year. So with 680 Business Licenses, that would require the City to recover \$14.24 each in order to break even. The Ordinance that originally established the Business License fee was established solely as a revenue source to the City. He doesn't believe the Ordinance contemplated paying the ongoing costs associated with the activity that is involved. In order to make Business Licenses a true revenue source, or even to break even, the City needs to recover the rest of the costs that go into the processing of the licenses. The City Manager stated that the same scenario holds true for the issuance of Building Permits. At the time that the City moved the Building Department from the Fire Department up to City Hall in 2006/07, there was a part-time position associated with the Building Department that performed some of the Building Department's clerical support, back-up and basic over-the-counter permit issuance. At that time, a 3rd full-time Administrative Staff Member was located within the Administrative offices and agreed to assume those functions at City Hall and save the City money by doing away with the part-time clerical position. Subsequently, that full-time Administrative position that was responsible for assisting the Building Department with clerical and other duties, was eliminated by the City Council and the

position has never been reinstated. In the meantime, the Building Department now has become busier than ever before and it is really difficult for a one-person department to keep up with all of the plan checking, permit issuance, performing building inspections, updating files, etc. While the City has recruited for a part-time clerical position to assist with both the Building and Planning Departments, the City doesn't have enough money budgeted to pay for the required number of hours to adequately perform the number of tasks that need to be completed. Therefore it became incumbent on staff to look at a way to pay for that position, and the way he thinks it could be paid for is to add a \$20.00 flat fee to all Business Licenses and Building Permits. By doing this the City will recover enough money administratively to pay the offset of the Clerical Support and the filing and records management tasks associated with processing those items. Staff is seeking Council's direction on whether or not this is something that they would be interested in, and if so, they should direct staff accordingly to begin to work on creating an Ordinance that would allow the City to add an administrative fee for processing Business Licenses and Building Permits.

Council and staff discussion ensued. Each of the Council Members agreed that they like the idea of the creation of a \$20.00 administrative processing fee for these two tasks and ultimately it boils down to the fact that it is the cost of doing business. Ultimately it was the unanimous consensus of the City Council to direct staff to bring this item back on a future meeting agenda with a proposed Ordinance to add a \$20.00 administrative processing fee for Business Licenses and Building Permits.

8. Set time and date for next Budget Meeting or a Budget Ratification:

Prior to adjournment of the meeting, it was discussed whether it was necessary to have additional special budget meetings before the 2015/16 budget is ultimately ready for formal adoption. The Council consensus was for staff to bring the final proposed budget back before them for a public hearing and consideration of final adoption at the July 14, 2015 Regular City Council meeting. The budget will include all of the aforementioned augmentations and modifications that the Council had a consensus on. The Finance Director stated that the salary and benefits adjustments for the Unrepresented Employees will be a separate agenda item that the Council will take action on before the public hearing for budget adoption will be held. He stated that if by some reason the salary and benefits item were not to be adopted, he would need to adjust the budget accordingly and would do so upon its adoption. He informed the Council that with all of the adjustments and augmentations that the Council agreed to make at this meeting will leave the City's 2015/16 budget with a new projected deficit of \$208K upon its adoption.

9. Adjournment: Mayor Domenighini adjourned the meeting at 11:23 a.m.

Dated: July 30, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

July 14, 2015

TO:  Steve Holsinger, City Manager
FROM: Wayne Peabody, Fire Chief
Steve Soeth, Public Works Director
SUBJECT: Federal Excess Personal Property (FEPP)

SUMMARY

For the past 20 plus years the City of Willows Public Works department has utilized on loan from the FEPP a 1966 International 4x4 ambulance for its sanitary sewer camera van. In order to continue to use this vehicle the Willows Fire Department must enter into an agreement with CAL FIRE.

FINANCIAL CONSIDERATIONS –

If Council approves this item there are no associated costs.

If the council elects not to allow Chief Peabody to enter into to this agreement Public Works Staff will have to remove the Camera equipment from the vehicle and return the vehicle to the State. If this occurs the Public Works Department would have to find an alternative vehicle in which to mount the camera equipment. The most cost effective alternative would likely be an enclosed tandem axle pull trailer, with an estimated cost of \$8000.00.

NOTIFICATION – CAL FIRE

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution authorizing Chief Peabody to sign agreement number 992509 with CAL FIRE for the continued use of a loaned vehicle.

Respectfully submitted,


Wayne Peabody
Chief, Willows Fire

Attachments: Resolution
Agreement # 992509
Letter from CAL FIRE

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS AUTHORIZING FIRE CHIEF WAYNE PEABODY
TO SIGN AN APPLICATION FOR FEDERAL EXCESS PERSONAL PROPERTY
IN ACCORDANCE WITH
UNITED STATES FOREST SERVICE COOPERATIVE FORESTRY ASSISTANCE ACT (CFAA) OF 1978**

WHEREAS, there is a need for Federal Excess Personal Property in the City of Willows, and

WHEREAS, Wayne Peabody is the Chief of the Willows Fire Department, and

WHEREAS, the City Council accepts the agreement(#992509) between the State of California, Department of Forestry and Fire Protection (CAL FIRE) and the City of Willows Fire Department, for the loan of Federal Excess Personal Property.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS, hereby authorizes Fire Chief Wayne Peabody to sign the agreement on behalf of the City Council of the City of Willows.

It is hereby certified that the foregoing resolution -2015 of the City Council was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on the 14th day of July, 2015, by the following roll call vote: ()

Ayes in favor:

Noes:

Absent:

Abstain:

Approved:

Attest:

Larry Domenighini, Mayor

Natalie Butler, City Clerk

STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

COOPERATIVE AGREEMENT FOR THE LOAN OF
FEDERAL EXCESS PERSONAL PROPERTY (FEPP)
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

AND

WILLOWS FIRE DEPARTMENT

This agreement for the **LOAN** of Federal Excess Personal Property (FEPP) through the US Forest Service made and entered into this ____ day of ____, **2015**, by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection, hereinafter called the STATE, and the Willows Fire Department hereinafter called the Local Fire Department, covenants as follows:

- A. WHEREAS, the State has been approved as an agent of the US Forest Service for the purpose of administering the Cooperative Forestry Assistance Act of 1978 (PL 95-313) Rural Fire Protection Program, hereinafter referred to as CFAA, and
- B. WHEREAS, the control of timber, grass and wild land fires in, and adjacent to, suburban areas is essential to an effective forest fire control program, and
- C. WHEREAS, the Local Fire Department is actively engaged in the prevention and suppression of all fires in and adjacent to suburban areas, and
- D. WHEREAS, the CFAA provides for the loan of FEPP available for use by the Local Fire Department to carry out this function if additional property is available, and
- E. WHEREAS, it has been determined to be advantageous to the STATE in the proper discharge of its responsibilities, to make certain FEPP available to the Local Fire Department.

NOW, THEREFORE, it is mutually agreed that, effective as the date shown above:

1. The STATE will **LOAN** to the Local Fire Department FEPP described in **Attachment A** under the following terms and conditions:
 - A. FEPP primary use must be 90% for fire. The Forest Service FEPP program is not intended for Urban Safety and Rescue (USAR), medical or hazardous material responses on a daily basis.
 - B. All such FEPP loaned shall be for an indefinite period of time, unless cooperator is negligent of program regulations. The agreement may be terminated by either party after giving notice 180 days in advance of such termination to the other party.
 - C. Ownership shall remain with the US Forest Service and vehicle must be registered within thirty (30) days of taking possession, with DMV. Registered Owner shall be the Local Fire Department and Lien Holder to all vehicles and rolling stock shall be USDA Forest Service, PO Box 944246, Sacramento, CA 94244-2460.
 - D. The Local Fire Department shall complete a resolution of incorporation or non-incorporation, or a statement from their governing board approving participation, **and** proof of insurance in the form of an insurance policy or a self-insured statement on Board of Supervisors letterhead. Drivers shall take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).

- E. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned property remains with the Local Fire Department and **must** be removed **prior** to return of the property to the US Forest Service.
 - F. The Local Fire Department shall paint all rolling stock to match existing department equipment and apply their department logo.
 - G. The Local Fire Department shall identify the property with a National Finance Center (NFC) property tag, provided by your sponsoring unit, so as to identify and trace it as Federal owned property.
 - H. The Local Fire Department shall be responsible for the proper care, maintenance, security, and storage of the property.
 - I. Amendments to this agreement must be submitted to your sponsoring unit, listed below, within 30 days of acquisition or disposal of loaned property listed on Attachment A.
 - J. FEPP cannot be sold, loaned, traded, cannibalized, modified, transferred or disposed of in any manner without the State and US Forest Service Property Management Officer (PMO) approval.
 - K. The State and the Local Fire Department shall maintain formal accountability records for all FEPP on loan to the Local Fire Department; such property shall be made available at all times for a physical inventory by State and US Forest Service personnel.
 - L. When any FEPP is loaned to the Local Fire Department hereinafter, is lost, stolen, worn out, not needed, or involved in an accident, the sponsoring **CAL FIRE Tehama-Glenn Unit**, located at **604 Antelope Boulevard, Red Bluff, CA 96080** shall be contacted for proper documentation and handling.
2. In the event that all of, or any one or more pieces of FEPP; provided to the Local Fire Department hereunder assigned, is lost, stolen, sold, damaged, destroyed or unavailable for its purposes intended hereunder, and is clearly established that such assignment or loss occurred while or as a result of a use other than stated in the terms and conditions above, then the State shall have the right and the obligation to retake such FEPP and/or assess the Local Fire Department for damages; if gross negligence is declared, up to the current market value immediately prior to such assignment, loss or destruction, established by the US Forest Service, for each piece of FEPP.
3. In the event of any dispute over FEPP **loaned** equipment or any terms or conditions contained herein, the dispute shall be decided by the State and its decision shall be binding and final.
4. The parties hereto agree that the Local Fire Department, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the Local Fire Department, performing under the terms of this agreement, are not acting as officers, employees or agents of the State or the Federal Government.
5. The Local Fire Department agrees to defend, indemnify, save and hold harmless the State as defined herein, and the Department of Forestry and Fire Protection, their officers, agents and employees against any and all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the Local Fire Department, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property furnished.
6. The period of this agreement is for five (5) years from the date of last signature on page three (3) and entered on page one (1), if no violations or signatory changes occur. The agreement shall be **reviewed** biennially (every two years) for compliance by a CAL FIRE Administrative Officer during the physical inventory process and automatically extended if no violations or changes have occurred, not to exceed the five (5) year term.

- 7. During the five (5) year term of this agreement, at the option of the State, it may be terminated for any material breach by the Local Fire Department for any terms herein.
- 8. The mailing address of the parties hereto, for all notices, payments, repayments or any other activity required or contemplated under the terms of this agreement, except for eventual disposition of property in Attachment A, Item No. 1 are:

LOCAL FIRE DEPARTMENT: Willows Fire Department
 Contact: Chief Wayne Peabody
 Physical Address: 445 S Butte Street
 Mailing Address:
 City: Willows, CA Zip: 95988
 Telephone: (530) 934-3323 ext.
 Cell: (530) 624-0384
 Fax: (530) 934-5969
 Email Address: wpeabody@cityofwillows.org

Department of Forestry and Fire Protection (CAL FIRE)
 PO BOX 944246
 SACRAMENTO, CA 94244-2460
 Attn: Business Services Office – Federal Property Unit
 (916) 324-1177

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year of the last signature below.

LOCAL FIRE DEPARTMENT	
NAME OF FIRE DEPARTMENT: Willows Fire Department	
BY (Authorized Signature): <i>WP</i>	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Wayne Peabody, Fire Chief	

STATE OF CALIFORNIA Department of Forestry and Fire Protection	
BY (CAL FIRE Unit Chief): <i>CT</i>	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Christine Thompson, Unit Chief, Tehma-Glenn Unit (TGU)	
BY (CAL FIRE HQ FEPP Property Manager): <i>MR</i>	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Marie Ramos, FEPP Property Manager	

**STATE OF CALIFORNIA
THE RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)**

**COOPERATIVE AGREEMENT FOR THE LOAN OF
FEDERAL EXCESS PERSONAL PROPERTY (FEPP)
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978**

ATTACHMENT A

WILLOWS FIRE DEPARTMENT

	ITEM:	SERIAL #:	PROPERTY #
1.	Fire Truck, Crew Cab, Intl, 1966, 3/4 T, 4x4	78320119719006	AG0001135743
2.			
3.			
4.			
5.			
6.			
7.			



DEPARTMENT OF FORESTRY & FIRE PROTECTION
BUSINESS SERVICES OFFICE
Federal Property Unit
P. O. Box 94244
Sacramento, CA 94244-2460
(916) 445-0351
Website: www.fire.ca.gov



June 12, 2015

Wayne Peabody, Fire Chief
Willows Fire Department
445 South Butte Street
Willows, CA 95988

Subject: FEPP Agreement Number 992509

Dear Chief Peabody:

Enclosed is a renewal Cooperative Agreement for the loan of Federal Excess Personal Property (FEPP). Christine Thompson is the new CAL FIRE Unit Chief for Tehama-Glenn Unit. Your FEPP Cooperative Agreement dated May 13, 2011, is no longer valid due to the signatory change.

I have included a document that describes what the FEPP program is about and how it can benefit your fire department.

Please review the agreement for accuracy and if everything is correct, complete the following:

1. Sign page three of the Cooperative Agreement
2. Submit the City Council resolution paperwork (Example included, do not have to use)
3. Include a copy of Liability insurance for Item 1 listed on Attachment A
4. Copy of registration is needed for Item 1 listed on Attachment A
5. Mail the original agreement and additional paperwork listed above to:

CAL FIRE Business Services
Federal Property Unit
P. O. Box 944246
Sacramento, CA 94244-2460
Attn: Alicia Hastings

Thank you for your assistance in completing this agreement in a timely manner and please contact me if you have any questions.

Sincerely,

ALICIA HASTINGS
State FEPP Coordinator
Alicia.Hastings@fire.ca.gov
(916) 445-0351

cc: Donna Hill, Forestry Logistics Officer (FLO), TGU
File

AGENDA ITEM

June 23, 2015

TO: Honorable Mayor Domenighini and Members of the City Council
FROM: John Wanger, City Engineer
SUBJECT: Annual City of Willows Landscaping and Lighting Assessment District – Engineer's Report

RECOMMENDATION

Conduct the required public protest hearing and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2015-16

SUMMARY

The Willows Landscaping and Lighting Assessment District ("District") was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision; (Zone A), in accordance with the Landscaping and Lighting Act of 1972 ("Act").

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings. The first action (appointing an Engineer of Work and directing the preparation of the annual Engineer's Report) was completed by the Council on March 10, 2015. The second action (receiving the Preliminary Engineer's Report and setting the date of the required public protest hearing) was completed on April 28, 2015. Tonight is the third and final step in the process – conduct the public protest hearing, approve the Engineer's Report as presented or as amended tonight and authorize the levy of assessments for FY 2015-16.

Attached to this staff report is the Engineer's Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on April 28, 2015, the proposed assessments shown in this report have not changed from the preliminary report. If there are no changes from the City Council at this time, the proposed assessments shown in the report will be passed on to the County Assessor's office for inclusion on the tax roles.

In brief, the attached report outlines costs from FY 2014-15, summarizes the projected costs for FY 2015-16 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2014) of +2.80% for Zones A and B. The raised maximum annual assessment for Zone A is now \$449.65 per parcel, and the raised maximum annual assessment for Zone B is now \$6,387.58 per parcel.

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

The estimated maximum annual assessment will increase for Zone B, and the actual amount that will be levied

and collected during FY 2015-16 will be increased from the FY 2014-15 assessment to \$5,305.88 per parcel due to various increased costs. This amount is below the allowed maximum annual assessment for Zone B.

During FY 2008-09, the Council implemented a minimum reserve balance of 10% to 20%. By using some of the Zone A reserves to balance the budget in Zone A, it is noted that the projected Assessment District reserve balances for both zones at the end of FY 2015-16 are within that range.

At tonight's meeting, the rules governing this type of an assessment district (found in the Streets and Highways Code) requires that a public protest hearing be held to hear any comments/concerns from property owners within the district. At the close of the hearing, if the Council finds the report acceptable, the Council should adopt the attached resolution approving the Engineer's Report and authorizing the levy of assessments per the Engineer's Report. The adoption of tonight's resolution is pursuant to Section 22631 of the Streets and Highways Code. The assessment information will then be transmitted to the County for the inclusion on the tax rolls.

FINANCIAL CONSIDERATIONS - All costs associated with this assessment district (operation, maintenance and administration) are recovered through the assessments. All anticipated costs are shown in the budget in the Engineer's Report. The total proposed Assessment District budget for Fiscal Year 2015-16 is \$11,933.16. The funding source is from proposed assessment revenues levied and collected during FY 2015-16 along with existing Zone A reserves.

NOTIFICATION

The public protest hearing was noticed as required by the Streets and Highways Code Sections 22550-22556.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Conduct the required public protest hearing and consider the attached resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein, authorizing the levy and collection of assessments for the Fiscal Year 2015-16

Respectfully submitted,


4 John Wanger
City Engineer

Attachments: Resolution approving the Annual Engineer's Report
For Final Approval Engineer's Report

**CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. -2015**

**A RESOLUTION APPROVING THE ANNUAL ENGINEER'S REPORT, CONFIRMING THE
ASSESSMENT DIAGRAM AND THE ANNUAL ASSESSMENT AMOUNTS AND AUTHORIZING THE
LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2015-16 FOR THE
CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
ZONE A – BIRCH STREET VILLAGE
ZONE B – WALMART
(PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)**

WHEREAS, on October 11, 2005 the City Council ordered the formation of the City of Willows Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council of the City of Willows intends to levy and collect assessments within the Assessment District during FY 2015-16, and the lands to be assessed are located within the City of Willows corporate boundaries, Glenn County; and

WHEREAS, on March 10, 2015, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2015-16 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, on April 28, 2015, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approving the Engineer's Report for FY 2015-16, and set the time and date of the public hearing pursuant to section 22624 of the Streets and Highways Code; and

WHEREAS, for Zone A, in order to keep up with inflation the FY 2015-16 maximum annual assessment will be adjusted up by the allowable CPI to \$449.65; and

WHEREAS, for Zone B, in order to keep up with inflation the FY 2015-16 maximum annual assessment will be adjusted up by the allowable CPI to \$6,387.58; and

WHEREAS, the annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics; and

WHEREAS, the proposed FY 2015-16 annual assessment to levy and collect for Zone A is proposed to be \$143.00 per parcel; and

WHEREAS, the proposed FY 2015-16 annual assessment to levy and collect for Zone B is proposed to be \$5,305.88 per parcel; and

WHEREAS, no annexations to the District are proposed for FY 2015-16; and

WHEREAS, on June 23, 2015 the City Council conducted a public hearing and gave every interested person an opportunity to comment on the FY 2015-16 Engineer's Report either in writing or orally and the City Council has considered each comment; and

WHEREAS, this Resolution is adopted pursuant to Section 22631 of the California Streets and Highways Code.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby:

1. Approves the annual FY 2015-16 Engineer's Report as filed, as prepared and filed
2. Confirms the assessment diagram and assessment amounts as set forth in the FY 2015-16 Engineer's Report and any amendments incorporated at the City Council's direction and hereby authorizes the levy and collection of the annual assessments set forth in said report for the FY 2015-16, for each of the following Zones:
 Zone A - Birch Street Village
 Zone B - Walmart
3. Adjusts the estimated maximum annual assessment for Zone A and Zone B by the 2014 annual CPI factor of 2.80% from the FY 2014-15 maximum annual assessment level as allowed by the original formation and annexation proceedings In order to keep up with inflation
4. Sets the maximum annual assessments for FY 2015-16 to \$449.65 per parcel for Zone A and \$6,387.58 per parcel for Zone B
5. Sets the FY 2015-16 amount to levy and collect for Zone A at \$143.00 per parcel and for Zone B to \$5,305.88 per parcel
6. Adopts this resolution pursuant to Section 22631 of the Street and Highway Code.

It is hereby certified that the foregoing Resolution No. _____ -2015 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 23rd day of June, 2015 by the following Roll Call vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Natalie Butler, City Clerk

FY 2015-16



**ANNUAL ENGINEER'S REPORT
FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
ZONE A - BIRCH STREET VILLAGE
ZONE B - WALMART**

FOR FINAL APPROVAL

**CITY OF WILLOWS
COUNTY OF GLENN
STATE OF CALIFORNIA**

June 2015

**Prepared By:
Coastland Civil Engineering, Inc.**

FY 2015-16

WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits, as directed by the City Council of the City of Willows on March 10, 2015, the enclosed Engineer's Report on the 2nd day of June, 2015.



COASTLAND CIVIL ENGINEERING INC.

By: John L. Wanger
John L. Wanger, RCE 48148, Exp. 3/31/16

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2015.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Willows, California, on the _____ day of _____, 2015.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Glenn on the _____ day of _____, 2015.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

**FY 2015-16 ANNUAL ENGINEER'S REPORT FOR
WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT**
(Pursuant to the Landscaping & Lighting Act of 1972)

Annual Assessment For FY 2015-16

Coastland Civil Engineering, Engineer of Work for the Willows Landscaping & Lighting Special Assessment District, City of Willows, Glenn County, California, makes this annual Engineer's Report, as directed by the City Council on March 10, 2015 pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2015-16.

Background

The Willows Landscaping & Lighting Assessment District (Assessment District) was formed in October 2005 by the City of Willows to recover costs associated with the operation and maintenance of landscaping and streetlights within the public right-of-way for the Birch Street Village development. This area is known as Zone A. In order to levy and collect assessments each subsequent fiscal year, the Landscaping & Lighting Act of 1972 requires the preparation and filing of annual Engineer's Reports. During these annual proceedings, new cost estimates are developed to determine the costs to operate and maintain the Assessment District improvements for the upcoming fiscal year. Further, as new subdivisions are created within the Willows City limits, they can be annexed into the Assessment District on an annual basis.

In FY 2012-13, a new Zone B was created to recover costs associated with the operation and maintenance of streetlights and half the cost of traffic signals within the public right-of-way for the Walmart Super Store on West Wood Street (State Hwy 162).

For FY 2015-16, there are no subdivision developments, land use changes to existing parcels or annexations proposed.

Cost Index Information

In order to take inflation into account and to recognize noticing/voting requirements for increasing the assessments, this Assessment District includes an allowance for an annual increase to the estimated Maximum Annual Assessments in accordance with the annual Consumer Price Index (CPI). The annual CPI is based on the All Urban Consumers (San Francisco Area) CPI from the U. S. Department of Labor, Bureau of Labor Statistics. All new zones to be annexed into this district are also to include an allowance for an annual increase to the Maximum Annual Assessments in accordance with the same CPI.

For FY 2015-16, the maximum annual assessment for Zones A and B are proposed to be adjusted up by the latest annual (2014) CPI of +2.80%.

The assessments proposed to be levied and collected for FY 2015-16 for Zone A represent a decrease from those collected in FY 2014-15. The assessments proposed to be levied and collected for FY 2015-16 for Zone B are higher than those collected in FY 2014-15. The total proposed Assessment District budget (Zones A and B) for FY 2015-16 is \$11,933.16.

The proposed changes, budgets, assessments and Proposition 218 impacts to the respective zones within the Assessment District are as follows:

Zone A - Birch Street Village

Zone A covers the costs associated with operation and maintenance of turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls or other fencing, entryway monuments, street lights and associated appurtenances located within the rights-of-way in the Birch Street Village subdivision as shown in the Assessment Diagram in Part F of this report. The FY 2015-16 assessment is proposed to be \$143.00 per parcel. This is a reduction of \$51.92 from last year's assessment of \$194.92 per parcel due to excess reserves. The total proposed Zone A budget for FY 2015-16 is proposed to be \$6,627.28, which is the same as FY 2014-15. FY 2015-16 assessment revenue plus existing reserves will be used to cover the current year budget.

The estimated reserve fund balance for Zone A is projected to be above the Council approved reserve budget range of 10%-20% at the start of FY 2015-16. As no special projects are required at this time, the excess reserves will be used to reduce the current year assessment. It should be noted that this is anticipated to be a one year assessment reduction as the excess reserves are expected to be within the desired range at the end of FY 2015-16.

Zone B - Walmart

In FY 2012-13, Zone B was annexed into the Assessment District to cover the cost of three street lights on North Airport Road alongside the Walmart development, and the cost of two traffic signals (including their street lights) at the intersection of North Airport Road and West Wood Street (Highway 162). These are shown as traffic signals with lights on the Zone B Assessment Diagram in Part F of this report. Costs include utility, maintenance, replacement, and administrative expenditures. Replacement costs will be funded from a 'knockdown' fund described in more detail below. The lights in this zone add a specific benefit to the Walmart development for the safety of their shoppers, and ease of access/egress due to the additional traffic load generated by the Walmart Super Store.

The FY 2015-16 assessment is proposed to be \$5,305.88 per parcel. This is an increase of about 13% from the FY 2014-15 assessment to cover additional utility and engineering costs. FY 2015-16 assessment revenue will be used to cover the current year budget.

The estimated reserve fund balance for Zone B is projected to be within the desired reserve budget range of 10%-20% at the end of FY 2015-16.

Accumulation of Funds

While specific budget items, such as utility, maintenance and administrative costs, are incurred annually, replacement costs will be required only upon damage or destruction of an existing light

or signal. Pursuant to Code Section 22660, money for replacement will be collected over the course of five fiscal years through annual installments that the Town will place in a Knockdown Fund specific for this work. Monies collected for any non-annual item are shown in Part B of this report under the heading "Knockdown Replacement". It has been determined that these funds should accumulate to an amount of \$5,000, with the amount to increase in the future if the estimated replacement cost increases. Once this replacement amount is reached, there will be no additional accumulation of funds for that budget item until an expenditure to replace or repair a knocked-down light has occurred or the estimated replacement cost has increased. Once the Knockdown funds are expended, the rebuilding of the fund will start in the following year's budget and spread over a maximum of five years.

FY 2015-16 Engineer's Report Format

This Engineer's Report consists of 6 Parts as follows:

- PART A - Plans and Specifications (Page 7)** - This portion of the Engineer's Report describes any plans and specifications that may be needed for the installation of the improvements. If plans and specifications exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.
- PART B - Budget Cost Estimates (Page 8)** - Budget cost estimates associated with the operations and maintenance of the described improvements for each Zone are described in Part B of this report. In addition to an overall budget summary for Zone A and Zone B, a detailed FY 2015-16 Budget sheet and a FY 2015-16 Summary of Fund Balance sheet is provided for each Zone.
- PART C - Assessment Roll (Page 13)** - A listing of the annual assessment on each benefited parcel of land in Zone A and Zone B within the Assessment District. The assessment amount is the estimated cost each parcel will contribute during FY 2015-16 towards the operation and maintenance of their respective Zone within the Assessment District, as well as their portion of the 5-year installment payment for the installation of the improvements.
- PART D - Method of Apportionment of Assessment (Page 15)** - A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within Zone A and Zone B of the Assessment District. Additionally, this section describes the maximum assessment allowable and any inflationary adjustments.
- PART E - Property Owners List (Page 18)** - A list of the names and addresses of the owners of real property within this Assessment District, as shown on the last equalized assessment roll for taxes. The Assessor Parcel Number (A.P.N.) keys the list into the Assessment Roll of Part C.
- PART F - Assessment Diagrams (Page 22)** - The Assessment Diagrams (maps) showing all of the parcels of real property within Zone A and Zone B of the Assessment District. The assessment number keys the diagram Part C - Assessment Roll.

PART A

PLANS AND SPECIFICATIONS

The Assessment District provides funds for the operation and maintenance of landscaping and street lights located in the public rights-of-way in Zone A and operation, maintenance of street lights and traffic signals in public rights-of-way in Zone B. Maintenance may include repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, maintenance or replacement of street lights or traffic signals and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code for the life of the Assessment District. Because the installation of the improvements are funded by this assessment district, the plans and specifications showing the improvements for Zone A are on file at the City offices for the Birch Street Village development. The plans and specifications showing the improvements for Zone B are on file at the City offices for the Walmart Super Store development.

PART B
FY 2015-16 Budget Cost Estimates

Part B includes the detailed budget for FY 2015-16 for all those costs associated with the operation and maintenance of Zones A and B within the Assessment District. Also included is the Summary of Fund Balance sheet for FY 2015-16. The total budget summary for FY 2015-16 for Willows Landscaping & Lighting Assessment District is as follows:

	<u>As Filed With the City</u>	<u>As Preliminarily Approved</u>	<u>As Finally Approved At the Public Hearing</u>
Zone A:	\$ 6,627.28	\$ 6,627.28	
Zone B:	\$ 5,305.88	\$ 5,305.88	
Total:	\$ 11,933.16	\$ 11,933.16	

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone A - Birch Street Village
Budget

Item	2014-15 Budget	2015-16 Budget
Engineers Report	\$2,469.00	\$2,448.00
Legal Services	\$100.00	\$0.00
Landscape Maintenance	\$2,500.00	\$2,500.00
Lighting Utilities & Maintenance	\$850.00	\$950.00
County Assessor Fees (3.5% of Revenue)	\$115.98	\$231.95
Contingency	\$592.30	\$497.33
Total Expenses	\$6,627.28	\$6,627.28
Contribution from Reserves	\$0.00	\$1,765.28
Total Assessment Costs	\$6,627.28	\$4,862.00
Total Assessment Revenue	\$6,627.28	\$4,862.00
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	\$194.92	\$143.00

* This is less than the maximum allowed. See Maximum Allowable Assessment Analysis

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone A - Birch Street Village
Summary of Fund Balance

	<u>2015-16</u>
Estimated Starting Reserve Fund on July 1	\$3,045.00
Estimated Interest Earned	\$45.67
Estimated Revenue	\$4,862.00
Total Estimated Funds Available	\$7,952.67
Total Estimated Expenditures	\$6,627.28
Estimated Ending Reserve Fund on June 30	\$1,325.39

Note: The original installation and construction costs were reimbursed by the end of the 2010-11 Fiscal Year.

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone B - Walmart
Budget

Item	2014-15 Budget	2015-16 Budget
Engineers Report	\$1,731.00	\$1,952.00
Legal Services	\$100.00	\$100.00
Lighting Utilities & Maintenance	\$1,348.00	\$1,750.00
Knockdown Replacement	\$1,000.00	\$1,000.00
County Assessor Fees (3.5% of Revenue)	\$81.88	\$185.71
Contingency	\$418.00	\$318.17
Total Expenses	\$4,678.88	\$5,305.88
Contribution from Reserves	\$0.00	\$0.00
Total Assessment Revenue	\$4,678.88	\$5,305.88
Estimated Number of Units in Zone B	1.0	1.0
Proposed Assessment for Zone B*	\$4,678.88	\$5,305.88

* This is less than the maximum allowed. See Maximum Allowable Assessment Analysis

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone B - Walmart
Summary of Fund Balance

	<u>2015-16</u>
Est. Starting Annual Reserve Fund on July 1	\$500.00
Est. Starting Knockdown Reserve Fund on July 1	\$3,000.00
Estimated Interest Earned	\$52.50
Estimated Annual Revenue	\$4,305.88
Estimated Knockdown Revenue	\$1,000.00
Total Estimated Annual Funds Available	\$4,858.38
Total Estimated Knockdown Funds Available	\$4,000.00
Total Estimated Annual Expenditures	\$4,305.88
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve Fund on June 30	\$552.50
Est. Ending Knockdown Reserve Fund on June 30	\$4,000.00

PART C

FY 2015-16 ASSESSMENT ROLL

As described in Part B, the total proposed Assessment District revenues of \$11,933.16 for FY 2015-16 consist entirely of assessments associated with Zones A and B of this district as follows:

\$ 4,862.00	From Zone A
\$ 5,305.88	From Zone B

The breakdown of FY 2015-16 annual assessments per parcel is shown in Table 1 of this report. The lines and dimensions of each parcel are shown on the maps in the office of the County Assessor of the County of Glenn.

Table 1

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16

Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
001-07-1-009-0	26	R1XX	Single Family	\$143.00	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988
001-07-1-010-0	27	R1XX	Single Family	\$143.00	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	R1XX	Single Family	\$143.00	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	R1XX	Single Family	\$143.00	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	R1XX	Single Family	\$143.00	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-07-1-014-0	31	R1XX	Single Family	\$143.00	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	R1XX	Single Family	\$143.00	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	R1XX	Single Family	\$143.00	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	R1XX	Single Family	\$143.00	Dover Jerome W	1320 W. Humboldt Ave, Willows, CA 95988
001-07-1-018-0	16	R1XX	Single Family	\$143.00	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	R1XX	Single Family	\$143.00	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	R1XX	Single Family	\$143.00	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	R1XX	Single Family	\$143.00	Packard Nikola J	431 El Dorado Ave, Willows, CA 95988
001-07-1-022-0	18	R1XX	Single Family	\$143.00	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	R1XX	Single Family	\$143.00	Barragan, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988
001-07-1-024-0	20	R1XX	Single Family	\$143.00	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	R1XX	Single Family	\$143.00	Feeney, Kevin	65 Lindauer Lane, Red Bluff, CA 96088
001-07-1-026-0	22	R1XX	Single Family	\$143.00	Tafolla, Guillermo Arias	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	R1XX	Single Family	\$143.00	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	R1XX	Single Family	\$143.00	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	R1XX	Single Family	\$143.00	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	R1XX	Single Family	\$143.00	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988
001-07-1-031-0	12	R1XX	Single Family	\$143.00	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	R1XX	Single Family	\$143.00	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	R1XX	Single Family	\$143.00	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	R1XX	Single Family	\$143.00	Velasco, Raymundo Sigala	350 El Dorado Ave, Willows, CA 95988
001-07-1-035-0	8	R1XX	Single Family	\$143.00	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	R1XX	Single Family	\$143.00	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	R1XX	Single Family	\$143.00	Kuwata, Ronald K	380 El Dorado Ave, Willows, CA 95988
001-07-1-038-0	5	R1XX	Single Family	\$143.00	Bobadilla, Pedro D	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	R1XX	Single Family	\$143.00	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-07-1-040-0	3	R1XX	Single Family	\$143.00	Drazkowski Tonia & Scott Lindsay B Co Trs	111 S Villa Willows, CA 95988
001-07-1-041-0	2	R1XX	Single Family	\$143.00	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042-0	1	R1XX	Single Family	\$143.00	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	\$0.00	Null	Null
Total Units:	34		Total Assessment:	\$4,862.00		

Zone B - Walmart

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
017-21-0-052-9	35	CEXX	Commercial Retail Outlet	\$5,305.88	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total Units:	1		Total Assessment:	\$5,305.88		

PART D

METHOD OF APPORTIONMENT OF ASSESSMENT

The following is a brief description of the manner that the annual assessment has been apportioned (spread) to each parcel in Zone A in the Assessment District:

Zone A – Birch Street Village

With the Birch Street Village development, both lighting and landscaping were installed as part of the improvements. Special benefit derived by each of the parcels within this Zone for these improvements are as follows:

Street Lights: Because the improvements have met the City's lighting requirements, the lights within the subdivision are spaced per adopted City standards, thereby providing the direct and special benefits of safety for vehicular traffic and pedestrian travel at night and safety lighting of the neighborhood in general for all parcels within this zone. Therefore each parcel receives approximately equal and special benefit. Accordingly, the method by which each parcel is proposed to be assessed for costs associated with Zone A is a total estimated cost of maintenance and operation of street lighting and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Landscaping: The type of street landscaping and subsequent required operation and maintenance costs associated with this street landscaping gives approximate equal benefit to all of those parcels in this Zone. Each parcel benefits directly from the pleasing aesthetics of the landscaping for the subdivision as well as increased air quality from additional plant life. Accordingly, the method by which the assessment is spread to each of the parcels within Zone A is by taking the total estimated cost of the operation and maintenance of the street landscaping and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Government Owned Parcels: No charges associated with Zone A shall be imposed upon a federal, state or local government agency, upon a parcel without a dwelling used exclusively for greenbelt, or open space. In future years however, a federal, state or local government agency receiving special benefit from Zone A shall be assessed by virtue of Proposition 218. Article XIII D, Section 4(a) states that public agencies, “shall not be exempt from assessment”.

Zone B – Walmart

With the Walmart Super Store development, both street lighting and street traffic signals will be installed as part of the improvements. Special benefit derived by the single parcel within this Zone for these improvements are as follows:

Street Lights: The improvements have met the City's lighting requirements by providing the direct and special benefits of safety for vehicular traffic and pedestrian travel at night and safety lighting of the shopping center in general. The single parcel receives the entire special benefit. Accordingly, the method by which the parcel is proposed to be assessed for street light costs associated with Zone B is a total estimated cost of maintenance and operation of street lighting and

for the appropriate administrative costs associated with this zone applied to the single parcel within Zone B.

Traffic Signal: The improvements to expand the existing Walmart store into a Walmart Super Store are anticipated to generate additional traffic congestion at the intersection of W. Wood Street (Hwy 162) and North Airport Road. To maintain traffic flow and safety of the intersection, a four way traffic signal system was installed. As W. Wood Street carries additional traffic not associated with the store, the direct and special benefit of the signal to the store is considered to be $\frac{1}{2}$ of the 4 signals, lights and controller plus associated costs. The remainder of the other costs associated with this signal for the traffic on W. Wood Street is paid for by Caltrans, as W. Wood Street is a State highway. This will be indicated on the Assessment Diagram as 2 traffic signals. Accordingly, the method by which the parcel is proposed to be assessed for traffic signal costs associated with Zone B is a total estimated cost of maintenance and operation of the City's portion of the traffic signal (including lights), half the cost of the controller and for the appropriate administrative costs associated with this zone applied to the single parcel within Zone B.

A knockdown fund is established with Zone B to cover expenses associated with replacing a streetlight if it is damaged or destroyed by a vehicle. The overall knockdown fund cost to be accumulated over a 5-year period is \$5,000 (estimated expenses for manpower and equipment for replacing one streetlight). Once a fund balance of \$5,000 is attained, no additional monies shall be collected for this fund until/unless there is the need to replace one of the streetlights. The method to collect this portion of the assessment is the same as streetlights.

MAXIMUM ALLOWABLE ASSESSMENT AND INFLATIONARY FACTORS

In 2005, the original Engineer's Report stated that assessments may be adjusted each year to account for inflation of costs and services in accordance with the Bay Area (San Francisco-Oakland-San Jose) Consumer Price Index (CPI) for all urban consumers, or 3%, whichever is greater. An Annual CPI increase has been applied for each year, however it should be noted that, due to the economic climate, in the past 6 years the implemented increase has been less than 3%.

The CPI adjustments to the Maximum Allowed Assessment per Parcel from FY 2012-13 through FY 2015-16 are shown as follows:

Maximum Allowable Assessment Analysis						
	Allowed Annual CPI Increase		Zone A Birch Street Village		Zone B Walmart	
	Year	%	Allowed Adjustment Amount	Total Assessment Maximum (per Parcel)	Allowed Adjustment Amount	Total Assessment Maximum (per Parcel)
FY 2013-14	2012	2.70%	\$11.25	\$427.98	\$159.84	\$6,079.84
FY 2014-15	2013	2.20%	\$9.42	\$437.40	\$133.76	\$6,213.60
FY 2015-16	2014	2.80%	\$12.25	\$449.65	\$173.98	\$6,387.58

Actual assessment amounts to be collected do not have to be set at the maximum assessment. Establishing the maximum available assessment each year and keeping up with inflation allows the assessments to be increased to this maximum amount sometime in the future if costs associated with this Assessment District increase (e.g. if in any year there are unanticipated expenditures due to such things as vandalism) and will preclude having to go through electorate approval per California Constitution Article XIII C, Section 2(b) (Proposition 218 requirements.)

PART E

FY 2015-16 PROPERTY OWNERS LIST

The names and addresses of each of the property owners as shown on the County of Glenn Assessor's Tax Assessment Roll are shown below. The names and addresses have been keyed to the special assessment number (the assessor parcel number) as shown in Part C of this Engineer's Report.

Table 2
CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2015-16
Zone A - Birch Street Village and Zone B - Walmart

APN	Assessment Diagram Number	Owner Name	Mailing Address
001-07-1-009-0	26	Tovar, Bradford & McGarr, Jillian	320 S. Humboldt Ave Willows, CA 95988
001-07-1-010-0	27	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011-0	28	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012-0	29	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013-0	30	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-07-1-014-0	31	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015-0	32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016-0	33	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017-0	34	Dover Jerome W	1320 W. Humboldt Ave, Willows, CA 95988
001-07-1-018-0	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019-0	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020-0	14	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021-0	17	Packard Nikola J	431 El Dorado Ave, Willows, CA 95988
001-07-1-022-0	18	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-07-1-023-0	19	Barragan, Hilda & Rosales, Francisco	381 El Dorado Ave, Willows, CA 95988
001-07-1-024-0	20	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025-0	21	Feeney, Kevin	65 Lindauer Lane, Red Bluff, CA 96088
001-07-1-026-0	22	Tafolla, Guillermo Arias	351 El Dorado Ave, Willows, CA 95988
001-07-1-027-0	23	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028-0	24	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029-0	25	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030-0	13	Lederer, Eric M	310 El Dorado Ave, Willows, CA 95988
001-07-1-031-0	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032-0	11	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033-0	10	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034-0	9	Velasco, Raymundo Sigala	350 El Dorado Ave, Willows, CA 95988
001-07-1-035-0	8	Hutson, Evan C & Amanda	360 El Dorado Ave, Willows, CA 95988
001-07-1-036-0	7	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037-0	6	Kuwata, Ronald K	380 El Dorado Ave, Willows, CA 95988
001-07-1-038-0	5	Bobadilla, Pedro D	410 El Dorado Ave, Willows, CA 95988
001-07-1-039-0	4	Gutierrez, Alejandro & Gutierrez Ashley	420 El Dorado Ave, Willows, CA 95988
001-07-1-040-0	3	Drazkowski Tonia & Scott Lindsay B Co	111 S Villa Willows, CA 95988
001-07-1-041-0	2	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA
001-07-1-042-0	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Null
017-21-0-052-9	35	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050

PART F

FY 2015-16 ASSESSMENT DIAGRAM

Attached, you will find Assessment Diagrams (maps) for Zones A and B within the Assessment District. Please note that the lines and dimensions of each parcel, as well as the distinctive assessment number, are shown on the Assessor's Maps for the City of Willows available at the County of Glenn Assessor's Office. The attached pages also provide the reference to the appropriate Assessor Books at the County for the subdivision.

Zone A

All the land lying within the Birch Street Village Subdivision, filed in the Recorder's Office of the County of Glenn in Book 13, Page 64.

Zone B

All the land lying within the Walmart Super Store Development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Number 017-21-0-052-9.

CITY OF WILLOWS

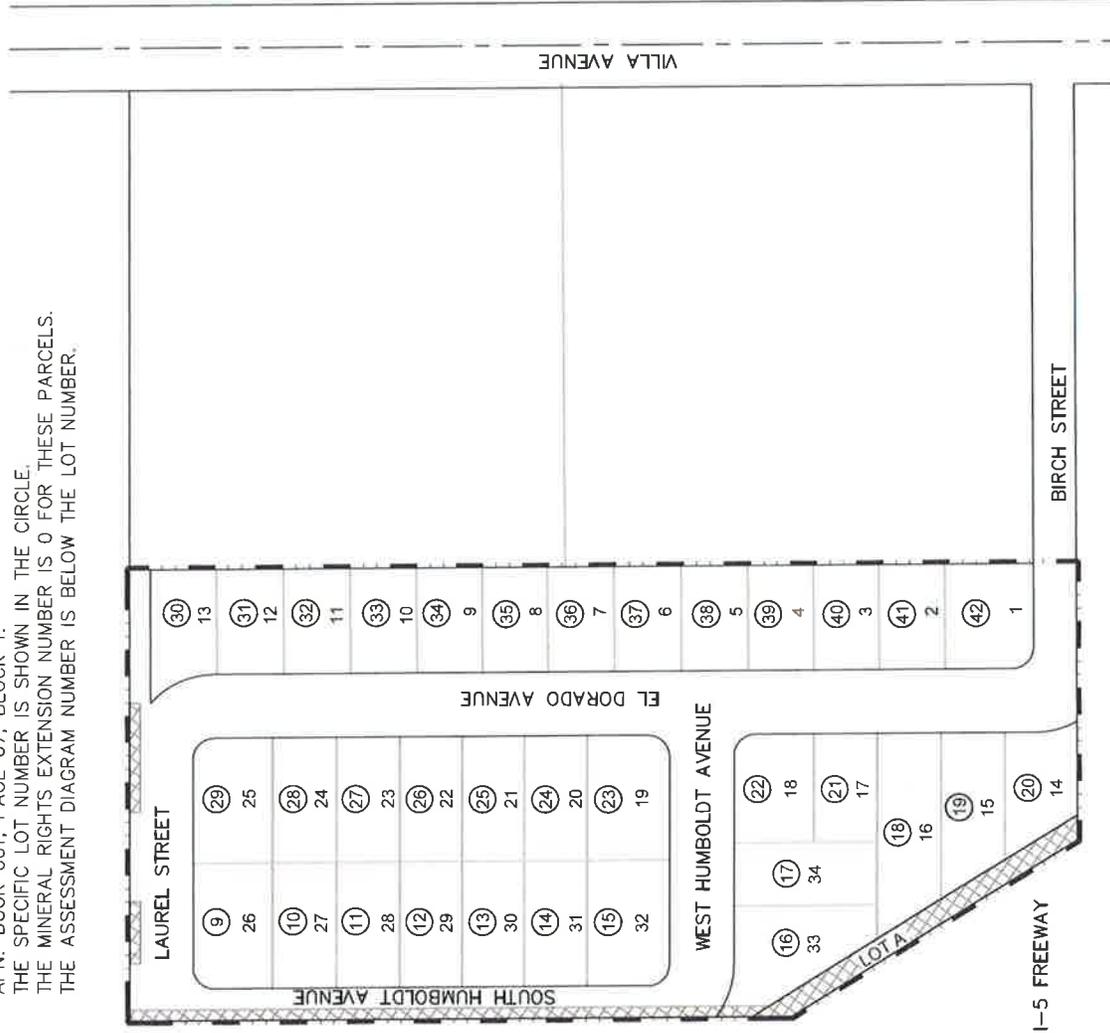
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE

APN: BOOK 001, PAGE 07, BLOCK 1.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE MINERAL RIGHTS EXTENSION NUMBER IS 0 FOR THESE PARCELS.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

SCALE: 1" = 180'



VICINITY MAP

-  Landscape Maintenance Area
-  Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSOR'S MAPS FOR THE CITY OF WILLOWS, AVAILABLE AT THE GLENN COUNTY ASSESSOR'S OFFICE.



Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2015-2016 Fiscal Year

CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE B - WALMART

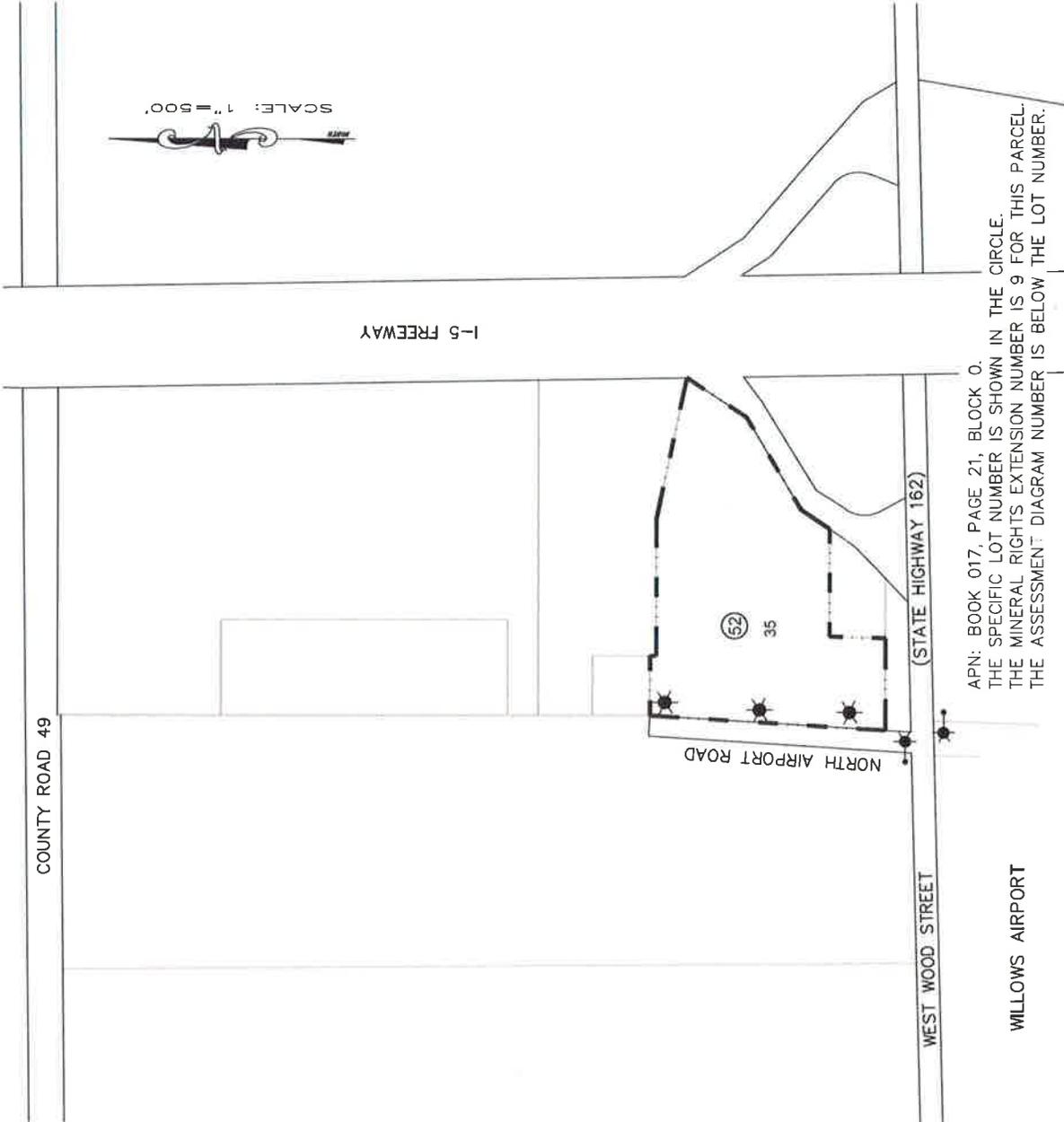


VICINITY MAP

- City's portion of traffic signal and street light
- ★ City street light locations
- Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL, REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS OFFICE.

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2015-2016 Fiscal Year



SCALE: 1"=500'

APN: BOOK 017, PAGE 21, BLOCK 0.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE MINERAL RIGHTS EXTENSION NUMBER IS 9 FOR THIS PARCEL.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

WILLOWS AIRPORT



Coastland Civil Engineering, Inc.
1400 Nectomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax

AGENDA ITEM

July 14, 2015

TO: Honorable Mayor Domenighini and Members of City Council
FROM: John Wanger, City Engineer
SUBJECT: Award of the Tehama Street Reconstruction Project

RECOMMENDATION

Staff recommends that the City Council approve the resolution awarding a construction contract for the Tehama Street Reconstruction Project to Knife River Corporation in the amount of \$237,127.76, and that an overall budget of \$291,361 be established for this project via additional appropriation, by motion, of \$66,361.00 from Gas Tax 2103 (Fund 372).

SUMMARY

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

Bids were opened on July 7, 2015. Four (4) bids were received ranging from a low base bid of \$237,127.76 to a high of \$287,887. The low bid was received from Knife River Corporation (Knife River.) Based on the bids received, staff has completed a check of Knife River's bid and found that their contractor's license is active and valid, that they possess a Class A license as required by the bid documents, that Knife River and their two proposed subcontractors are registered with the Department of Industrial Relations (as required by the recently passed legislation), that the bid submitted is mathematically correct and that the bid contained the required information per the bid documents.

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

FINANCIAL CONSIDERATIONS -

The estimated construction costs are summarized below:

Construction Contract	\$237,128
Estimated Construction Management/Inspection	\$ 25,520
Estimated Testing	\$ 5,000
Construction Contingency (10%)	<u>\$ 23,713</u>
Total Estimated Construction Cost	\$291,361

Please note that the Construction Management and inspection will be provided by Coastland Civil Engineering (the City Engineer) and compaction testing will be completed by Holdrege and Kull (H&K) as subconsultants to Coastland, as staff does not have the necessary time to devote to providing these services. Coastland and H&K both have experience in overseeing roadway reconstruction projects of this size. They have provided a proposal to complete the construction management, inspection and testing services that has been found to be acceptable to staff.

The project is funded through the Gas Tax 2103 Funds (Fund 372.) At the time of requesting authorization to bid the project, the estimate provided was for estimated construction costs only. The above budget is for construction, contingency, construction management, inspection and testing. Note that this is more than was in the authorization to bid the project; however there is sufficient fund in Fund 372 to support these costs, and an additional appropriation of \$66,361 is proper.

Based on our analysis of the bids received and the funds available, staff is recommending that the Council award the project to Knife River Corporation and approve the overall proposed budget for the project.

NOTIFICATION

None required

ALTERNATE ACTIONS

None recommended

RECOMMENDATION

Staff recommends that the City Council approve the resolution awarding a construction contract for the Tehama Street Reconstruction Project to Knife River Corporation in the amount of \$237,127.76, and that an overall budget of \$291,361 be established for this project via additional appropriation, by motion, of \$66,361.00 from Gas Tax 2103 (Fund 372).

Respectfully submitted,

John Wanger
City Engineer

Attachments: Resolution

Approved,


Steve Holsinger
City Manager

RESOLUTION No. _____

**RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,
AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH KNIFE RIVER
CORPORATION FOR THE TEHAMA STREET RECONSTRUCTION PROJECT AND
APPROVE AN OVERALL BUDGET FOR THE PROJECT**

WHEREAS, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the Tehama Street Reconstruction Project ("Project"); and

WHEREAS, bids for the Project were opened on July 7, 2015 in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

WHEREAS, four bids were received with the base bids ranging in price from \$237,127.76 to \$287,887, with the low bid being from Knife River Corporation; and

WHEREAS, staff has determined that Knife River Corporation bid satisfies the bidding requirements for the Project; and

WHEREAS, staff has verified that Knife River Corporation possesses valid California Contractor's Licenses under the requested Class A, number 91712 (expires 8/31/2016) as required to qualify to perform the Project; and

WHEREAS, the Project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to the following authorities: Section 15301(c) of Title 14 of the California Code of Regulations for repair and maintenance of existing highway and street facilities; and

WHEREAS, City staff does not have the manpower or expertise to provide the construction management, inspection and testing for this project and is requesting that the City Engineer (Coastland Civil Engineering) provide these services for this project; and

WHEREAS, Coastland Civil Engineering has the expertise and manpower to provide the requested services and has submitted a proposal to the City Manager that has been found to be acceptable.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.

2. The Project is categorically exempt from CEQA in accordance with the CEQA guidelines as cited in this resolution.

3. In accordance with California Public Contract Code Section 20160 and following and other applicable laws, the City Council of the City of Willows hereby finds the bid of Knife River Corporation for the Tehama Street Reconstruction Project to be the lowest, responsive bid and waives any irregularities in such bid in accordance with applicable law.

4. The contract for the Tehama Street Reconstruction Project is hereby awarded to Knife River Corporation, in the amount of \$237,127.76, conditioned on Knife River's timely executing the Project contract and submitting all required documents, including, but not limited to, executed bonds/surety, certificates of insurance, and endorsements, in accordance with the Project bid documents.

5. The City Manager is hereby authorized and directed to execute with Knife River Corporation for performance of the Project in accordance with the bid documents and applicable law upon submission by Knife River Corporation of all documents required pursuant to the Project bid documents.

6. That the overall budget for the Project be established at \$291,361.

7. The City Manager is hereby authorized to execute any contract change orders in accordance with the Project contract documents so long as the total Project cost does not exceed the total funding for this Project in the adopted budget.

8. City staff is hereby directed to issue a Notice of Award to Knife River Corporation

9. The City Manager is hereby authorized and directed to execute a contract amendment with Coastland Civil Engineering to provide construction management, inspection and testing services for this project.

10. This Resolution shall become effective immediately.

11. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 14th day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Natalie Butler, City Clerk

PROJECT SPECIFIC SUPPLEMENTAL AGREEMENT

WHEREAS, on August 12, 2014, the City of Willows (herein referred to as "Agency") entered into a Public Agency Agreement with Coastland Civil Engineering, Inc. (herein referred to as "Consultant") to provide City Engineering Services; and

WHEREAS, said Public Agency Agreement for City Engineering allows for additional project specific engineering services to be assigned by the Agency on an as-needed basis; and

WHEREAS, the Agency has determined that the Agency needs Professional Engineering Services for providing construction management, inspection and testing services associated with the Tehama Street Reconstruction Project (hereinafter referred to as "Project"); and

WHEREAS, the Agency does not have the current staff with expertise to provide these services and needs to retain a consultant with the appropriate experience for this work; and

WHEREAS, Consultant has experienced staff with the proper experience and background to carry out the duties involved for this work; and

WHEREAS, Agency wishes to retain Consultant for the performance of services associated with said Project, subject to all the terms and conditions as set for in the original Public Agency Agreement with Consultant.

THEREFORE, Agency and Consultant mutually agree to the scope of work and additional fee as follows:

Scope of Work

All work associated with the Project shall be per the scope of work attached as Exhibit "A".

Payment Terms

For Consultant Services associated with Project, Agency agrees to pay Consultant in accordance with the payment terms provided on Exhibit "B" attached hereto and incorporated herein by this reference.

IN WITNESS HEREOF, the parties have caused their authorized representative to execute this amendment on _____, 2015.

CITY OF WILLOWS "AGENCY"

BY: _____

COASTLAND CIVIL ENGINEERING, INC. "CONSULTANTS"

BY: _____
John L. Wanger, CEO

Exhibit "A"

SCOPE OF WORK

Based on the contract documents, 20 working days are allowed to complete the overall project. Based on our understanding of the City's needs, our proposed scope of services for construction management, inspection and testing for the project is as follows:

Task No. 1 – Pre-Construction Meeting

Immediately following the award of the construction contract, our Construction Manager will schedule and administer the pre-construction meeting. During this meeting we will establish lines of communication and decision making roles with all project stakeholders. We will also discuss safety requirements, responsibilities of the project team members, working hours, quality control procedures, submittal requirements, project schedule, change order and potential claim procedures, and safety procedures.

Coastland will be responsible for generating pre-construction meeting invitations including the meeting agenda. Agenda items include lines of communication, public relations, safety, submittals, change procedures, payments, progress schedules, contract time, requests for information, and other applicable items. Coastland will prepare and distribute meeting minutes to all parties.

Following the pre-construction meeting, Coastland will continue to work with the City and Contractor to ensure that all project issues are addressed promptly and that the City's best interests are considered at all times.

Task No. 2 – Pre-Construction Site Visit and Documentation

Coastland will take pre-construction digital photos of the construction site with special attention given to sensitive areas. Documenting the site prior to construction will help mitigate possible disputes between the City and contractor. These photos will be logged and filed with the project files.

Task No. 3 – Project Start-Up

Coastland will assemble project files in accordance with a modified Caltrans format for administration. We have found that this format keeps documents in a orderly and detailed format that can provide documentation of all facets of the construction.

Task No. 4 - Daily Field Inspections and Documentation

In order to ensure that the contractor constructs the improvements in accordance with the plans and specifications and to maintain the schedule, we will provide daily inspections at the site when the contractor is present. To help maintain

close communication, Coastland's inspector will be accessible to the City at all times at the project site and through the use of email and cellular phones.

We will maintain records and provide documentation of the work in the form of daily reports, weekly summary of construction activities, deficiency lists, and progress photographs of construction activities. Daily reports will describe the contractor's level of effort, specific work being done, started, or finished, and relevant points raised by the contractor that may require consideration and response. We also document proposed change orders and claims, important conversations, safety issues or accidents, extra work in progress, materials testing performed, information for "as-built" drawings, quantities for progress payments, environmental concerns and hazardous materials.

Coastland will provide a digital photo logbook of construction activities, progress, and areas of concern or interest. The photo log will be compiled on CD's and will identify the location and date of each photo. The log will be maintained through the duration of the project to assure continuity from one week to the next, and will be submitted to the City at the close of the project.

Coastland will continually review the specifications and plans to ensure the work is of good quality and meets the requirements of the contract documents. Coastland will immediately report any deviation from the approved contract documents.

Our inspector will identify actual and potential problems and provide solutions. We will maintain daily documentation and resolve issues by proposing field changes and avoid any delays.

In summary, our Inspector's responsibilities include:

- Inspect the contractor's work for conformance to the contract documents, codes, regulations and City's standards on a daily basis.
- Prepare and submit daily inspection reports that document all job site activities.
- Serve as a daily contact for the contractor as to performance of the construction.
- Respond promptly to City requests.
- Participate in meetings with City staff, contractor and other agencies.
- Verify construction material quantities.
- Distribute notifications to impacted public regarding the status of construction.
- Document construction activities with photographs and maintain a photo log.
- Respond to calls from the public promptly and log any complaints in a timely manner.
- Prepare and maintain current redlined construction drawings, documenting unforeseen field conditions and changes to check the contractor's record drawings.

- Document and maintain complete field files containing construction period correspondences, changes, discussions with contractor, memos, reports, and other pertinent items.

Task No. 5 – Progress Meetings

Coastland will conduct weekly coordination and progress meetings to focus on completed and upcoming work, any construction delays, schedule updates, proposed changes, change orders, contractor's questions, public relations, safety and other concerns that are identified by a project team member. We will work to foster honest, open communication at these weekly meetings which will help in timely resolution of any disputes and/or potential claims.

Task No. 6 – Status Reports and Documentation

Task 6a – Reports

Complete and accurate record keeping will be an essential component of this project. We will keep the City informed and document all construction issues with the following:

- Weekly Statement of Working Days
- Progress Meeting Minutes
- Field Directive Log
- Change order tracking
- Regular phone calls and e-mails

Task 6b – Submittal Management

Coastland will coordinate all submittals and monitor the status of the submittals to assure the contractor provides timely response. At the pre-construction conference, we will provide the contractor with a log of all required submittals and due dates. Submittals will be stamped, logged and distributed to the designer for complete review and approval. Submittals will be filed numerically and approved copies will be distributed to the City and the contractor.

Task 6c – Requests for Information (RFI)

Coastland will receive and log all Requests for Information (RFI's) from the contractor, and forward the RFI to the designer. Coastland will track the status of all RFI's by generating a weekly RFI log that lists the "Ball-in-court" status, description, and if an RFI results in a potential change order.

Task 6d – Change Order Management

In the event that a change order is required, Coastland will assist in the negotiation of the changes with the contractor and prepare documentation. All changes will be approved by the contractor, Coastland and the City prior to starting work on the change. With the City's approval, Coastland can assist in the negotiation with the contractor to produce the best construction method for the change at the lowest cost. If a change order requires input from the design engineer, our Construction Manager will coordinate with them to ensure it is

reviewed. A Change Order Log will be created that will show Change Order number, description, status, approved date, start and completion dates and cost.

Task No. 7 – Construction Management

Our goal is to ensure that construction and contract administration are performed in compliance with City requirements, funding requirements and the project plans and specifications. To accomplish this goal, our Construction Manager will manage the day-to-day construction activities with the contractor. He will be accessible to the City at all times. The Construction Manager will be responsible for keeping the City informed of the progress of the project, changes that may be needed, pay estimate input and releasing information to the public. In addition, our Construction Manager will complete all contract administration documentation in a timely, accurate and orderly fashion.

Task No. 8 – Cost and Schedule Management

Coastland will continually review the construction progress and perform field measurements and quantity calculations. Each month Coastland will provide backup calculations for all work items completed and accepted to provide progress payment recommendations to the City. Coastland will review the contractor's progress pay estimate request and schedule of values to assess if they are reasonable, and will compare this to the field measurements and quantity calculations. We will continually monitor project costs and keep the City informed regularly.

Coastland will review the contractor's construction schedule for accuracy, reasonableness, and will verify that it meets the project schedule, order of work, and contract requirements. Progress schedules will be reviewed weekly to ensure the contractor is meeting the critical dates. If he fails to meet critical dates, it will immediately be brought to his attention and remedies to get back on schedule will be accomplished. Schedule updates may be required once a month or more. We will assist in the negotiation of any time extensions for the contractor due to change orders, weather, or other delays. Coastland will also maintain an as-built progress schedule.

Task No. 9 – Materials Testing

Material testing will need to be performed on some of the materials used in the project (primarily concrete and aggregate base material.) We propose to use Holdrege & Kull to perform the needed tests. The material testing will include spot testing of the treated subbase material to ensure that the concrete treated subbase strength meets specifications, and verifying compaction of the base material and asphalt as needed.

Task No. 10 - Public Relations and Notifications

Coastland will ensure every effort is made to keep the public informed of construction progress and minimize disruptions to traffic adjacent to the project

area. We will carefully record the contractor's activities as they relate to public safety and public convenience. Questions and concerns will be recorded and responded to in a timely manner.

Additionally, our inspector will accurately document pre-construction conditions with a photo log to verify the project area is restored to its original form following construction.

Task No. 11 – Conflict Resolution and Claim Management

Our goal is to avoid all unnecessary claims and resolve conflicts during construction in order to minimize any additional costs and to reduce City staff involvement. The starting point for avoiding conflicts or notices of potential claims is a clear, biddable set of plans and specifications.

To promote effective conflict resolution, our Construction Manager and Inspector will become intimately familiar with the project plans, specifications, the City Standards, and issues specific to this project.

We will assist in the resolution of conflicts quickly by keeping the lines of communication open and being open and responsive with the contractor. Progress meetings are important to promote communications and to resolve conflicts quickly. We have found that most conflicts can be thoroughly discussed and defused at these meetings. The key is to foster a good, working rapport with the contractor and demonstrate that we are trustworthy, honest and professional.

Coastland will maintain thorough documentation of the contractor's field activities so that we know exactly what, when, where and why an issue or conflict occurred, and not have to rely on memory or the contractor's version of what happened.

These tasks help reduce the likelihood of change orders during construction or post-construction claims from the contractor; however, if claims are filed at the completion of the project we will have the documentation to assist in any negotiations.

If we cannot successfully facilitate a resolution of a dispute and receive a Notice of Potential Claim from the contractor, we will be ready to support the City's position. Coastland maintains accurate and thoroughly documented project information as backup for claim resolution. Coastland will continue facilitating negotiations while tracking and logging all correspondence, as-built progress schedules, and other backup documentation.

Task No. 12 – Project Closeout

Coastland will verify completion of punch list items, issue notice of completion, prepare recommendations for final acceptance of the project, review as-built plans for accuracy and completeness, prepare and recommend final payment, and transmit all construction documentation to the City. At the completion of the project, we will provide the City with the following:

- Record drawings on mylar
- All contract files and records (hard & electronic files)
- Annotated journal of photos and CD of digital photos

Exhibit "B"
ESTIMATED COST

Based on our scope of work, we are proposing that these services be completed for a not-to-exceed amount of \$30,520. This included Construction Management at 2 hours per day for the 20 working days allowed for the project; 8 hours per day of inspection for the full 20 working days allowed for the project, vehicle and incidental expenses and testing expenses. Please note that our estimate is based on 20 working days for the project as called for in the bid documents. If the project runs longer than 20 days, we reserve the right to adjust our contract hours accordingly. The amount quoted is assuming that all of the work for this project will fall under the scope of work as previously described. If additional work is necessary that falls outside of this scope of work, we can either re-negotiate a new scope of work or provide these services on a time and materials basis per our adopted Schedule of Hourly Rates.

AGENDA ITEM

July 14, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of possible wage adjustment and adoption/implementation of a newly created Salary/Wage Schedule for Management and Unrepresented Employees of the City of Willows.**

RECOMMENDATION

City Manager is recommending City Council approve, by Resolution, authorization for adjustment to current wages for Management & Unrepresented Employees of the City of Willows and adoption & implementation of a newly created Salary Administration Schedule to be retroactively effective on July 1, 2015. (**The City Manager's position is not included in the proposed wage adjustment and no additional compensation will be paid to the current city manager).

OVERVIEW

Does lightning strike the same place twice?

The old saying that 'lightning never strikes the same place twice' is another myth that any veteran weather observer or researcher has seen nature routinely defy. Lightning can strike any single location a multitude of times. In fact, given enough time, it is essentially inevitable. It may take as little as ten minutes within a single thunderstorm, or longer than a million years - but lightning will eventually strike the same spot again and again. Additionally, any strike to a particular location does nothing to change the electrical activity in the storm above, which will produce another strike as soon as it 'recharges'. The previously hit location is then just as fair game for the next discharge as any other spot; the fundamental true nature of random selection.

Even as a kid, I remember hearing the popular myth that lightning cannot, or does not, strike the same place twice. It's funny how these myths withstand the test of time, but nothing could be further from the truth. Lightning does, can, and will strike the same exact place or object more than once. It doesn't have a memory, and if an object has been struck once, it is no less likely to be struck a second time. Consider the Empire State Building in New York city which gets struck by lightning more or less about 25 times each and every year.

Does history repeat itself?

- History undeniably repeats itself based upon the factual conclusion above.

No, it will not necessarily be word for word, not every part will be exactly the same. History will not literally repeat itself multiple times in one's life cycle. However the earth will continue to rotate around the sun and people will cause conflicts that are either worldwide or between two human beings. History repeating itself is unavoidable. The nature of mankind has always been the same and always will be; the only differences in it are the development of modern technologies which ultimately change the way in which we display this nature. Albert Einstein once said: "We can't solve problems by using the same kind of thinking we used when we created them." This quote identifies an important underlying concept. It applies to individuals trying to fix a problem, while advising them to look at it from a different perspective. Applying this to history repeating itself, you can't look at a situation in a way that one has not already looked at before in a similar situation. Surely Einstein did not intend for this sentence to be used this way, but it is true that history does indeed repeat itself; in similar albeit unique ways.

Clearly this concept is evident within the City of Willows salary administration history. A little over a year ago, the City Manager advised the Council that management wage scales in the city were woefully low in comparison to similarly structured municipal organizations. The Council's reaction was suspect, yet instinctively inquisitive. Management developed a report based upon highest paid employees posted on the State Controller's web-site at <http://publicpay.ca.gov/> and distributed the information to councilors. The City Manager reminded the City Council based upon the results of the State Controller's site survey; the city could be negatively impacted in future efforts to recruit competent professional management staff. Therefore it became necessary to review prior recruiting dilemmas encountered by the City of Willows due to similar circumstances. Whereupon, the following historic documentation was provided for Council review:

(excerpt from the March 28, 2006 City Council Mtg minutes)

Organizational Staffing:

Due to staff and scheduling issues within the Police Department, the City Manager had been asked to provide current staffing levels within the City. The City has a total budgeted fulltime staff of 38 employees and contracts for a City Attorney and City Engineer. The City Manager reviewed vacancies and recruitment efforts in the Police Department indicating how the current staffing shortage occurred based upon recent resignations and injuries and stated the Police Chief has contacted the Sheriff's Office to see if any coverage is available. He also reviewed recent vacancies and recruitment efforts for the Fire Department and Parks & Public Works Department. City-wide turnover and difficulty of recruitment for certain key positions during the past seven years was reviewed including Library, Finance Department, Parks & Public Works, City Council, and Planning Commission. The City Manager indicated that at mid-budget review a request for professional recruitment for certain positions had been discussed, and Council had authorized the City Manager to solicit proposals for contracting with a personnel consulting firm to facilitate recruitment for the Parks & Public Works Director. The Police Chief's position was also included in the solicitation. The most cost effective proposal indicated the cost of recruiting for each position would be approximately \$17,000 plus expenses of approximately \$6,000. Council expressed concern over

costs and asked if the fee for recruitment guaranteed a successful hire. The City Manager indicated he would need to clarify that aspect with the consulting firm. Staff is requesting direction with respect to contracting on a temporary basis with the Sheriff's Department for "as needed" patrol coverage and methods of recruitment for the positions of Police Chief and Director of Parks and Public Works. **The City Manager indicated he would be retiring in late October.** (emphasis added) Council discussion ensued regarding how to provide police coverage during staffing shortages, rate of turnover and the reason for it in the Police Department, lack of communication to the Council regarding the vacancies, etc. Chief Shipley indicated that some of the turnover can be expected because new officers right out of the Police Academy come to Willows to build experience and a resume with the intent of moving to a larger department or another area where pay is higher. He indicated that if you can keep a police employee for five years you are lucky. The Chief indicated that there is more mobility in jobs now and less loyalty to staying for a long period.

It was the consensus of Council to try to develop a temporary contract with the Sheriff's Office for "as needed" patrol coverage for the City during this staffing shortage.

Council Member Taylor-Vodden asked to have the professional recruitment issue returned at the next meeting with additional detail and for further consideration. Council Members Holvik and Thrailkill agreed. Council Member Yoder felt that there may be qualified individuals locally, and professional recruitment may not be needed. Mayor Murray indicated he would rather use the recruitment money for job incentives to attract new employees and/or retain present employees.

(excerpt from the August 22, 2006 City Council Mtg minutes)

City Manager Recruitment:

City Manager Mike Mistrot reviewed the difficulties the City has had in recruiting for management-level positions, and, consequently, the City has recently hired L. B. Hayhurst to recruit for Chief of Police and Parks and Public Works Director. As this association has been a positive working relation-ship, staff is recommending the current contract be amended to include recruitment of a new City Manager. Mr. Hayhurst has advised that the fee for the additional recruitment would be consistent with the current rate agreement. It has also become apparent that the current salary structure is no longer competitive within the local market and may adversely affect recruitment and retention of a new City Manager. Based upon salary comparisons of local cities and other entities, staff is recommending a salary range of \$85,000 to \$100,000 based upon the selected candidate's qualifications and experience. The City Manager reminded Council that salaries for management and exempt positions within the City's service are proportionately related to the City Manager and may impact other City positions which may need to be increased. Lengthy discussion ensued over the proposed salary range for recruitment of the City Manager. Mr. James Hurley of the audience asked if this proposed salary increase was a way for the current City

Manager to get a pay increase. Mayor Murray indicated this increase would not be for the current City Manager. Discussion ensued as to when the pay increase would take effect for those positions which are linked with the City Manager's salary. It was discussed that the effective date could be the first of the month after hiring of the new City Manager. Council asked the Finance Director to work up some cost figures.

M/S - Yoder/Taylor-Vodden to adjust the advertised salary range for recruitment for City Manager to \$85,000-\$100,000 based upon qualifications and experience, and to authorize the City Manager to negotiate a contract modification with L. B. Hayhurst and Associates for recruitment of this position. The motion was unanimously approved.

(excerpt from the October 10, 2006 City Council Mtg minutes)

Recruitment/Salaries - Management and Confidential Positions:

This matter was put on the agenda at the request of several of the Council Members. Mayor Murray stated the City has been recruiting for several key positions (Parks & Public Works Director and Police Chief) and has hired the firm of L. B. Hayhurst to help with the recruitment. This firm has indicated the City is not paying enough to either get or retain the key people needed. At a previous meeting, Council approved for recruitment purposes a higher salary scale for the next City Manager. As salaries for department head and confidential employees are based upon the salary of the City Manager, it was determined that increases for these positions would be implemented the first of the month following hiring of the new City Manager. Council expressed concern that unless this pay scale is in effect during recruitment, the City is going to lose its ability to recruit and hire good individuals. Mayor Murray stated while placing the higher salary in effect sooner will also benefit existing staff, the primary objective is to aid the City in recruitment of new staff. Currently department heads and confidential employees' salaries are based on a percentage of the City Manager's salary; therefore, an increase in the City Manager's salary directly affects these other positions. In reviewing the salary relationships, Council expressed a concern that the Finance Director's salary should be set at the same percentage as the Parks & Public Works Director and Police Chief (85 percent) due to the increased financial and Human Resource responsibilities assigned to this position. Discussion ensued regarding the salary level for the City Manager. City Manager Mike Mistrot indicated that a resolution would be prepared by staff for Council adoption to implement any salary increases approved by the Council.

M/S - Holvik/Yoder to direct staff to prepare a salary resolution based on a \$90,000 yearly salary for the City Manager and percentage salary increases for Department Heads and Confidential Employees to be effective November 1, 2006, with the Finance Director's percentage to be increased from 80 to 85 percent. The motion was unanimously approved.

(excerpt from the October 24, 2006 City Council Mtg minutes)

Salary Adjustment for City Manager, Department Heads, and Confidential Employees - Resolution:

At the October 10, 2006, meeting, Council expressed concern with recruitment difficulties associated with vacant department head positions and advice from the professional recruiting firm that the salary levels were not sufficient to recruit and retain qualified individuals. At that meeting Council directed staff to prepare a resolution for consideration to amend the City Manager's salary to \$90,000, and to adjust the Department Heads and Confidential Employees' salaries based upon a relationship to the City Manager's salary. The adjusted salaries would become effective November 1, 2006, through December 31, 2007.

M/S - Thrailkill/Yoder to adopt resolution next in line entitled "RESOLUTION OF THE WILLOWS CITY COUNCIL ESTABLISHING SALARY LEVELS FOR CITY MANAGER, DEPARTMENT HEADS, AND CONFIDENTIAL EMPLOYEES." The motion was unanimously approved.

DEJA VU NINE YEARS LATER: { Déjà vu, French, literally "already seen", is the phenomenon of having the strong sensation that an event or experience currently being experienced, has already been experienced in the past, whether it has actually happened or not}

Unquestionably, the aforementioned review strongly suggests History Does Indeed Repeat Itself. Nine years following the last single wage adjustment considered for this group of employees, the organizational circumstance has come full circle. The City Manager has informed the Council he will retire in December. The CM advised the Council that they needed to address the salary level of the City Manager position prior to commencing recruitment efforts. The CM informed the Council it would be essential to increase the wages of the Management & Unrepresented Employees Team, in an effort to retain corporate knowledge, skilled professional staff providing community services and ensure smooth transitional appointment of a new City Manager later this year.

The Council indicated a high level of skepticism regarding the City Manager's advisement that most management staff members were perhaps as much as thirty-percent (30%) below the typical market compensation rate compared to similar staff in other similarly situated municipal organizations. However, the Council prudently directed staff to complete a comprehensive salary survey; judiciously critiquing each position in the group to reasonably similar positions existing in other municipal organizations in the expanded Northern California regional area. Over a dozen municipalities were invited to participate in the survey process. With majority participation from our neighboring communities, the results indicated that on average, compensation rates for Willows Management Professionals was twenty-nine percent (29%) below the median point for comparable positions. The actual range of compensation points compared to the median values in comparison cities revealed a low of 17% below market to a high of 52% below market for specific position comparisons among Willows staff members. The City Manager's position was below the comparable market by 25% based upon survey results. Although the recruitment materials currently advertising for a

new city manager will reflect a Council preference to correct this compensation deficiency, the City Manager's position is not included in the wage adjustment proposal. Nor will any additional compensation be paid to the current city manager during the balance of his tenure with the City of Willows. The city manager will retire in December at his current salary level.

As previously stated above, the last serious conversations about recruitment of key personnel for the City of Willows and the deficiency of the Willows salary schedule for professional management staff started in March 2006. At that time, following more than seven months of reviews and discussions, the compensation levels for Management & Unrepresented Employees were adjusted upward by an across the board increase of approximately eighteen percent (18%) of base wages. Since that single adjustment to wage scales in November 2006, this group of employees has never witnessed any consideration for wage adjustments in almost nine (9) full years. Although it is fair to say many municipal agencies during this timeframe were seriously constrained when addressing compensation & benefit issues in their respective jurisdictions. Despite the financial constraints forced upon the city leaders during this nine year challenging period, the majority of other city employees did realize double-digit percentage increases in base wage earnings.

Additionally, it is especially important to note that this group of management and unrepresented employees, immediately following their last salary adjustment, voluntarily stepped forward to offer wage & benefit concessions to the City of Willows during this very difficult and challenging fiscal crisis. The record will demonstrate that as early as February 2009, a mere twenty-seven (27) months following the November 2006 wage increase, this group voluntarily forfeited a full ten percent of their wages to help maintain a consistent level of city services during the last quarter of Fiscal 08/09; an estimated savings of just over \$15,000 during that initial period. Moreover, this same group of employees continued this voluntary concession of wages & benefit at a ten (10%) savings level through the next five (5) fiscal cycles; ultimately agreeing to a furlough termination agreement in September 2013. This concession exemplified the dedication, loyalty and professionalism of each member of this employee group. After all the calculations were complete, it was evident that this group averaged budgeted savings of just over sixty (\$60,000) thousand for each of four straight fiscal years. Additionally, during the initial quarter in 2009 and last furlough quarter of 2013 a minimum of another thirty (\$30,000) thousand in savings were recouped/preserved for uncompromised professional services delivery to the citizens of our community.

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

thousand (\$420,000) tax payer dollars. **{NOTE: in fairness to the city's other organized labor groups; both the Willows Public Safety Association(WPSA) and the Willows Employees Association (WEA) had already agreed upon and implemented similar pension reform mandates as required by State Law}**

UNIQUE CIRCUMSTANCES REQUIRE NOTEWORTHY LEGISLATIVE FINE-TUNING:

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

After multiple attempts to incorporate all the recovery elements sought by the City Council, staff was effective in developing a reasonable compensation range schedule for all Management & Unrepresented employees. One specific element to facilitate ultimate recovery of wage increase expense; was integrated in to the salary range table for this employee group. Foregoing the heretofore practice of annual step increases on employee anniversary dates, the City Manager in response to council requests; proposed an extension on "step-increase" frequency, by eliminating employee anniversary dates and locking-in a specific wage adjustment step interval at an eighteen month frequency. Therefore, the ultimate time elapsed between first wage adjustment and final step increase within the newly created range is six years; as opposed to the typical five step/five year cumulative impact. Councilors appreciated the effort and in particular the deviation from historic lock-step traditions of municipal wage & benefit administrative routines.

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

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

COST ANALYSIS AND REGIONAL COMPARATIVE FINDINGS:

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

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

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

The long and short of the cost analysis is based upon the overall impact of the base salary range across the group of impacted employees. **THE CURRENT CITY MANAGER IS NOT INCLUDED IN THE FOLLOWING FINANCIAL PROJECTIONS.** Based upon the proposed adjustments to individual wages within the group; the first year (i.e. FY 15/16) increased cost** will be approximately fifty-six thousand, eight-hundred dollars (\$56,800). Whereupon

based on the annual salary impacts of this group at approximately five-hundred and fifty-three thousand (\$553,000) this increase is equal to ten point three percent (10.3%). Formula is $(56,800/553,000 = 10.27667)$. (**includes reduction for six month benefit recovery).

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

Perhaps the most salient point about this group and the period in reference; since 2006, let's revisit the concessions made over the fifty-four month period between March 2009 and September 2013. Let's recall that this group forfeited 10% of wage & benefits during this period and that amount total approximately \$420,000 in cost savings to the City of Willows. Now what's that mean as percentage of salary over this specific period. Well simply stated the average monthly wages paid this group total approximately \$46,000. That amount times the fifty four months equals \$2,484,000 during those five fiscal periods. Now the formula for percentage of savings established by this group $(\$420,000 \div \$2,484,000 = 0.1690821)$ or 17% of salary was off-set by the concessions during this most challenging fiscal period in Willows' municipal history. That concludes my commentary in support of this proposal.

The City Manager wholeheartedly recommends approval of this wage increase proposal and concludes the above validations are clearly evident to justify the Council's endorsement.

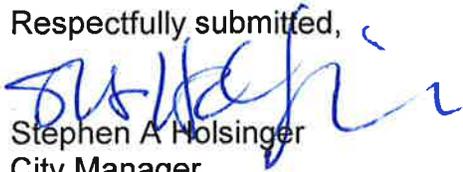
FINANCIAL CONSIDERATIONS

The necessary budgetary augmentation is already anticipated in the Fiscal 15/16 work plan. It is anticipated the majority of the projected budgetary shortfall will be recovered during the fiscal year. Additionally, we have potential for unanticipated positive revenue production with TSS and potential EDA Grant and new motel project on the horizon.

RECOMMENDATION

City Manager is recommending City Council approve, by Resolution, authorization for adjustment to current wages for Management & Unrepresented Employees of the City of Willows and adoption & implementation of a newly created Salary Administration Schedule to be retroactively effective on July 1, 2015. (**The City Manager's position is not included in the proposed wage adjustment and no additional compensation will be paid to the current city manager).

Respectfully submitted,


Stephen A Holsinger
City Manager

ATTACHMENTS:

EXHIBIT A - RESOLUTION

EXHIBIT 1 - UNREPRESENTED WAGE TABLE PROPOSAL

EXHIBIT 2 – STATE CONTROLLER'S WAGE COMPARISON REPORT

EXHIBIT 3 – SELECT POSITION WAGE COMPARISON GRAPHS (5 TOTAL)

EXHIBIT 4 – SALARY AND BENEFIT SURVEY DATA FOR INDIVIDUAL POSITIONS

EXHIBIT A

RESOLUTION NO. XX-2015

**A Resolution of the City Council of the City Of Willows
Directing the Termination of any remaining Furlough Program for
All Unrepresented City Employees, City Council Members and All Other Elected or
Appointed Members of the City of Willows Boards and Commissions and adoption of a
newly created Compensation Plan & Wage Schedule for Unrepresented Employees and
authorizing the implementation of a wage adjustment for Unrepresented Employees**

WHEREAS, the City of Willows Personnel Rules and Regulations; adopted July 21, 1975, require the City Manager to develop a Compensation Plan for City employees; and

WHEREAS, the City Council did adopt a preliminary fiscal work plan for FY 2015/16, on June 24, 2014; and

WHEREAS, during the annual review & evaluation of this preliminary budget this past June 2015, City Council concluded it was no longer necessary to continue a voluntary furlough program, and

WHEREAS, the City Council acknowledges the sacrifices, contributions and budgetary savings created by the Unrepresented Employees and elected officials of the City of Willows, during the voluntary furlough process, and

WHEREAS, the City Council does agree that a wage & compensation adjustment is justified for the Unrepresented Employees and authorizes the City Manager to incorporate the forecast expenses in the fiscal work plan for Fiscal Period 2015/2016; ending June 30, 2016, and

WHEREAS, the City Council shall continue annually to review and evaluate each fiscal work plan methodically, and

WHEREAS, the City Council has primary responsibility for the fiduciary prosperity of the City of Willows, and

WHEREAS, the City Council in its sole discretion, does retain the right to cancel, modify, alter, waive, freeze or reduce the wage & compensation plan and/or anticipated future increases for the Unrepresented Employees of the City of Willows, during any future fiscal period, and

WHEREAS, the City Council does direct the implementation of the wage schedule attached as Exhibit "A" and made a part of this resolution.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS: authorizes the City Manager to implement the wage adjustments in accordance with the aforementioned Salary Schedule, effective July 1, 2015.

BE IT FURTHER RESOLVED that the City Council, as a budgetary policy will continue to review and evaluate annual operating expenditures and fund future fiscal periods annually.

BE IT FURTHER RESOLVED that the City Council may or may not fund the incremental increases anticipated in adopted Salary Schedule implementation plan and shall, at its sole discretion, fund future fiscal work plans to coincide with sufficient revenues to meet expenditures in conjunction with maintenance of quality community services.

It is hereby certified that the foregoing Resolution No. XX-2015 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 14th day of July 2015, by the following Roll Call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Approved:

Attested:

Larry Domenighini, Mayor

Natalie Butler, City Clerk

	A	B	C	D	E
City Manager	8655	9088	9542	10019	10520
Police Chief	7543	7920	8316	8732	9169
Fire Chief	6750	7088	7442	7814	8205
Public Works Director	6750	7088	7442	7814	8205
Finance Director	6750	7088	7442	7814	8205
Deputy Public Works Director	5350	5618	5898	6193	6503
Building Official	5350	5618	5898	6193	6503
City Clerk	4970	5219	5479	5753	6041
Library Director	4970	5219	5479	5753	6041
Recreation Director	4970	5219	5479	5753	6041
Administrative Analyst	3411	3582	3761	3949	4146
Police Administrative Secretary	3411	3582	3761	3949	4146

EXHIBIT A

	A	B	C	D	E
City Manager	8655	9088	9542	10019	10520
Police Chief	7543	7920	8316	8732	9169
Fire Chief	6750	7088	7442	7814	8205
Public Works Director	6750	7088	7442	7814	8205
Finance Director	6750	7088	7442	7814	8205
Deputy Public Works Director Building Official	5350	5618	5898	6193	6503
City Clerk	4970	5219	5479	5753	6041
Library Director	4970	5219	5479	5753	6041
Recreation Director	4970	5219	5479	5753	6041
Administrative Analyst	3411	3582	3761	3949	4146
Police Administrative Secretary	3411	3582	3761	3949	4146

EXHIBIT 1

EXHIBIT 2

City	Population	City Mgr Salary	Base Report Year 2012	
Yountville	2983	\$161,757		
Mt Shasta	3360	\$97,433		
Jackson	4613	\$97,123		
Lakeport	4713	\$114,567		
Sonora	4847	\$145,163		
Willits	4893	\$113,123		
Needles	4912	\$116,888		
Williams	5261	\$101,953		
Woodside	5441	\$195,433		
St Helena	5854	\$155,004		
Villa Park	5900	\$87,976		
Colusa	6032	\$99,677		
Willows	6161	\$96,156		
Loomis	6493	\$113,249	130.31%	Willows Versus the Average is approx 30% behind the mrkt for cities under 7000 residents
Gridley	6723	\$155,932		
Winters	6974	\$126,854		
Hughson	6979	\$125,982		
Fort Bragg	7311	\$151,106	\$125,299	Average under 7000 pop
Yreka	7771	\$117,238		
Firebaugh	7777	\$90,876		
Live Oak	8341	\$149,982		
Taft	8911	\$117,622		
Tiburon	9031	\$206,941		
Shasta Lake	10110	\$132,373	\$135,839	Average under 10000 pop
Anderson	10267	\$120,576		
Newman	10643	\$141,415		
Sonoma	10731	\$153,014		
Healdsburg	11509	\$186,606		
Larkspur	12021	\$202,127		
Grass Valley	12657	\$135,058		
Tehachapi	13313	\$172,064		
Red Bluff	14186	\$124,897		
Clearlake	15192	\$133,875		
Truckee	15918	\$180,913		
Ukiah	16065	\$191,676		
Imperial	16148	\$172,571	\$159,566	Average above 10000 pop
Overall Avg.		\$138,478		

Special Note: All data was retrieved from the State Controller's Web-site at <http://publicpay.ca.gov/>

The information presented is posted as submitted by the reporting entity. The State Controller's Office is not responsible for the accuracy of this information.

	Colusa	Clearlake	Anderson
Residents	6,032	15,192	10,267
Employees	69	57	95
Residents per Employee	87	266	108
Total Wages per Resident	\$334	\$159	\$313
Total Ret. & Health Cost per Resident	\$122	\$85	\$181
Average Wages	\$29,200	\$42,368	\$33,805
Average Retirement & Health Cost	\$10,634	\$22,599	\$19,583
Total Wages	\$2,014,771	\$2,414,987	\$3,211,499
Total Retirement & Health Cost	\$733,759	\$1,288,132	\$1,860,377
Top 5 Highest Paid Positions	City Manager \$99,677	City Manager \$133,875	City Manager \$120,576
	Fire Chief \$91,901	Police Chief \$125,849	Police Captain \$95,614
	Police Officer \$89,490	Police Sergeant \$90,252	Police Officer \$83,996
	Public Works Director \$78,494	Police Lieutenant \$83,158	Police Chief \$82,210
	Fire Captain \$77,706	Records & Communications Supervisor \$78,933	Sergeant \$81,406

	Firebaugh	Fort Bragg	Grass Valley
Residents	7,777	7,311	12,657
Employees	55	69	151
Residents per Employee	141	105	83
Total Wages per Resident	\$237	\$461	\$494
Total Ret. & Health Cost per Resident	\$121	\$180	\$231
Average Wages	\$33,457	\$48,887	\$41,411
Average Retirement & Health Cost	\$17,107	\$19,044	\$19,385
Total Wages	\$1,840,149	\$3,373,218	\$6,253,038
Total Retirement & Health Cost	\$940,902	\$1,314,068	\$2,927,061
Top 5 Highest Paid Positions	Police Chief \$90,876 City Manager \$89,266 Police Officer \$86,779 Public Works Director \$77,366 Water / Sewer Lead Operator \$71,597	Manager \$151,106 Police Chief \$122,870 Police Sergeant - Intermediate \$104,660 Public Works Director \$102,759 Police Sergeant - Advanced \$101,882	Police Captain + 12.5% \$151,312 Police Chief \$140,089 City Engineer/Director of Public Works \$139,391 City Administrator \$135,058 Senior Civil Engineer/Deputy Director of Public Works \$101,188

	Gridley	Healdsburg	Hughson
Residents	6,723	11,509	6,979
Employees	75	253	29
Residents per Employee	89	45	240
Total Wages per Resident	\$585	\$940	\$124
Total Ret. & Health Cost per Resident	\$264	\$349	\$34
Average Wages	\$52,395	\$42,766	\$29,787
Average Retirement & Health Cost	\$23,702	\$15,895	\$8,263
Total Wages	\$3,929,634	\$10,819,896	\$863,817
Total Retirement & Health Cost	\$1,777,646	\$4,021,494	\$239,626
Top 5 Highest Paid Positions	City Administrator \$155,932	City Manager \$186,606	City Manager \$125,982
	Chief \$146,798	Fire Captain \$171,521	Director Of Planning/Building \$89,820
	Asst. Chief \$136,675	Public Works Director \$165,694	Senior Maintenance Work \$65,810
	Sr. Line Worker \$125,434	Assistant City Manager \$163,946	Management Analyst \$58,604
	Electric Superintendent \$120,787	Police Chief \$157,468	Wwtp Operator \$58,604

	Jackson	Imperial	Lakeport
Residents	4,613	16,148	4,713
Employees	65	88	78
Residents per Employee	70	183	60
Total Wages per Resident	\$414	\$194	\$541
Total Ret. & Health Cost per Resident	\$134	\$25	\$148
Average Wages	\$29,406	\$35,613	\$32,717
Average Retirement & Health Cost	\$9,538	\$4,617	\$8,920
Total Wages	\$1,911,407	\$3,133,976	\$2,551,937
Total Retirement & Health Cost	\$619,963	\$406,311	\$695,772
Top 5 Highest Paid Positions	City Manager \$97,123	City Manager \$172,571	City Manager \$114,567
	Chief \$94,830	Chief of Police \$108,031	Public Works Director \$92,058
	Sergeant \$87,648	Bilingual Sergeant \$102,500	Community Development Director \$91,012
	Captain \$84,930	Public Services Director \$100,259	Police Sergeant \$84,627
	Officer \$79,705	Planning Director \$90,418	Police Chief \$82,175

	Larkspur	Loomis	Live Oak
Residents	12,021	6,493	8,341
Employees	130	27	66
Residents per Employee	92	240	126
Total Wages per Resident	\$420	\$102	\$154
Total Ret. & Health Cost per Resident	\$98	\$33	\$39
Average Wages	\$38,859	\$24,569	\$19,401
Average Retirement & Health Cost	\$9,085	\$7,900	\$4,960
Total Wages	\$5,051,734	\$663,356	\$1,280,480
Total Retirement & Health Cost	\$1,181,027	\$213,309	\$327,367
Top 5 Highest Paid Positions	City Manager \$202,127	Engineer/PW Director \$123,792	Finance Director / Assistant City Manager \$159,810
	Fire Chief/Deputy City Manager \$181,473	Town Manager \$113,249	City Manager \$149,982
	Fire Captain \$161,637	Finance Director \$102,389	Building Official \$79,208
	Public Works Director/Engineer \$152,624	Town Clerk \$66,709	Water Quality Control Operator III \$70,507
	Fire Captain \$147,737	Assistant Planner \$54,997	Financial Analyst \$61,933

	Needles	Mt. Shasta	Newman
Residents	4,912	3,360	10,643
Employees	87	53	52
Residents per Employee	56	63	204
Total Wages per Resident	\$533	\$614	\$184
Total Ret. & Health Cost per Resident	\$143	\$228	\$83
Average Wages	\$30,068	\$38,923	\$37,591
Average Retirement & Health Cost	\$8,061	\$14,447	\$16,974
Total Wages	\$2,615,913	\$2,062,903	\$1,954,727
Total Retirement & Health Cost	\$701,296	\$765,688	\$882,630
Top 5 Highest Paid Positions	City Manager \$116,888	City Manager \$97,433	City Manager \$141,415
	Chief Water Operator \$102,653	Chief Of Police \$91,152	Public Works Director \$101,508
	Line crew Supervisor \$95,380	Fire Chief \$84,066	Police Chief \$98,759
	Director of Finance \$92,059	Sergeant \$72,726	Lieutenant \$86,364
	Power Line Technician \$88,435	Director Of Finance \$71,954	Finance Director \$82,091

	Shasta Lake	Sonoma	Red Bluff
Residents	10,100	10,731	14,186
Employees	63	101	177
Residents per Employee	160	106	80
Total Wages per Resident	\$318	\$265	\$357
Total Ret. & Health Cost per Resident	\$62	\$117	\$113
Average Wages	\$51,017	\$28,167	\$28,631
Average Retirement & Health Cost	\$9,990	\$12,466	\$9,052
Total Wages	\$3,214,090	\$2,844,871	\$5,067,652
Total Retirement & Health Cost	\$629,401	\$1,259,091	\$1,602,274
Top 5 Highest Paid Positions	Electric Utilities Director \$134,541 City Manager \$132,373 Public Works Director \$110,561 Electric Opr Manager \$107,860 Assistant Electric Director \$105,968	City Manager \$153,014 Assistant City Manager \$131,387 Development Services Director \$122,859 Planning and Community Services Director \$122,672 Public Works Director \$98,446	City Manager \$124,897 Chief \$114,674 Captain \$102,513 Lieutenant \$101,943 Sergeant \$91,887

	Taft	St. Helena	Sonora
Residents	8,911	5,854	4,847
Employees	91	136	79
Residents per Employee	97	43	61
Total Wages per Resident	\$395	\$811	\$566
Total Ret. & Health Cost per Resident	\$107	\$408	\$149
Average Wages	\$38,680	\$34,896	\$34,727
Average Retirement & Health Cost	\$10,465	\$17,562	\$9,147
Total Wages	\$3,519,922	\$4,745,867	\$2,743,409
Total Retirement & Health Cost	\$952,337	\$2,388,438	\$722,617
Top 5 Highest Paid Positions	Interim City Manager \$117,622	City Manager \$155,004	City Administrator \$145,163
	Finance Director \$106,886	Sergeant \$113,520	Police Chief \$123,308
	Police Chief \$103,038	Finance Director \$112,708	Police Sergeant \$103,667
	Police Sergeant \$98,478	Dir Of Public Works/City Engineer \$112,021	Fire Chief \$100,030
	Police Lieutenant \$88,340	Interim Planning Director \$109,914	Police Officer \$93,239

	Tehachapi	Tiburon	Truckee
Residents	13,313	9,031	15,918
Employees	75	49	159
Residents per Employee	177	184	100
Total Wages per Resident	\$262	\$408	\$487
Total Ret. & Health Cost per Resident	\$110	\$103	\$191
Average Wages	\$46,579	\$75,239	\$48,779
Average Retirement & Health Cost	\$19,569	\$19,039	\$19,074
Total Wages	\$3,493,447	\$3,686,717	\$7,755,894
Total Retirement & Health Cost	\$1,467,661	\$932,895	\$3,032,764
Top 5 Highest Paid Positions	City Manager \$172,064	Town Manager \$206,941	Town Manager \$180,913
	Police Chief \$119,848	Chief Of Police \$162,607	Director of Public Works/Town Engineer \$168,512
	Community Development Director \$119,499	Director \$159,182	Director of Administrative Services \$145,905
	Finance Director \$119,116	Town Attorney \$125,709	Director of Community Development \$145,524
	Police Sergeant \$101,894	Director \$125,046	Assistant Town Manager \$140,313

	Williams	Ukiah	Villa Park
Residents	5,261	16,065	5,900
Employees	39	310	17
Residents per Employee	134	51	347
Total Wages per Resident	\$355	\$837	\$77
Total Ret. & Health Cost per Resident	\$80	\$300	\$24
Average Wages	\$47,858	\$43,363	\$26,871
Average Retirement & Health Cost	\$10,754	\$15,568	\$8,373
Total Wages	\$1,866,458	\$13,442,379	\$456,813
Total Retirement & Health Cost	\$419,400	\$4,826,153	\$142,344
Top 5 Highest Paid Positions	Chief Of Police \$107,672	City Manager \$191,676	City Manager \$87,976
	City Administrator \$101,953	Director Of Public Safety \$170,203	Finance Director \$80,275
	Finance Officer \$90,094	Director/Electric Utily \$170,178	Maintenance Supervisor \$70,719
	Public Works Director \$84,115	Director Of Public Works, Water, Waste Water \$161,735	City Manager \$49,369
	Police Officer \$75,001	Assistant City Manager \$157,127	Assistant To The City Manager \$48,581

	Willows	Williks	Winters
Residents	6,161	4,893	6,974
Employees	91	80	128
Residents per Employee	67	61	54
Total Wages per Resident	\$289	\$572	\$388
Total Ret. & Health Cost per Resident	\$159	\$282	\$132
Average Wages	\$19,567	\$34,984	\$21,151
Average Retirement & Health Cost	\$10,784	\$17,240	\$7,190
Total Wages	\$1,780,608	\$2,798,727	\$2,707,313
Total Retirement & Health Cost	\$981,380	\$1,379,195	\$920,339
Top 5 Highest Paid Positions	Police Chief	Community Development Director/Assistant City Manager	City Manager
	\$125,935	\$113,730	\$126,824
	City Manager	City Manager	Sergeant
	\$96,156	\$113,123	\$110,787
	Police Officer	Police Sergeant w/Advanced	Chief
	\$82,981	\$100,096	\$108,676
	Fire Chief	Chief of Police	Fire Captain
	\$77,703	\$97,263	\$105,917
	Police Officer	City Engineer	Director of Administrative Services
	\$77,129	\$92,638	\$101,749

	Younkville	Woodside	Yreka
Residents	2,983	5,441	7,771
Employees	67	33	119
Residents per Employee	44	164	65
Total Wages per Resident	\$640	\$377	\$402
Total Ret. & Health Cost per Resident	\$290	\$58	\$134
Average Wages	\$28,487	\$62,155	\$26,283
Average Retirement & Health Cost	\$12,913	\$9,542	\$8,745
Total Wages	\$1,908,633	\$2,051,106	\$3,127,661
Total Retirement & Health Cost	\$865,177	\$314,874	\$1,040,620
Top 5 Highest Paid Positions	Town Manager \$161,757	Town Manager \$196,433	City Manager \$117,238
	Public Works Director \$131,319	Town Engineer \$196,069	City Attorney \$100,812
	Planning Director \$124,375	Director of Planning \$177,628	Public Works Director \$98,981
	Finance Director \$120,962	Deputy Town Engineer \$151,942	Sergeant w/Advanced \$93,788
	Parks and Recreation Director \$89,956	Senior Planner \$127,268	Chief of Police \$90,937

	Willits	Villa Park
Residents	4,893	5,900
Employees	80	17
Residents per Employee	61	347
Total Wages per Resident	\$572	\$77
Total Ret. & Health Cost per Resident	\$282	\$24
Average Wages	\$34,984	\$26,871
Average Retirement & Health Cost	\$17,240	\$8,373
Total Wages	\$2,798,727	\$456,813
Total Retirement & Health Cost	\$1,379,195	\$142,344
Top 5 Highest Paid Positions	Community Development Director/Assistant City Manager \$113,730 City Manager \$113,123 Police Sergeant w/Advanced \$100,096 Chief of Police \$97,263 City Engineer \$92,638	City Manager \$87,976 Finance Director \$80,275 Maintenance Supervisor \$70,719 City Manager \$49,369 Assistant To The City Manager \$48,581

EXHIBIT 2

City	Residents	City Mgr	City Mgr	
	2013	2012	2013	
Yountville	3017	\$161,757	\$172,174	106%
Mt Shasta	3392	\$97,433	\$71,575	73%
Jackson	4545	\$97,123	\$101,082	104%
Sonora	4789	\$145,163	\$154,036	106%
Lakeport	4807	\$114,567	\$119,847	105%
Needles	4908	\$116,888	\$116,888	100%
Willits	4937	\$113,123	\$110,636	98%
Williams	5363	\$101,953	\$116,697	114%
Woodside	5496	\$195,433	\$199,112	102%
Villa Park	5935	\$87,976	\$110,058	125%
St Helena	5943	\$155,004	\$155,003	100%
Willows	6154	\$96,156	\$99,503	103%
Colusa	6171	\$99,677	\$99,677	100%
Loomis	6608	\$113,249	\$113,589	100%
Gridley	6739	\$155,932	\$173,479	111%
Winters	6979	\$126,854	\$134,418	106%
Hughson	7118	\$125,982	\$125,982	100%
Fort Bragg	7350	\$151,106	\$153,798	102%
Firebaugh	7809	\$90,876	\$90,876	100%
Yreka	7840	\$117,238	\$120,343	103%
Live Oak	8481	\$149,982	\$149,866	100%
Taft	8942	\$117,622	\$140,668	120%
Tiburon	9090	\$206,941	\$208,158	101%
Shasta Lake	10128	\$132,373	\$124,171	94%
Anderson	10361	\$120,576	\$123,222	102%
Newman	10668	\$141,415	\$144,806	102%
Sonoma	10801	\$153,014	\$165,008	108%
Healdsburg	11541	\$186,606	\$187,918	101%
Larkspur	12102	\$202,127	\$209,209	104%
Grass Valley	12668	\$135,058	\$141,694	105%
Tehachapi	13346	\$172,064	\$184,378	107%
Red Bluff	14131	\$124,897	\$172,568	138%
Clearlake	15194	\$133,875	\$137,398	103%
Truckee	15981	\$180,913	\$178,829	99%
Ukiah	16185	\$191,676	\$174,210	91%
Imperial	16708	\$172,571	\$162,316	94%
Overall Avg.		\$138,478	\$142,866	103%

Base Report Year 2012

Base Report Year 2013

Special Note: All data was retrieved from the State Controller's Web-site at <http://publicpay.ca.gov/>

Willows Versus the Average is approx 30% behind the mrkt for cities under 7000 residents

128.59%

\$123,643 Average under 7000 pop

\$127,986 2013**

128.63% 2013**

\$137,107 Average under 10000 pop

\$141,384 2013**

\$157,474 Average above 10000 pop

\$161,979 2013**

	Colusa	Clearlake	Anderson
Residents	6,171	15,194	10,361
Employees	63	59	94
Residents per Employee	97	257	110
Total Wages per Resident	\$334	\$171	\$313
Total Ret. & Health Cost per Resident	\$111	\$90	\$153
Average Wages	\$32,719	\$44,159	\$34,494
Average Retirement & Health Cost	\$10,859	\$23,134	\$16,812
Total Wages	\$2,061,283	\$2,605,364	\$3,242,435
Total Retirement & Health Cost	\$684,146	\$1,364,898	\$1,580,353
Top 5 Highest Paid Positions	Fire Chief \$164,518	City Manager \$137,398	City Manager \$123,222
	Sergeant \$95,452	Police Chief \$134,842	Police Chief \$116,556
	Senior Fire Captain \$90,879	Police Sergeant \$110,414	Engineering Services Manager \$94,570
	Police Chief \$89,308	Police Lieutenant \$85,089	Police Officer \$88,083
	Senior Police Sergeant \$82,071	Police Sergeant \$83,473	Sergeant \$86,505

	Firebaugh	Fort Bragg	Grass Valley
Residents	7,809	7,350	12,668
Employees	54	77	137
Residents per Employee	144	95	92
Total Wages per Resident	\$247	\$529	\$478
Total Ret. & Health Cost per Resident	\$123	\$184	\$203
Average Wages	\$35,653	\$50,525	\$44,170
Average Retirement & Health Cost	\$17,807	\$17,581	\$18,814
Total Wages	\$1,925,261	\$3,890,420	\$6,051,324
Total Retirement & Health Cost	\$961,556	\$1,353,728	\$2,577,451
Top 5 Highest Paid Positions	Police Chief \$91,333	City Manager \$153,798	City Engineer/Director Of Public Works \$152,721
	Police Corporal \$85,338	Public Works Director \$136,827	Police Chief \$142,276
	Public Works Director \$77,687	Police Chief \$131,543	City Administrator \$141,694
	Water/Sewer Lead Operator \$74,575	Police Sergeant-Advanced \$107,179	Community Development Director \$108,036
	Police Officer \$74,278	Finance Director/City Treasurer \$104,927	Administrative Services/Finance Director \$102,954

	Gridley	Healdsburg	Hughson
Residents	6,739	11,541	7,118
Employees	72	241	31
Residents per Employee	93	47	229
Total Wages per Resident	\$606	\$917	\$128
Total Ret. & Health Cost per Resident	\$289	\$321	\$45
Average Wages	\$56,707	\$43,899	\$29,408
Average Retirement & Health Cost	\$27,061	\$15,390	\$10,224
Total Wages	\$4,082,886	\$10,579,733	\$911,635
Total Retirement & Health Cost	\$1,948,377	\$3,708,951	\$316,930
Top 5 Highest Paid Positions	City Administrator \$173,479	City Manager \$187,918	Community Development Director \$88,448
	Finance Director \$156,387	Assistant City Manager \$167,262	Senior Wwrp Operator \$77,409
	Chief \$149,826	Police Chief \$159,226	Public Works Superintendent \$72,698
	Asst. Chief \$143,418	Electric Utility Director \$158,355	Finance Manager \$71,012
	Electric supervisor \$132,303	Fire Chief \$156,266	Management Analyst \$67,454

	Jackson	Imperial	Lakeport
Residents	4,545	16,708	4,807
Employees	70	110	84
Residents per Employee	64	151	57
Total Wages per Resident	\$442	\$205	\$525
Total Ret. & Health Cost per Resident	\$225	\$26	\$230
Average Wages	\$28,722	\$31,132	\$30,063
Average Retirement & Health Cost	\$14,608	\$3,940	\$13,147
Total Wages	\$2,010,529	\$3,424,503	\$2,525,275
Total Retirement & Health Cost	\$1,022,571	\$433,421	\$1,104,353
Top 5 Highest Paid Positions	City Manager \$101,082	City Manager \$162,316	City Manager \$119,847
	Chief \$96,790	Chief Of Police \$118,461	Public Works Director \$91,357
	Sergeant \$93,114	Public Services Director \$104,686	Police Chief \$87,701
	Captain \$84,785	Corporal \$89,498	Police Sergeant \$87,349
	Officer \$84,033	Planning Director \$89,265	Administrative Services Director \$84,207

	Larkspur	Loomis	Live Oak
Residents	12,102	6,608	8,481
Employees	129	25	73
Residents per Employee	93	264	116
Total Wages per Resident	\$427	\$102	\$148
Total Ret. & Health Cost per Resident	\$140	\$34	\$70
Average Wages	\$40,097	\$27,026	\$17,247
Average Retirement & Health Cost	\$13,130	\$9,018	\$8,100
Total Wages	\$5,172,517	\$675,660	\$1,259,049
Total Retirement & Health Cost	\$1,693,769	\$225,445	\$591,310
Top 5 Highest Paid Positions	City Manager \$209,209	Engineer / Pw Director \$123,303	Finance Director \$158,928
	Fire Cpt \$183,224	Town Manager \$113,589	City Manager \$149,866
	Firech/Dep City Mgr \$178,296	Finance Director \$102,668	Facilities Manager/Chief Plant Operator \$85,236
	Fire Cpt \$176,735	Town Clerk \$71,480	Building Official \$79,349
	Fire Cpt \$153,032	Lead Worker \$52,648	Water Quality Control Operator III \$69,508

	Needles	Mt. Shasta	Newman
Residents	4,908	3,392	10,668
Employees	82	53	51
Residents per Employee	59	64	209
Total Wages per Resident	\$520	\$481	\$189
Total Ret. & Health Cost per Resident	\$160	\$184	\$90
Average Wages	\$31,144	\$30,756	\$39,631
Average Retirement & Health Cost	\$9,604	\$11,778	\$18,729
Total Wages	\$2,553,830	\$1,630,046	\$2,021,159
Total Retirement & Health Cost	\$787,507	\$624,243	\$955,179
Top 5 Highest Paid Positions	Assistant Cm \$116,367	Chief Of Police \$81,829	City Manager \$144,806
	Chief Water Operator \$102,379	Fire Chief \$76,134	Police Chief \$102,936
	Line crew Supervisor \$93,433	City Manager \$71,575	Finance Director \$88,791
	Power line Technician \$91,365	Lieutenant \$62,247	Lieutenant \$88,401
	Power line Technician \$89,887	Finance Director \$62,209	Corporal \$77,893

	Shasta Lake	Sonoma	Red Bluff
Residents	10,128	10,801	14,131
Employees	58	44	165
Residents per Employee	174	245	85
Total Wages per Resident	\$318	\$234	\$361
Total Ret. & Health Cost per Resident	\$149	\$81	\$107
Average Wages	\$55,470	\$57,419	\$30,882
Average Retirement & Health Cost	\$26,005	\$19,980	\$9,159
Total Wages	\$3,217,243	\$2,526,418	\$5,095,459
Total Retirement & Health Cost	\$1,508,294	\$879,098	\$1,511,291
Top 5 Highest Paid Positions	Electric Utilities Director \$134,932 City Manager \$124,171 Assistant Electric Director \$115,618 Electric Lead Worker \$110,347 Public Works Director \$109,613	City Manager \$165,008 Building Director \$131,954 Planning Director \$127,158 Senior Planner \$120,996 Associate Planner \$109,049	City Manager \$172,568 Captain \$113,955 Captain \$103,564 Chief \$99,633 Captain \$96,993

	Taft	St. Helena	Sonora
Residents	8,942	5,943	4,789
Employees	88	134	75
Residents per Employee	101	44	63
Total Wages per Resident	\$378	\$745	\$623
Total Ret. & Health Cost per Resident	\$94	\$413	\$164
Average Wages	\$38,361	\$33,046	\$39,789
Average Retirement & Health Cost	\$9,565	\$18,324	\$10,482
Total Wages	\$3,375,779	\$4,428,193	\$2,984,138
Total Retirement & Health Cost	\$841,717	\$2,455,481	\$786,127
Top 5 Highest Paid Positions	City Manager \$140,668	City Manager \$155,003	City Administrator \$154,036
	Finance Director \$113,036	Police Officer \$116,369	Police Chief \$128,176
	Police Chief \$105,808	Sergeant \$111,547	Fire Chief \$115,288
	Human Resource Director \$97,776	Sergeant \$110,739	Finance Director \$109,243
	Police Lieutenant \$95,352	Dir Of Public Works/City Engineer \$110,482	Police Sergeant \$105,473

	Tehachapi	Tiburon	Truckee
Residents	13,346	9,090	15,981
Employees	76	55	155
Residents per Employee	175	165	103
Total Wages per Resident	\$303	\$429	\$478
Total Ret. & Health Cost per Resident	\$117	\$104	\$182
Average Wages	\$53,146	\$70,867	\$49,293
Average Retirement & Health Cost	\$20,605	\$17,222	\$18,770
Total Wages	\$4,039,121	\$3,897,705	\$7,640,432
Total Retirement & Health Cost	\$1,565,994	\$947,211	\$2,909,311
Top 5 Highest Paid Positions	City Manager \$184,378	Town Manager \$208,158	Town Manager \$178,829
	Police Chief \$143,814	Director \$185,639	Director of Public Works/Town Engineer \$169,046
	Community Development Director \$121,636	Chief \$166,028	Chief of Police \$158,013
	Assistant City Manager \$115,624	Town Attorney \$144,340	Director of Administrative Services \$144,673
	Engineer \$114,685	Director \$131,185	Assistant Town Manager \$143,002

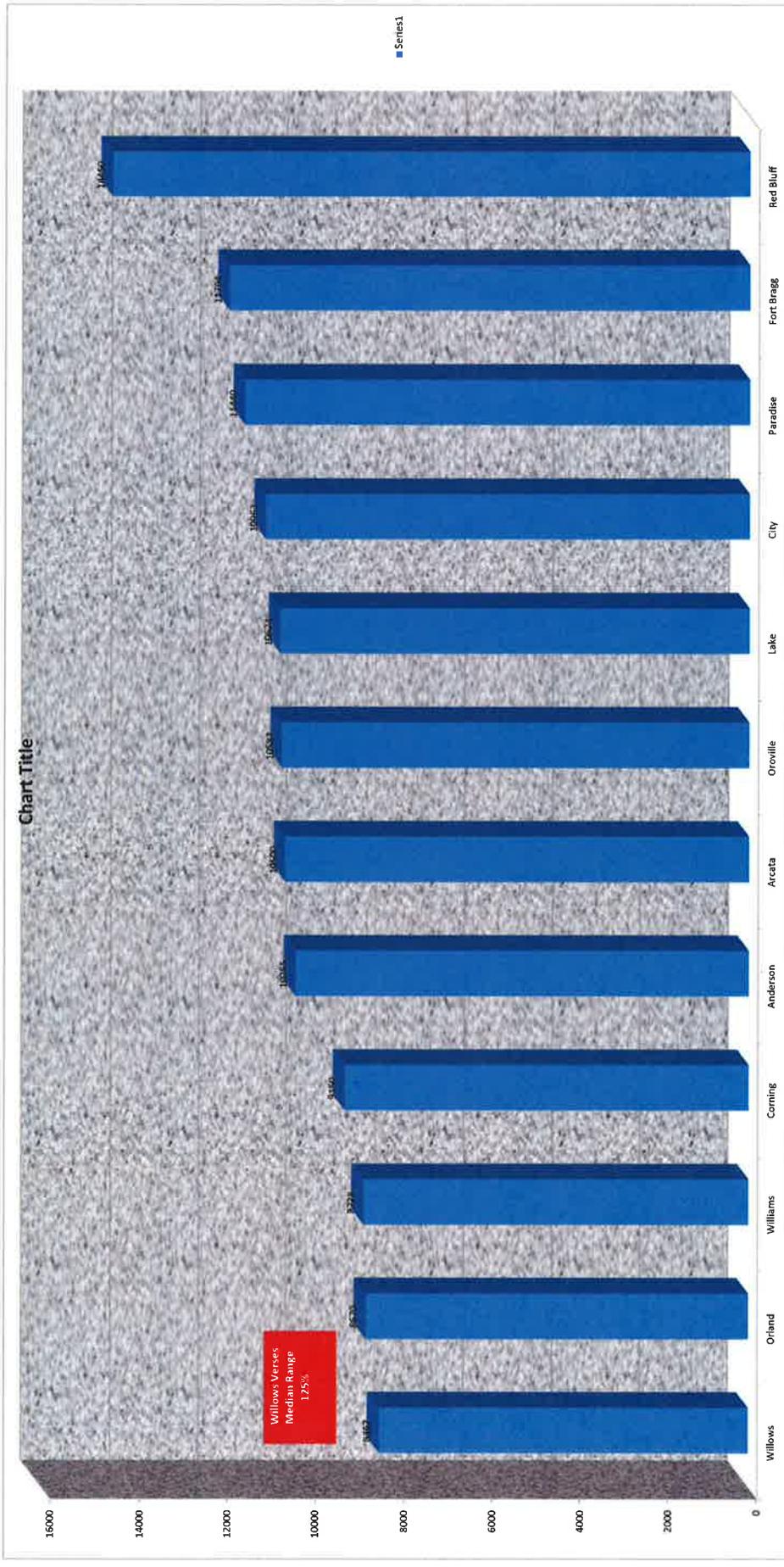
	Williams	Ukiah	Villa Park
Residents	5,363	16,185	5,935
Employees	39	231	15
Residents per Employee	137	70	395
Total Wages per Resident	\$344	\$756	\$74
Total Ret. & Health Cost per Resident	\$93	\$297	\$29
Average Wages	\$47,355	\$52,950	\$29,399
Average Retirement & Health Cost	\$12,785	\$20,801	\$11,422
Total Wages	\$1,846,840	\$12,231,539	\$440,985
Total Retirement & Health Cost	\$498,600	\$4,805,072	\$171,326
Top 5 Highest Paid Positions	City Administrator \$116,697	Police Chief \$184,983	City Manager \$110,058
	Chief of Police \$106,277	Electric Utility Director \$184,938	Finance Director \$78,986
	Finance Officer \$94,472	Public Works Director \$176,107	Maintenance Supervisor \$69,123
	Police Officer \$77,155	City Manager \$174,210	Building Inspector \$60,256
	Sergeant \$75,952	Assistant City Manager \$165,902	Maintenance Worker \$44,443

	Willows	Willits	Winters
Residents	6,154	4,937	6,979
Employees	86	77	102
Residents per Employee	71	64	68
Total Wages per Resident	\$286	\$577	\$380
Total Ret. & Health Cost per Resident	\$160	\$296	\$123
Average Wages	\$20,454	\$37,023	\$26,013
Average Retirement & Health Cost	\$11,447	\$18,987	\$8,388
Total Wages	\$1,759,055	\$2,850,779	\$2,653,369
Total Retirement & Health Cost	\$984,411	\$1,462,025	\$855,626
Top 5 Highest Paid Positions	Police Sergeant \$101,345 City Manager \$99,503 Police Sergeant \$88,478 Fire Chief \$83,054 Police Officer \$82,733	City Manager \$110,636 Chief Of Police \$103,476 Police Sergeant W/Advanced \$98,482 City Engineer \$93,562 Sewer Plant Supervisor (Interim Water Plant Supervisor) \$92,083	City Manager \$134,418 Sergeant \$123,258 Chief Of Police \$117,031 Fire Captain \$105,361 Director Of Admin Services \$104,822

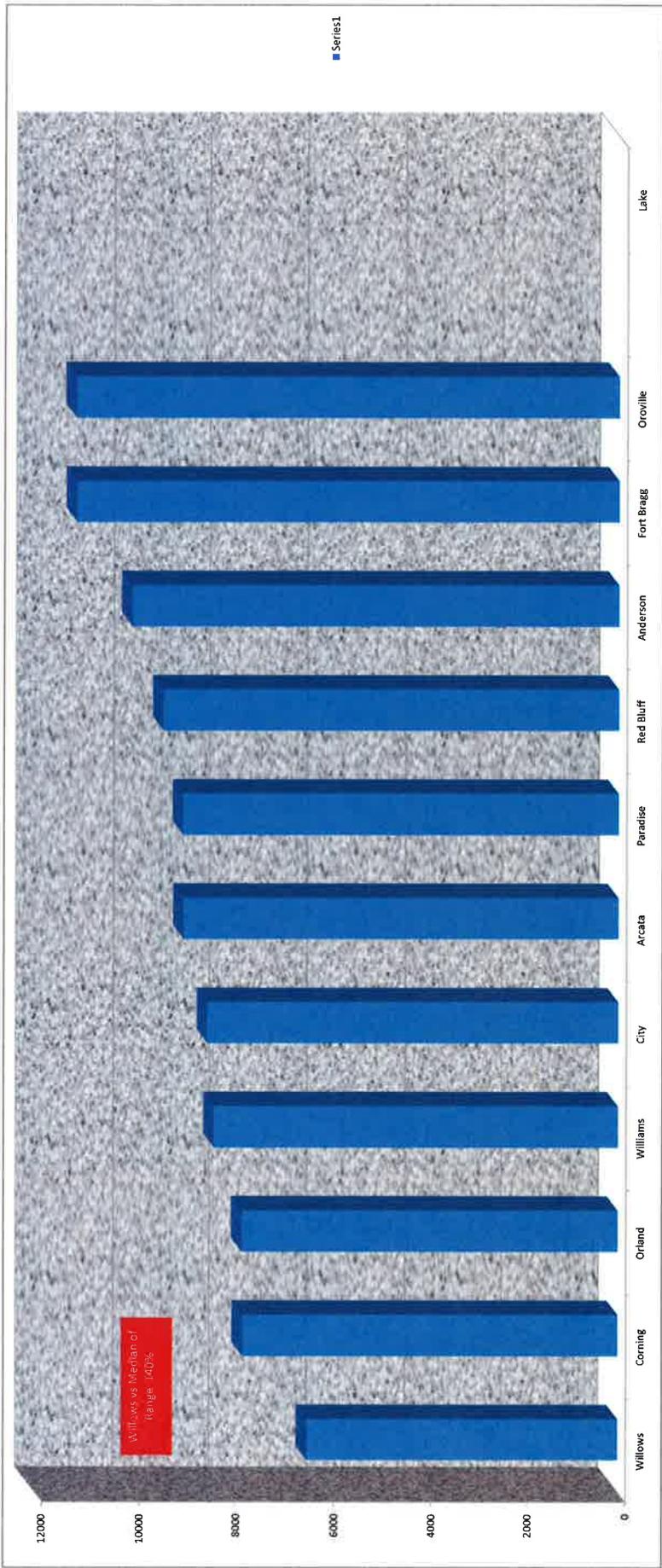
	Yountville	Woodside	Yreka
Residents	3,017	5,496	7,840
Employees	71	26	114
Residents per Employee	42	211	68
Total Wages per Resident	\$664	\$329	\$384
Total Ret. & Health Cost per Resident	\$403	\$95	\$122
Average Wages	\$28,228	\$69,609	\$26,385
Average Retirement & Health Cost	\$17,132	\$20,107	\$8,364
Total Wages	\$2,004,176	\$1,809,837	\$3,007,890
Total Retirement & Health Cost	\$1,216,381	\$522,794	\$953,524
Top 5 Highest Paid Positions	Town Manager \$172,174	Town Engineer \$199,120	City Manager \$120,343
	Planning Director \$137,828	Town Manager \$199,112	Sergeant W/Adv \$100,840
	Public Works Director \$136,365	Director Of Planning \$179,275	Public Works Director \$99,424
	Finance Director \$125,351	Senior Planner \$134,200	Sergeant W/Adv \$90,523
	Parks and Recreation Director \$100,374	Town Clerk \$118,885	Chief Of Police \$90,410

	Willits	Villa Park
Residents	4,937	5,935
Employees	77	15
Residents per Employee	64	395
Total Wages per Resident	\$577	\$74
Total Ret. & Health Cost per Resident	\$296	\$29
Average Wages	\$37,023	\$29,399
Average Retirement & Health Cost	\$18,987	\$11,422
Total Wages	\$2,850,779	\$440,985
Total Retirement & Health Cost	\$1,462,025	\$171,326
Top 5 Highest Paid Positions	City Manager \$110,636	City Manager \$110,058
	Chief Of Police \$103,476	Finance Director \$78,986
	Police Sergeant W/Advanced \$98,482	Maintenance Supervisor \$69,123
	City Engineer \$93,562	Building Inspector \$60,256
	Sewer Plant Supervisor (Interim Water Plant Supervisor) \$92,083	Maintenance Worker \$44,443

EXHIBIT 3



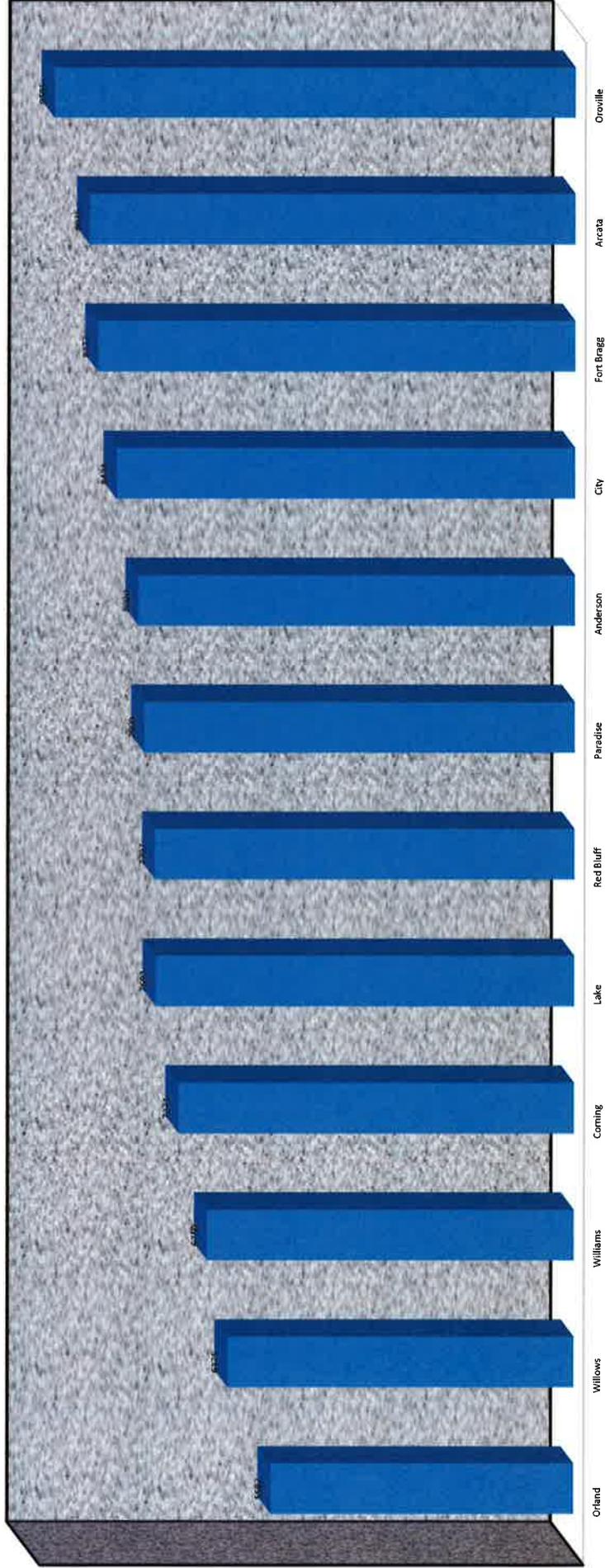
City Manager



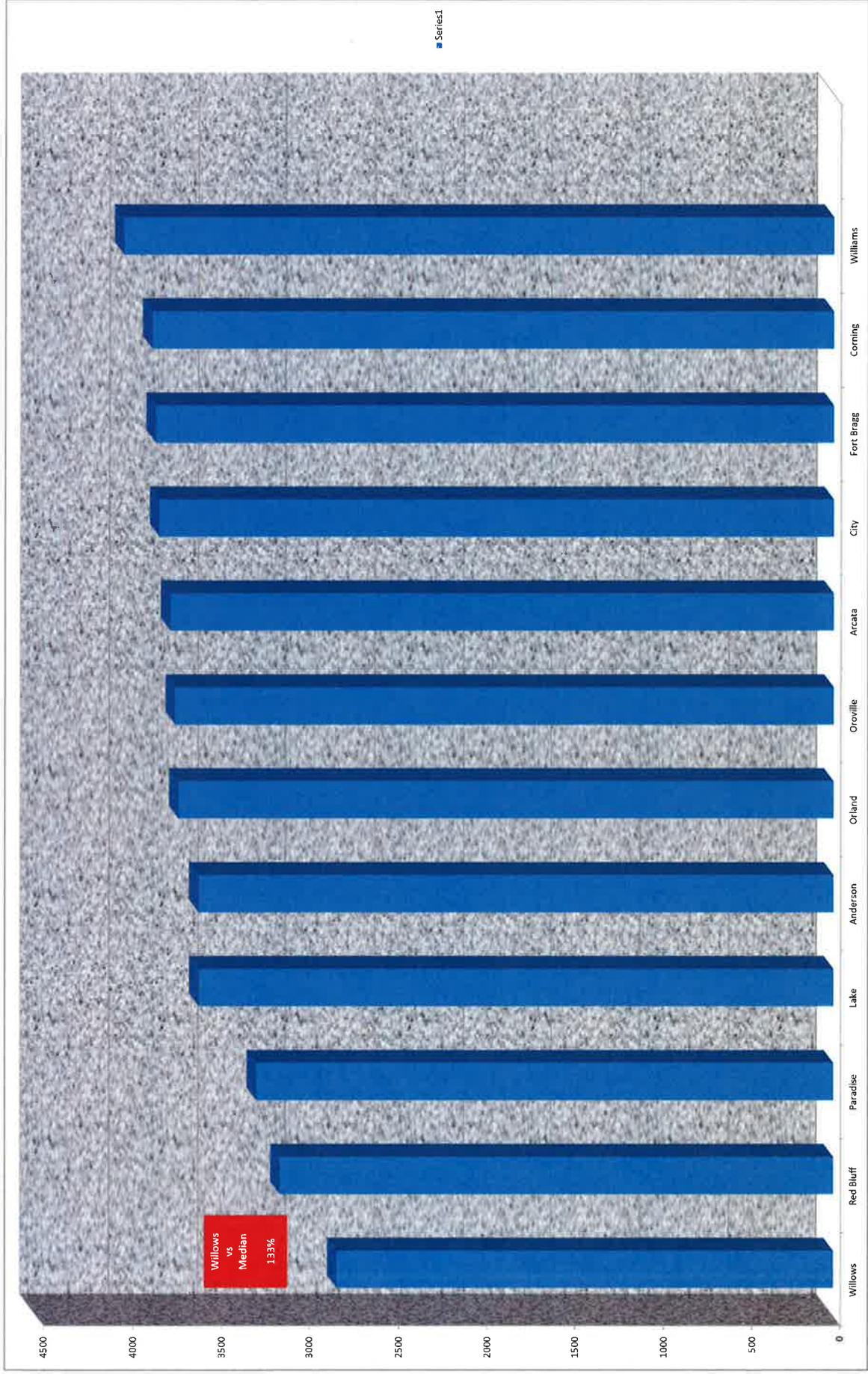
POLICE CHIEF

Chart Title

■ Series1



PUBLIC WORKS DIRECTOR



FINANCE CLERK



POLICE ADMIN SECRETARY

EXHIBIT 4

City of Willows
Salary and Benefit Survey
City Manager

	Willows	Anderson	Arcata	Corning	Crescent City	Fort Bragg	Oroville	Orland	Paradise	Red Bluff	Shasta Lake	Williams
High Step (Monthly)	8367	10265	10500	9150	10963	11794	10583	8670	11440	14450	10624	8728
Low Step (Monthly)	8367	10265	10500	7453	7875	11794	10583	8670	8964	14450	10624	8728
PERS Formula	3.0% at 60	2.7% at 55	2.0% at 55	2.0% at 55	2.5% at 55	2.0% at 55	2.0% at 55	2.7% at 55	2.0% at 55	2.0% at 55	3.0% at 60	2.0% at 55
Admin Leave Per Year	80	80	112	90	80	80	85	40	120	80	80	120
Auto Allowance (Monthly)	300	0	350	0	0	300	300	0	200	0	0	400
Vehicle Provided by City	No	Yes	No	No	No	No	No	Yes	No	No	Yes	No
Population Base	6128	10000	17726	7663	7000	7252	16260	7482	26200	14157	10213	5200

Highest
Lowest
Median

Note 1

City of Willows
 Salary and Benefit Survey
 Public Works Director

Highest
 Lowest
 Median

	Willows	Anderson	Arcata	Corning	Crescent City	Fort Bragg	Oroville	Orland	Paradise	Red Bluff	Shasta Lake	Williams
High Step (Monthly)	6375	8020	8935	7271	8434	8777	9595	5587	7909	7707	7693	6750
Low Step (Monthly)	5245	5984	7353	5922	6727	7221	9595	4597	6198	5960	7693	6750

PERS Formula	3.0% at 60	2.7% at 55	3.0% at 55	2% at 55	2.5% at 55	2.0% at 55	2.0% at 55	2.7% at 55	2.0% at 55	2.0% at 55	3.0% at 60	2.0% at 55
Admin Leave Per Year	40	80	112	90	80	80	85	0	120	40	80	120

Auto Allowance (Monthly)	0	0	0	0	0	300	300	0	200	0	0	0
Vehicle Provided by City	Yes	No	Yes	N	Yes	No	No	Yes	No	No	Yes	Yes

City of Willows
 Salary and Benefit Survey
 Building Official

Highest
 Lowest
 Median

	Willows	Anderson	Arcata	Corning	Crescent City	Fort Bragg	Oroville	Orland	Paradise	Red Bluff	Shasta Lake	Williams
High Step (Monthly)	5080	5370	6006	6070	7932	8777	5236	5505	7221	6990	7693	5094
Low Step (Monthly)	4179	4208	4978	4944	6325	7221	7367	4529	5659	5402	7693	4193
Independent Contractor												
PERS Formula	3.0% at 60	2.7% at 55	2% at 55	2% at 55	2.5% at 55	2.0% at 55	2.0% at 55	2.7% at 55	2.0% at 55	2.0% at 55	3.0% at 60	2.0% at 55
Admin Leave Per Year	40	80	112	90	80	80	48	0	88	40	80	0
Auto Allowance (Monthly)	0	0	350	0	0	300	300	0	0	0	0	0
Vehicle Provided by City	No	No	No	No	No	No	No	No	No	No	Yes	No

Note 1

City of Willows
 Salary and Benefit Survey
 City Clerk

Highest
 Lowest
 Median

	Willows	Anderson	Arcata	Corning	Crescent City	Fort Bragg	Oroville	Orland	Paradise	Red Bluff	Shasta Lake	Williams
High Step (Monthly)	3461	5255	5261	4063	3260	7209	6533	4149	7909	4551	6604	3301
Low Step (Monthly)	2838	3920	4329	3374	2680	5928	4643	3413	6198	3566	6604	2848

Independent Contractor

PERS Formula	3% at 60	2.7% at 55	2% at 55	2% at 55	2.5% at 55	2.0% at 55	2.0% at 55	2.7% at 55	2.0% at 55	2.0% at 55	3.0% at 60	2.0% at 55
Admin Leave Per Year	0	80	80	0	0	80	69	0	120	40	80	0
Auto Allowance (Monthly)	0	0	0	0	0	0	300	0	200	0	0	0
Vehicle Provided by City	No	No	No	N	No	No	No	No	No	No	Yes	No
Exempt Position	No	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	No

City of Willows
 Salary and Benefit Survey
 Finance Director

Highest
 Lowest
 Median

	Note 1			Note 2							
	Anderson	Arcata	Corning	Crescent City	Fort Bragg	Oroville	Orland	Paradise	Red Bluff	Shasta Lake	Williams
Willows											
High Step (Monthly)	8826	8243		7932	8777	9167		7909	6857	8187	7959
Low Step (Monthly)	6583	67822		6325	7221	9167		6198	5144	8187	7959
Independent Contractor											
PERS Formula	2.7% at 55	2% at 55		2.5% at 55	2.0% at 55	2.0% at 55		2.0% at 55	2.0% at 55	3.0% at 60	2.0% at 55
Admin Leave Per Year	80	112		40	80	85		120	40	80	120

**WILLOWS UNIFIED SCHOOL DISTRICT
CLASSIFIED/CONFIDENTIAL SALARY SCHEDULE
2013-2014**

	ADMINISTRATIVE ASSISTANT (formerly Supt Sec) (8 hours per day)	DISTRICT BOOKKEEPER/ CAFETERIA COORDINATOR	ATTENDANCE/ ACCOUNT CLERK
1	\$4,893	\$3,992	\$3,641
2	\$5,085	\$4,138	\$3,770
3	\$5,286	\$4,290	\$3,904
4	\$5,497	\$4,452	\$4,046
5	\$5,717	\$4,621	\$4,195
6		\$4,798	\$4,350
7		\$4,985	\$4,515
8		\$5,179	\$4,687
3% 12 yrs	\$5,888	\$5,335	\$4,828
6% 16 yrs	\$6,060	\$5,490	\$4,968
9% 20 yrs	\$6,231	\$5,646	\$5,109
12% 24 yrs	\$6,403	\$5,801	\$5,250
15% 28 yrs	\$6,574	\$5,956	\$5,390

	ADMINISTRATIVE ASSISTANT (formerly Supt Sec) (8 hours per day)	DISTRICT BOOKKEEPER/ CAFETERIA COORDINATOR (8 hours per day)	ATTENDANCE/ ACCOUNT CLERK (8 hours per day)
1	\$28.23	\$23.03	\$21.01
2	\$29.34	\$23.87	\$21.75
3	\$30.49	\$24.75	\$22.52
4	\$31.71	\$25.68	\$23.34
5	\$32.98	\$26.66	\$24.20
6		\$27.68	\$25.10
7		\$28.76	\$26.05
8		\$29.88	\$27.04
3% 12 yrs	\$33.97	\$30.78	\$27.85
6% 16 yrs	\$34.96	\$31.68	\$28.66
9% 20 yrs	\$35.95	\$32.57	\$29.47
12% 24 yrs	\$36.94	\$33.47	\$30.29
15% 28 yrs	\$37.93	\$34.36	\$31.10

LONGEVITY: Longevity increases shall be provided to an eligible employee who was employed in the district on December 31, 2008 as follows:

- 3% after 12 complete years with the District
 - 3% after 16 complete years with the District
 - 3% after 20 complete years with the District
 - 3% after 24 complete years with the District
 - 3% after 28 complete years with the District
- Note: Total longevity increments = 15%

PROFESSIONAL GROWTH: The Professional Growth Awards will be paid in one lump sum following the completion of each approved nine units. In successive years, the award will be paid in one lump sum on the final June paycheck.

NOTES:

- Additional 4% Increase effective July 1, 2006
- Benefits On Salary Schedule (\$11,611) effective January 1, 2006
- Represents a 4.53% Increase effective July 1, 2007
- Represents no increase for 2008-09
- Board Approved - 03/05/09
- Board approved 01/14/10 - no increases/five days furlough
- Board approved 08/ 5/10 - no increases/five days furlough
- Board approved 06/23/2011 - no increases/five days furlough; 11/3/11 change to include longevity.
- Board approved 03/08/12 - no increases/additional two days furlough; total seven days furlough
- Board approved 8/8/13 - reflects 0 furlough days and 0 increase
- Board approved 6/26/14 - Reflects 2% increase retro to 7/1/13

Steve Holsinger

Subject: FW: Labor Group Wage Increases

From: Tim Sailsbery
Sent: Tuesday, April 14, 2015 9:15 AM
To: Steve Holsinger
Subject: Labor Group Wage Increases

Increases for Labor Groups since 11/2006

WPSA

7/1/07	2.5%	WPSA Increases 15%
1/1/08	5.0%	
7/1/12	7.5%	

WEA

7/1/07	2.5%	WEA Increases 8.5%
7/1/08	3.0%	
7/1/12	3.0%	

*Timothy L. Sailsbery, CPA
Finance Director
City of Willows
530.934.7041
530.934.7402 (FAX)*

Steve Holsinger

Subject: FW: Salary and Benefits Survey-City of Willows

From: Tim Sailsbery
Sent: Thursday, June 04, 2015 11:28 AM
To: Cathy Hafterson
Cc: Steve Holsinger
Subject: RE: Salary and Benefits Survey-City of Willows

Cathy, no apology necessary. I know that I was asking a question that was going to require some digging, and your response is greatly appreciated.

Tim

From: Cathy Hafterson [<mailto:chafterson@ CrescentCity.org>]
Sent: Thursday, June 04, 2015 10:15 AM
To: Tim Sailsbery
Subject: RE: Salary and Benefits Survey-City of Willows

Hi Tim,

Sorry it took me a while to locate this information. I have been with the City for about 14 months so I had to do some digging to find what occurred since 2006:

7/1/08 to 6/30/09: 4% COLA with ER monthly contribution for the Cafeteria Plan remaining at \$1450

7/1/09 to 6/30/10: 4% COLA with ER contribution remaining at \$1450

7/1/10 to 6/30/12: ER contribution increase to \$1540/month with 7% COLA effective 7/1/10 and 2.5% COLA effective 7/11/11.

3/1/13 to 6/30/14: EPMC optional benefit was eliminated with EEs receiving a 5% increase to offset the 8%; ER contribution for Cafeteria Plan remained the same.

We are currently negotiating with the groups with a proposed 3% increase (to offset the 8% EPMC benefit). This has not been finalized however. I hope this is helpful to you.

A couple of questions for you: (1) Does your City offer ER contribution to the Cafeteria Plan (if so, how much?) with a opt out (I have other coverage through my spouse or because I want to go to the Market Exchange and get the EE only coverage)/"cash-out" option so the EE receives the ER contribution amount on an after tax basis? And (2) If the EE does not spend the allotted ER contribution, does your City pay the difference to the EE as cash on a monthly basis (i.e., ER contributes \$1500 but EE chooses only \$500 in the Cafeteria plan and receives "the excess" \$1000 each month).

I am reviewing the health plan options on the cash out provision and the excess cash payment to determine compliance with the ACA. Any thoughts or information would be greatly appreciated. Thanks!

Cathy R. Hafterson, SHRM-CP, PHR
Human Resources Manager
City of Crescent City
377 J Street

City of Corning

Management MOU Base Wage Increase

M.O.U. / January 1, 2005 – December 31, 2007

First pay period January 2006	3.5% Increase
First pay period January 2007	2.0% Increase

M.O.U. / January 1, 2008 – December 31, 2010

First pay period January 2008	6.0% Increase
First pay period January 2009	4.0% Increase
First pay period January 2010	4.0% Increase

FURLOUGHES BEGAN OCTOBER 4, 2010 AND CONTINUED THROUGH DECEMBER 31, 2012

M.O.U. / January 1, 2011 – December 31, 2011

No Base Wage Increases – still on Furloughs

M.O.U. / January 1, 2012 – December 31, 2012

No Base Wage Increases – still on Furloughs

M.O.U. / January 1, 2013 – December 31, 2013

First pay period January 2013	2.0% Increase
-------------------------------	---------------

M.O.U. / January 1, 2014 – December 31, 2015

First pay period January 2014	3.5% Increase
First pay period January 2015	3.5% Increase

Steve Holsinger

Subject: FW: Salary and Benefits Survey-City of Willows

From: Tim Sailsbery
Sent: Tuesday, June 02, 2015 4:06 PM
To: Laura Redwine
Cc: Steve Holsinger
Subject: RE: Salary and Benefits Survey-City of Willows

Thank you, Laura. That is exactly what we are looking for.

*Timothy L. Sailsbery, CPA
Finance Director
City of Willows
530.934.7041
530.934.7402 (FAX)*

From: Laura Redwine [<mailto:lredwine@cityofshastalake.org>]
Sent: Tuesday, June 02, 2015 4:05 PM
To: Tim Sailsbery
Subject: RE: Salary and Benefits Survey-City of Willows

Hi Tim,

For management, increases have been as follows:

2007 3%
2008 4%
2009 4%
2012 5%
2014 3%

In 2012, the City asked employees to pick up an additional 6% of the PERS contribution. The raise was to mitigate the additional increase to PERS. Employees did not get more in take home pay.

I hope this helps.

Laura

Laura L. Redwine, CPA
Finance Director
P.O. Box 777
1650 Stanton Drive
Shasta Lake, CA 96019
p 530.275.7429

City of Anderson Management & Confidential Changes since 2006

<u>Reso. No./Ord.</u>	<u>Position Effected</u>	<u>Change</u>	<u>New</u>
06-07	Planning Director	10% range increase	\$4,620-\$5,896
06-15	City Manager	Incentive Pay	\$10,000 wage and \$15,000 deferred comp contribution for 06-07
06-53	All Management & Confidential	Cash out of Vacation, Cash out of Sick Leave,	Cash out of up to 80 hours accumulated vacation Cash out up to 80 hours accumulated sick leave at a rate of 1/2 en for employees with 25 + years of service
06-73	Engineering Services Manager & Deputy Public Works Director	Vehicle Allowance Increase in salaries Delete Eng. Services. Mgr. Add Deputy PW Director	\$200 vehicle allowance for Assistant City Manager 6% Increase Increase salary 10.25%
07-43	All Management & Confidential Grants & Redevelopment Manger	Salary increase	5%
07-61	Manger	New position	Salary range of \$3,905- \$4,984
07-72	All Management & Confidential	one-time benefit for 2007-2008	20 hours additional management leave to be taken as time off or paid as a conversion into employee's ICMA RC Section 57 plan
07-85	Planning Director	5% range increase	\$5,399 - \$6,891
08-38	All Management & Confidential	Amend Retirement to be effective 7/5/2008	2.7% @ 55 Modified and Supplemental for local miscellaneous and formula for local safety, highest 1 year
08-39	Assistant City Manager, Finance Director, & Finance Office Manager	Delete Finance Director position, Amend Assistant City Manager Job Description to include managing the Finance Department, and amend the Finance Office Manager to be a Management/Confidential position, & increase salary ranges	New Salary range: Assistant City Manager \$6,045 - \$7,719, Finance \$4,595

City of Anderson Management & Confidential Changes since 2006

08-59	All Management & Confidential	3% COL, add 7th step, add certificate pay, add longevity pay for 15 + years of service	those who possess & maintain job-related qualified certificates will have a salary: WWTPO Grade 5, Water Treatment Cert, Pesticide Application Cert, POST Management Cert.
754	All Management & Confidential	Ordinance amending CalPERS contract	in accordance with Reso. No. 08-38 above
09-63	City Clerk & Administrative Assistant (Confidential)	Re-establish City Clerk & Administrative Assistant (Confidential)	Establish City Clerk with salary range of \$3,708-\$4,970 and Administrative Assistant (Confidential) of \$2,478-\$3,321
10-16	Planning Director & Development Services Director	Delete Planning Director and establish Development Services Director	New salary range for Dev. Services Dir. \$5,561-\$7,453
10-17	Chief WWTP Operator	Salary range increase	\$4,434 - \$5,942
11-01	Assistant City Manager, Community Services Manager, PW Supervisor, PW Superintendent	Amend Asst. CM job description, create new classification of Community Services Manager, Delete PW Supervisor, Create new PW Superintendent	New salary ranges: Community Serv. Manager \$4,022-\$5,391 per month Superintendent \$4,022 - \$5,391 per month
11-18	Engineering Services Manager	Creating new position & salary range	salary range of \$4,434- \$5,942
11-70	Finance Office Manager, Finance Director/Treasurer	inactivate Finance Officer Manager position, re-establish Finance Director position	new salary range for Finance Director \$27.41 - \$36.73 per hour(\$4
12-07	Police Chief	Amend job description & establish new salary range	\$82,188 - \$110,196 annually
All Management & Confidential	amend Employer Paid Member contributions	Effective 7/1/11 EPMC for Miscellaneous employees =2.274%, For to 3/31/12 EPMC = 9%, For Safety employees hired after 4/1/12 E	
12-15	All Miscellaneous Management & Confidential	establish second tier for CalPERS at 2@55 with highest 36 months	Provide 2nd tier at 2@55 with highest 3 year final compensation
13-06	Assistant City Manager	amend job description	New salary range \$5,370-\$7,197
13-07	Police Lieutenant	reinstate position & establish salary range	New salary range \$5,370-\$7,197
13-40	Police Chief	amend job description	

City of Anderson Management & Confidential Changes since 2006

14-09	All Management & Confidential	5.73% salary increase, pay 8% PERS member share for Misc. & 9% for Safety, Effective 7/1/2015 split future health insurance premium increases 50/50, receive salary increase based upon increased sales tax dollars received above the adopted budgeted sales tax of at least 1%, equal to 1/2 of the percent of increase above 1%	Increase in salary to offset paying Member share of PERS
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14-59	Building Official	Amend job description for Building Official
15-16	Development Services Director	Delete Development Services Director position

Changes in Salaries:

<u>Position</u>	<u>11/1/2005</u>	<u>7/1/2006</u>	<u>8/26/2006</u>	<u>7/1/2007</u>	<u>7/17/2006</u>	<u>11/3/2007</u>	<u>4/1</u>
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**STATE OF CALIFORNIA
OFFICE OF THE DIRECTOR - RESEARCH UNIT
CONSUMER PRICE INDEX CALCULATOR**

1 Select an Index	California CPI	▼
2 Select index type	Urban Wage Earners and Clerical Workers	▼
3 Select beginning month	April	▼
4 Select beginning year	2006	▼
5 Select ending month	April	▼
6 Select ending year	2015	▼

**Beginning
Index value**
203.2

**Ending
Index Value**
240.661

Based upon the Index, index type, and the time period you have specified, the percent change in the Consumer Price Index is equal to:

18.4%

	Salary Reduction	Benefit & Employer P/R Tax Reduction	Total
\$	3,432	\$ 1,101	\$ 4,533
\$	4,153	\$ 1,331	\$ 5,484
\$	5,806	\$ 1,861	\$ 7,667
\$	10,427	\$ 3,344	\$ 13,771
\$	5,632	\$ 1,806	\$ 7,438
\$	7,834	\$ 3,507	\$ 11,341
\$	7,871	\$ 2,524	\$ 10,395
\$	3,391	\$ 1,088	\$ 60,629
\$	180	\$ 32	\$ 212
\$	180	\$ 32	\$ 212
\$	180	\$ 32	\$ 212
\$	180	\$ 32	\$ 212
\$	180	\$ 32	\$ 212
			\$ 61,687

City of Willows
 Cost Out Analysis
 Management and Confidential Salary and Benefit Proposal
 7/1/2015

Assumptions:
 Salaries Adjusted to New A Step as Proposed, with Step Movement Every 18 Months
 City Manager Activity Not Included
 Cafeteria Plan Benefit Capped at 80% of Blue Shield Access Plus HMO Effective 1/1/16
 Finance Director and Building Official Set at Employee Plus Family at Council Request
 -Actual Opt Outs at This Time
 5% Increase Per Year in Blue Shield Access Plus HMO Premiums

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
2015/16	2016/17	2017/18	2018/19	2019/20	2020/2021	2021/2022	
New Step A 7/1/15	\$ 77,798	\$ 77,798	\$ 77,798	\$ 77,798	\$ 77,798	\$ 77,798	\$ 77,798
Step B 1/1/17	\$ 19,284	\$ 38,567	\$ 38,567	\$ 38,567	\$ 38,567	\$ 38,567	\$ 38,567
Step C 7/1/18		\$ 40,355	\$ 40,355	\$ 40,355	\$ 40,355	\$ 40,355	\$ 40,355
Step D 1/1/20			\$ 21,217	\$ 42,434	\$ 42,434	\$ 42,434	\$ 42,434
Step E 7/1/21							\$ 44,606
Additional Personnel							
Cost	\$ 77,798	\$ 97,081	\$ 116,365	\$ 156,720	\$ 177,937	\$ 199,154	\$ 243,760
Cafeteria Plan	\$ (19,884)	\$ (40,762)	\$ (42,800)	\$ (44,940)	\$ (47,187)	\$ (49,546)	\$ (52,023)
Savings							
Estimated Net	\$ 57,914	\$ 56,320	\$ 73,565	\$ 111,780	\$ 130,750	\$ 149,608	\$ 191,736
Cost Addition							

Total Cumulative cost-out of proposal through year seven of pay plan

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Adoption of 2015/16 City of Willows Budget and Designation of USDA Debt Reserve Funds

RECOMMENDATION

Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows Adopting the 2015/16 City of Willows Budget and Designating Sewer Enterprise Fund Debt Reserve

SITUATION (or BACKGROUND):

The City Council conducted a budget review and analysis session workshop on June 30, 2015. As part of the budget workshop sessions, the Council received input from staff in an open, public session. As a result, Council, by consensus, provided direction to staff to return to Council with a budget resolution.

The budget, as presented for adoption, includes the following expenditure levels:

	2015/16
General Fund	\$ 3,814,736
Special Revenue Funds	\$ 696,705
Sewer Enterprise Fund	\$ 1,815,877
Water Enterprise Fund	<u>\$ 7,692</u>
Total Expenditures	<u>\$ 6,335,010</u>

The proposed budget carries a General Fund operating deficit 2015/16 of \$209,366 to be covered by General Fund Reserves currently estimated to be at \$1.363 million.

Also, in accordance with debt covenants associated with the USDA loan for the wastewater treatment plant renovation, 1/10th of an annual loan payment must be placed into reserved status each year from the Sewer Enterprise Fund. This will continue annually until the equivalent of a full annual loan payment is held in reserve. The amount to be designated for 2015/16 is \$36,000 each. This will be the ninth year of said debt reserve designation.

Attachments to the staff report include summary recaps of revenue and expenditure projections for General and Special Revenue Funds, Sewer Enterprise Fund (including designation of Debt Reserve) and Water Enterprise Funds. If viewing budgetary detail is desired, the link to view the proposed budget, prior to Council recommended adjustments, is:

[http://www.cityofwillows.org/vertical/sites/%7B7D6DB31A-99CB-469D-88CF-327433878F6D%7D/uploads/June 30 2015 Special City Council Budget Meeting Agenda Packet.pdf](http://www.cityofwillows.org/vertical/sites/%7B7D6DB31A-99CB-469D-88CF-327433878F6D%7D/uploads/June%2030%202015%20Special%20City%20Council%20Budget%20Meeting%20Agenda%20Packet.pdf)

Changes to the proposed budget are noted on the attached documents..

This Budget is presented for adoption without consideration of actions yet to be taken by the State of California or the County of Glenn regarding their respective 2014/15 and 2015/16 budgets. Should actions taken by these agencies have an impact on the financial status of the City of Willows, Staff will return to the City Council for further budgetary action.

FINANCIAL CONSIDERATION

As noted, total appropriation of \$6,335,010 for 2015/16 and designation of reserve funds in the amount of \$36,000.

NOTIFICATION

- Notice of Public Hearing posted in newspaper of general circulation

ALTERNATE ACTIONS

1. Approve by Resolution
2. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows Adopting the 2015/16 City of Willows Budget and Designating Sewer Enterprise Fund Debt Reserve

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachments:

- Resolution of the City Council of the City of Willows Adopting the 2015/16 City of Willows Budget and Designating Sewer Enterprise Fund Debt Reserve
- 2015/16 Revenue/Expenditure Reconciliation (General and Special Revenue Funds).
- 2015/16 Revenue/Expenditure Reconciliation (Sewer Enterprise Fund)
- 2015/16 Revenue/Expenditure Reconciliation (Water Enterprise Fund)

RESOLUTION NO. XX-2015

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADOPTING THE 2015/16 ANNUAL BUDGET AND DESIGNATING SEWER
ENTERPRISE FUND DEBT RESERVE**

WHEREAS, the Willows City Council has reviewed and analyzed the preliminary budget for fiscal year 2015/16 with opportunity for input from the City Staff and interested citizens; and

WHEREAS, as a result of this review and evaluation the City Council has established the fiscal policy for the 2015/16 budget; and

WHEREAS, these policies will be reflected in the document entitled 2015/16 Adopted Budget, and

WHEREAS, the City Of Willows is required by United States Department of Agriculture-Rural Development ("USDA-RD") debt covenants associated with a loan made by USDA-RD to the City to establish a reserve utilizing Sewer Enterprise Funds

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby adopts the 2015/16 annual budget in the amount of \$6,335,010 and shall designate \$36,000 in Sewer Enterprise Funds as Debt Reserve in compliance with USDA-RD debt covenants.

BE IT FURTHER RESOLVED that the budget as detailed is a guide to the annual revenue and expenditures, and the City Manager may exceed the expenditures from a particular line item account when, at the City Manager's discretion, it is deemed prudent and efficient for the general operation of the City. However, in no event is the City Manager authorized to exceed the total amount of budget without approval of the City Council.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Larry Domenighini, Mayor

ATTEST:

NATALIE BUTLER, CITY CLERK

2015-2016 BUDGET YEAR
EXPENDITURES/REVENUES RECONCILIATION
INCLUDES ADJUSTMENTS NOTED BY COUNCIL CONSENSUS
PRESENTED 7/14/15

DEPARTMENT-OPS/MAINT.	PROPOSED TOTAL	PROPOSED GENERAL FUND	PROPOSED OTHER FUNDS	ADJUSTED TOTAL	ADJUSTED GENERAL FUND	ADJUSTED OTHER FUNDS	NOTE
CITY COUNCIL	16637	16637		17695	17695		1
CITY ATTORNEY	15000	15000		15000	15000		
CITY MANAGER	202252	202252		202252	202252		
FINANCE DEPARTMENT	211177	211177		223658	223658		2
PLANNING	45941	45941		45941	45941		
GENERAL OFFICE	158429	158429		179100	179100		2
COMMUNITY ACTIVITIES	39000		39000	54000		54000	4
CIVIC CENTER MAINT.	36370	36370		36370	36370		
BUILDING	107987	107462	525	109625	109100	525	2
POLICE DEPARTMENT	1525574	1348640	176934	1539228	1361162	176934	2
ENGINEERING	17000	15000	2000	17000	15000	2000	
LIBRARY	290454	176767	113687	290454	176767	113687	
LIBRARY-BAYLISS	6540		6540	6540		6540	
LIBRARY-ELK CREEK	8665		8665	8665		8665	
RECREATION	130551	102693	27858	135166	107308	27858	2
SWIMMING POOL	42532	42532		42532	42532		
PARKS & PUBLIC WORKS-GENERAL	383744	352846	30898	386073	355175	30898	2
PARKS DIVISION	48738	43738	5000	48738	43738	5000	
MALL DIVISION	12800	12800		12800	12800		
MUSEUM DIVISION	2500	2500		2500	2500		
FIRE DEPARTMENT	700179	700179		702753	702753		2
PUBLIC WORKS/STREETS DIVISION	139600	43002	96598	139600	43002	96598	
STORM DRAINS DIVISION	7780	7780		7780	7780		
TOTAL O & M EXPEND.	4149450	3641745	507705	4223470	3699633	522705	
SPECIAL PROJECTS							
PI ACTIVITY	10000		1000	10000		1000	
TOTAL SPECIAL PROJECTS	10000		1000	10000		1000	
CAPITAL							
INFORMATION TECHNOLOGY	12500	12500		12500	12500		
FIRE	52603	52603		72603	72603		3
POLICE				20000	20000		3
PUBLIC WORKS				20000		20000	3
RECREATION				5000	5000		3
LIBRARY				5000	5000		3
INFRASTRUCTURE			153000			153000	
TOTAL CAPITAL	65103	65103	153000	135103	115103	173000	
TOTAL EXPENDITURES	4224553	3706848	661705	4368573	3814736	696705	
ESTIMATED REVENUES	4267075	3605370	661705	4302075	3605370	696705	
ESTIMATED DEFICIT	42522	-101478	0	-66498	-209366	0	
Projected General Fund Reserve @7/1/15		1363132			1363132		
Estimated General Fund Reserve 6/30/16		1261654			1153766		

CITY OF WILLOWS
2015-16 BUDGET YEAR
NOTES TO EXPENDITURE/REVENUE RECONCILIATION

NOTE

- 1 Ending of all furlough periods. The City Council was the remaining entity under still under furlough as of 6/30/15.
- 2 Fiscal effect of management and confidential employee salary and benefit adjustment, if approved by Council.
- 3 Council directed augmentation for various Department's capital and/or operational projects.
- 4 Council directed augmentation to Façade Improvement Program funds.

CITY OF WILLOWS
2015-16 UPDATED BUDGET
ANTICIPATED CASH BALANCES/EXPENDITURE RECONCILIATION
ENTERPRISE FUNDS

ORIGINAL 2015-16
ANTICIPATED CASH BALANCES

FUND	Beg. Bal	Revenue	Loan and Grant Proceeds	Expenditure	Loan Reserve	Ending Bal.
Sewer Maintenance	1239542	1618000		1812851		1044691
Sewer Construction	288000	9750			36000	261750
Total	1527542	1627750	0	1812851	36000	1306441

UPDATED 2015-16
ANTICIPATED CASH BALANCES

FUND	Beg. Bal	Revenue	Loan and Grant Proceeds	Expenditure	Loan Reserve	Ending Bal.
Sewer Maintenance	1239542	1618000		1815877		1041665
Sewer Construction	288000	9750			36000	261750
Total	1527542	1627750	0	1815877	36000	1303415

REVENUE/EXPENDITURE RECONCILIATION

Enterprise Expenditures		Enterprise Funding	
Sewer Ops & Maintenance	1260877	Sewer Service-Residential	1200000
Capital Expenditures	200000	Commercial	255000
Loan Repayments	355000	NE Willows CSD	148000
Total Expenditure	1815877		
Transfer to Loan Reserve	36000	Total Service Fees	1603000
		Interest	15000
		Total Sewer Service Revenue	1618000
		Sewer Connection	6250
		Interest	3500
		Total Sewer Connection Revenue	9750

AGENDA ITEM

July 14, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration and possible adoption of an Ordinance Amending Title II, Section 2.10 of the Willows Municipal Code; establishing City Clerk classification as subordinate to the City Manager.

RECOMMENDATION

Staffs is recommending Council read by title only and pass first reading of an Ordinance amending Section 2.10.100 of the Willows Municipal Code; establishing the City Clerk classification as subordinate to the City Manager.

SUMMARY

This ordinance is introduced to correct an over-looked erroneous section(s) of the Willows Municipal Code in conjunction with the City Clerk Position. At some point during the evolution of the Willows Municipal Organization, the City Clerk was formerly an "elected" city official; a practice not uncommon in many small general law cities across the state. Just as common in many cities was the practice to "sunset" those elected positions and create an appointed position within the organizational structure. This likely occurred in Willows around the time the City Manager form of government was adopted by the City Council. Typically in smaller cities the early city managers wore numerous hats and shouldered the responsibility for multiple organizational roles. As organizations grew in complexity and size; many specific position classifications were developed to fulfill more specialized requirements of municipal government and community services.

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

FINANCIAL CONSIDERATIONS

Nothing additional is anticipated, since expenses associated were included in the Fiscal Year work plan.

RECOMMENDATION

Staffs is recommending Council read by title only and pass first reading of an Ordinance amending Section 2.10.100 of the Willows Municipal Code; establishing the City Clerk classification as subordinate to the City Manager.

Respectfully submitted,



Stephen A Holsinger
City Manager

C: Draft Proposed Ordinance

ORDINANCE NO _____ 2015

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AMENDING TITLE II SECTION 2.10.100 OF CHAPTER 2.10; CITY
MANAGER, OF THE WILLOWS MUNICIPAL CODE

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF WILLOWS:

SECTION 1. Chapter 2.10 of the Willows Municipal Code is hereby amended to read as follows: **Section: 2.10.100**

2.10.100 - Appointment, removal, etc., of employees.

It shall be the duty of the city manager to, and he shall, appoint, remove, promote, and demote any and all officers and employees of the city, except the city attorney and city treasurer. All such duties shall be performed in accordance with the personnel system of the city from time to time existing. All promotions, appointments and demotions shall be subject to the approval of the city council, and such action shall be temporary until such action is approved by order or resolution of the city council. The city manager shall inform the city council of such appointments, promotions or demotions at the next regular or special meeting of the city council following the action by the city manager.

SECTION 2: It is found and determined that all formal actions of this City Council concerning and relating to the adoption of this Ordinance were adopted in open meetings of this City Council, and that all deliberations of this City Council and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Ordinances of the City Council.

SECTION 3: The City of Willows City Council may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to establishing the time, place and frequency of its regular meetings.

SECTION 4. Severability. Should any provision of this ordinance, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this ordinance or the application of this ordinance to any other person or circumstance and, to that end, the provisions hereof are severable.

SECTION 5. Effective Date. This ordinance shall take effect and be in force thirty (30) days after its adoption as provided by Government Code Section 36937.

SECTION 6. Certification. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in accordance with State Law.

I HEREBY CERTIFY that the foregoing ordinance was introduced at a regular meeting of the City Council of the City of Willows on the 14th day of July 2015 and passed and adopted at a regular meeting thereof, held on _____ day of _____ 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Natalie Butler, City Clerk

AGENDA ITEM

July 14, 2015

TO: Honorable Mayor Domenighini and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Introduction and adoption of an Ordinance for expediting Rooftop Solar Systems as required under State Law

RECOMMENDATION

Staff is recommending Council read by title only and pass first reading of an Ordinance adding Section 15.55.025 to the Willows Municipal Code relating to expedited permitting procedures for small residential rooftop solar systems.

SUMMARY

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

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

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

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

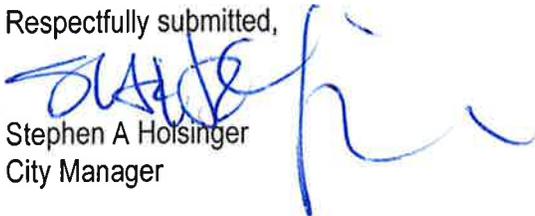
FINANCIAL CONSIDERATIONS

None are anticipated

RECOMMENDATION

Staff is recommending Council read by title only and pass first reading of an Ordinance adding Section 15.55.025 to the Willows Municipal Code relating to expedited permitting procedures for small residential rooftop solar systems.

Respectfully submitted,


Stephen A Holsinger
City Manager

ORDINANCE NO. XX-2015

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADDING SECTION 15.55.025 TO THE MUNICIPAL CODE RELATING TO
EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL
ROOFTOP SOLAR SYSTEMS.**

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

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

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 15.55.025 Added.

Section 15.55.025 is added to the Willows Municipal Code to read in full as follows:

Small Residential Rooftop Solar Energy System Review Process.

A The following words and phrases as used in this section are defined as follows: "submittal" means the following:

1. Delivery of a completed "Building Permit Application" form; accompanied by not-less-than three (3) detailed specification sheets (i.e. Plans)

- B** "Electronic submittal" means utilization of one or more of the following:
1. e-mail
 2. the internet

"Small residential rooftop solar energy system" means all of the following:

1. A solar energy system that is no larger than 10 kilowatts alternating current nameplate rating or 30 kilowatts thermal.

2. A solar energy system that conforms to all applicable state fire, structural, electrical, and other building codes as adopted or amended by the City and paragraph

(iii) of subdivision (c) of Section 714 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.

3. A solar energy system that is installed on a single or duplex family dwelling.

4. A solar panel or module array that does not exceed the maximum legal building height as defined by the authority having jurisdiction.

"Solar energy system" has the same meaning set forth in paragraphs (1) and (2) of subdivision (a) of Section 801.5 of the Civil Code, as such section or subdivision may be amended, renumbered, or redesignated from time to time.

B.Section 65850. 5 of the California Government Code provides that, on or before September 30, 2015, every city, county, or city and county shall adopt an ordinance that creates an expedited, streamlined permitting process for small residential rooftop solar energy systems.

C.Section 65850.5 of the California Government Code provides that in developing an expedited permitting process, the city, county, or city and county shall adopt a checklist of all requirements with which small rooftop solar energy systems shall comply to be eligible for expedited review. The building official is hereby authorized and directed to develop and adopt such checklist.

D.The checklist and required permitting documentation shall be published on

the city's internet website. The applicant may submit the permit application and associated documentation to the City's building division by personal delivery or mailed submittal; together with any required permit processing and inspection fees. Electronic signature of the applicant on all forms, applications and other documentation may be used in lieu of a wet signature. (OR if the City will not accept electronic signature, the reasons for the inability to accept electronic signatures must be described)

E. Prior to submitting an application, the applicant shall:

1. Verify to the jurisdiction's reasonable satisfaction through the use of standard engineering evaluation techniques that the support structure for the small residential rooftop solar energy system is stable and adequate to transfer all wind, seismic, and dead and live loads associated with the system to the building foundation; and
2. At the applicant's cost, verify to the jurisdiction's reasonable satisfaction using standard electrical inspection techniques that the existing electrical system including existing line, load, ground and bonding wiring as well as main panel and subpanel sizes are adequately sized, based on the existing electrical system's current use, to carry all new photovoltaic electrical loads.

F. For a small residential rooftop solar energy system eligible for expedited review, only one inspection shall be required, which shall be done in a timely manner and may include a consolidated inspection by the building official and fire chief. (Note: A separate fire inspection may be performed if your City does not have an agreement in place with your local fire authority to conduct a fire safety inspection on behalf of the fire authority). If a small residential rooftop solar energy system fails inspection, a subsequent inspection is authorized; however the subsequent inspection need not conform to the requirements of this subsection.

G. An application that satisfies the information requirements in the checklist, as determined by the building official, shall be deemed complete. Upon receipt of an incomplete application, the building official shall issue a written correction notice detailing all deficiencies in the application and any additional information required to be eligible for expedited permit issuance.

H. Upon confirmation by the building official of the application and supporting documentation being complete and meeting the requirements of the checklist, the building official shall administratively approve the application and issue all

required permits or authorizations. Such approval does not authorize an applicant to connect the small residential rooftop energy system to the local utility provider's electricity grid. The applicant is responsible for obtaining such approval or permission from the local utility provider.

SECTION 2. Severability. If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

The City Council hereby declares that it would have passed this ordinance and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses be declared unconstitutional.

SECTION 3. Effective Date. This ordinance shall take effect thirty (30) days after passage thereof.

SECTION 5. Publication. This ordinance shall be published in accordance with the provisions of Government Code Section 36933.

I HEREBY CERTIFY that the foregoing ordinance was introduced at a regular meeting of the City Council of the City of Willows on the 14th day of July, 2015, and passed and adopted at a regular meeting thereof held on _____ day of _____ 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Natalie Butler, City Clerk