

CITY COUNCIL

Jeffrey T. Cobb, Mayor
Terry Taylor-Vodden, Vice Mayor
Larry Domenighini, Council Member
Lawrence Mello, Council Member
Gary L. Hansen, 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, June 10, 2014

7:00 p.m.

1. Call to Order Willows City Council Regular Meeting - 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. **Agenda Review:** (Requested Changes by Council or Staff).
 - a) Consider acceptance, by motion, of City Council June 10, 2014, Agenda.
5. **Presentations & Proclamations:** None
6. **Public Comment / Written Communications:** Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
7. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General, Payroll & Direct Deposit Check Registers.
 - b) Consider approval of Minutes of the May 13, 2014 Regular City Council Meeting.
 - c) Consider adoption of a Resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2014/2015 for the use and/or ability to use the Glenn County Solid Waste System.
 - d) Consider adoption of a Resolution approving the final Parcel Map for the Paula Carroll Trust to subdivide one parcel into three separate parcels.
8. **Public Hearings:** None
(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).
9. **Ordinances:** None

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

- City Manager Absence

11. New Business:

- a) Consider approving the preparation of letters of support for the Korean Historical Society Museum Project spearheaded by Professor Marn Cha, President.
- b) Consider adoption of a Resolution authorizing the City Manager to sign a Public Agency Agreement with Glenn County for General Public Safety Dispatching and Animal Control Services during the Fiscal Year 2014/15 Contract Services Period.
- c) Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy.

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 June 6, 2014.

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

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

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MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

May 13, 2014

1. Mayor Cobb called the meeting to order at 7:05 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Hansen led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb.
Absent: None.
4. **Agenda Review:** It was **moved** by Council Member Hansen and **seconded** by Council Member Mello to accept the May 13, 2014 agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:** None
7. **Consent Agenda:**
It was **moved** by Council Member Domenighini and **seconded** by Council Member Taylor-Vodden to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:
 - a) Approval of General, Payroll and Direct Deposit Check Registers (27333-27400; Z05203-Z05275; 33095-33143).
 - b) Approval of the Minutes of the April 22, 2014 Regular City Council Meeting.
 - c) Approval of part-time temporary employee wage scale effective June 1, 2014.
8. **Public Hearings:** None
9. **Ordinances:** None
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:** None
11. **New Business:**
 - a) Consider directing staff to commence advertising and recruitment to fill a Planning Commission vacancy created by the resignation of Commissioner Huston Carlyle:

The resignation of Planning Commissioner, Huston Carlyle created an immediate vacancy on the Planning Commission. Staff is recommending the Council authorize the recruitment of a replacement for the remaining unexpired term of former Commissioner Carlyle. Staff is also asking for two Council Members to volunteer to sit on a subcommittee to review applications

and conduct interviews and ultimately recommend to the full Council who they believe to be the best suited applicant to serve the remainder of the unexpired term.

It was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Hansen to direct staff to commence immediate recruitment to fill a Planning Commission vacancy created by the resignation of Commissioner Huston Carlyle. The motion unanimously passed.

Council Members Domenighini and Mello volunteered to serve on the subcommittee with no objections from the other Council Members.

- b) Consider approval of terms of Technology Assessment and Strategic IT Plan Scope of Work provided by Matson and Isom Technology Consulting and authorize the Finance Director to negotiate and sign Terms of Agreement:

Previously the Council was briefed that Ray Morgan Company Pro IT was ending its IT Services Agreement with the City. As a result, a staff subcommittee was formed to begin the process of establishing a new IT services relationship. The first step in this process is to complete a needs assessment and formulate a technology plan. The subcommittee met with Matson and Isom Technology Consulting and requested a proposal/scope of work document to complete this first step. The proposal is now complete and ready for review and approval. Staff is recommending approval as presented.

Brief discussion ensued and it was **moved** by Council Member Hansen and **seconded** by Council Member Domenighini to approve the terms of the Technology Assessment and Strategic IT Plan Scope of Work provided by Matson and Isom Technology Consulting and to authorize the Finance Director to negotiate and sign the Terms of Agreement. The motion unanimously passed.

- c) Consider adoption of a Resolution of Support encouraging citizens to support voting yes on Measure R:

During the April 22, 2014 Regular City Council Meeting, Jim Lambert, spokesperson for the Measure R bond proposal, recently encouraged the City to officially support Measure R by adopting a Resolution of Support encouraging the citizens of Willows to vote "yes" on the Measure. Although the Council was prohibited by law from taking an action at that meeting, the Council did direct staff to return an item on tonight's agenda for consideration, however, only after notifying any opponents of the proposed Measure that they too would be welcome to make presentations to the Council against the Proposed Bond Measure R. Mayor Cobb then welcomed three members of the public each, both in support of and against the Measure, to address the Council to make their presentations on why they believe the Council should or should not adopt a Resolution to officially endorse Measure R.

The following persons spoke in favor of the Council adopting the Resolution to officially endorse Measure R:

Glenn County Superintendent of Schools, Tracey Quarne; Willows Intermediate School's Student Body President , Austin McDonald (Grade 7); Local Attorney, Mark Atlas.

The following persons spoke in opposition of the Council adopting the Resolution to officially endorse Measure R:

Susan Parisio; Treasurer for "Responsible Solutions, No on 'R'" campaign, Angela Parisio; Caroyl Smith.

Length discussion ensued among the Council and they all agreed that there were good arguments made on both sides both for and against Measure R. Although a majority of the Council Members were in favor of supporting Measure R, Council Member Mello stated that initially he was in support of the Measure but after hearing the arguments for and against the Measure, he would need to conduct more research on the Measure before he casts his own personal vote on the ballot. He also encouraged others to conduct research as well. Once discussions concluded, it was **moved** by Council Member Taylor-Vodden and **seconded** by Council Member Hansen to adopt a Resolution in Support of the Willows Unified School District's Bond Measure R on the June 2014 Ballot. The motion passed 4/1, with Council Member Mello voting No.

Mayor Cobb called for a short recess at 8:27 p.m. and the meeting then reconvened at 8:37 p.m.

- d) Consider authorizing a waiver of Planning and Development Fees for the Glenn Medical Center Construction Project application and Planning Commission Processing:

Prior to this item being introduced, Council Member Taylor-Vodden recused herself from hearing this item and exited the Council Chambers, as her husband is a member of the Hospital Board.

Glenn Medical Foundation has submitted a letter requesting the City of Willows waive the normal Planning and Development Fees associated with city construction projects. This request was originally submitted to the City in 2010 and during a regular City Council session that year, the Council chose not to finalize a decision and tabled the item for later discussion. The time for reconsideration is now upon the Council since the Medical Center has now entered into a normal Pass-Through Agreement to cover expenses of Contract City Staff members. The Medical Center is requesting relief of other fees typically associated with Planning & Development Services. Staff is seeking Council consideration and consensus of the requested waiver.

Council Members heard from Hoover Mock, Rick Thomas and Vince Holvik who all spoke in favor of the Council waiving the fees due to the hospital being such an asset to the community and all of the benefits a new hospital would bring.

Council discussion ensued and it was **moved** by Council Member Mello and **seconded** by Council Member Hansen authorize a waiver of fees in conjunction with the Glenn Medical Center Construction project application. The motion unanimously passed, with Council Member Taylor-Vodden absent from the vote due to recusal.

- e) Staff was seeking Council consensus to confirm May 22 at 9:00 am. as the date and time for a Special Budget Meeting Workshop to commence with the 2014/2015 & 2015/2016 budget discussions:

Majority consensus of the Council was to set the Special Budget Meeting Workshop for 9:00 a.m. on May 22, 2014.

12. Council Member Reports:

Council Member Hansen:

- Reported that he participated in the Lamb Derby Parade on behalf of the City, along with his daughter, Mayor Cobb and Mayor Cobb's daughters. Directly following the parade, he attended the Dollar Tree Grand Opening along with Mayor Cobb, Council Member Mello, City Manager Steve Holsinger and City Clerk Natalie Butler.
- Reported that he has visited the new Ace Hardware store downtown and that it was quite impressive.

Mayor Cobb:

- Reported that he also participated in the Lamb Derby Parade and attended the Dollar Tree Grand opening.
- Reported that he has also visited the new Ace Hardware store downtown and that he was impressed with their selection of items and their customer service.

Council Member Mello:

- Reported that he attended the Community Clean Up Day event and that Public Works did an outstanding job with the event.

Vice-Mayor Taylor-Vodden:

- Reported that she visited Jensen Park during the Lamb Derby and even though there was no carnival this year, there was still a good turn-out and a lot of activities happening.
- Reported that the next LAFCO meeting will not take place until June.

Council Member Domenighini:

- Reported that he attended the last Library Board Meeting at the Elk Creek Library and that Library operations are going very well. He reported that the Willows and Orland Friends of the Library are donating money to allow Library Director Jody Meza to attend the State Library Workshop.

1. **Adjournment:** Mayor Cobb adjourned the meeting at 9:27 p.m.

Dated: May 13, 2014

NATALIE BUTLER

City Clerk

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AGENDA REPORT

MEETING DATE: June 10, 2014

TO: Honorable Mayor and City Council

FROM: Steve Holsinger, City Manager

**SUBJECT: RESOLUTION CONSENTING TO THE IMPOSITION OF FY
2014/2015 SOLID WASTE MANAGEMENT PARCEL FEE**

STAFF RECOMMENDATION:

Adopt a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2014/2015 for the use and/or ability to use the Glenn County Solid Waste System.

BACKGROUND:

Each residential, commercial, and industrial parcel within the City is charged a fee for disposal of solid waste at the Glenn County Disposal site.

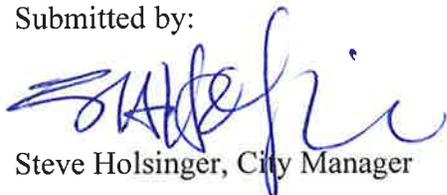
Section 5471 of the California Health and Safety Code provides for the Board of Supervisors of any county to establish a schedule of fees to be imposed for the operation and maintenance of county waste disposal sites. Section 5471 also provides that prior to imposing this fee, the Board of Supervisors shall obtain the consent of the legislative bodies of the cities.

For the fiscal year 2014/2015 the parcel fee is proposed to be \$42.74 per unit. This reflects no increase from the previous year.

STAFF RECOMMENDATION:

Adopt a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2014/2015 for the use and/or ability to use the Glenn County Solid Waste System.

Submitted by:


Steve Holsinger, City Manager

RESOLUTION _____-2014

ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2014/2015 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM

WHEREAS, California Health and Safety Code Section 5471 authorizes the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation; and

WHEREAS, California Health and Safety Code Section 5471 dictates that revenues derived from the collection of charges for services shall be used only for the acquisition, construction, reconstruction, maintenance, operation of those water, sewer, and/or sanitation systems; and

WHEREAS, California Health and Safety Code Section 5473 provides for said fees to be collected on the tax roll; and

WHEREAS, the Glenn County Board of Supervisors has determined that it is in the best interest of the residents, businesses, and property owners in the County to have the ability to use the Glenn County Solid Waste System; and

WHEREAS, the Willows City Council, as a member of the Glenn County Waste Management Agency, supports the operation of the Glenn County Solid Waste System; and

WHEREAS, the City of Willows does not have a City solid waste disposal site;

NOW THEREFORE, BE IT RESOLVED that the Willows City Council does hereby consent to the extension of an annual fee of \$42.74 to be imposed upon each dwelling unit and commercial/industrial establishment located on the real improved property within the incorporated areas of the City for the purpose of using or having the ability to use the Glenn County Solid Waste Disposal System.

THIS RESOLUTION was passed by the Willows City Council this 10th day of June, 2014 by the following vote

:AYES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Jeffrey T. Cobb, Mayor

Natalie Butler, City Clerk

Natalie Butler

From: Steve Holsinger <sholsinger@cityofwillows.org>
Sent: Wednesday, June 04, 2014 8:30 AM
To: Natalie Butler
Subject: FW: Annual consent to parcel fees
Attachments: GCWMRA JPA.pdf; Reso-SW Parcel Fees 2014.docx

From: Di Aulabaugh [<mailto:daulabaugh@countyofglenn.net>]
Sent: Saturday, May 31, 2014 1:55 PM
To: Pete Carr, Orland City Manager; Stephen Holsinger (sholsinger@cityofwillows.org)
Cc: Steve D. Soeth; Huston T. Carlyle; Matt Gomes; Jolene Swanson
Subject: Annual consent to parcel fees

Gentlemen –

We have prepared the annual Resolution for the Board of Supervisor's adoption on June 17, 2014. We request you please place your City's annual consent item on your next Council agenda. Attached for your reference is our draft Resolution and the Solid Waste JPA which requires these actions.

Please let me know if you have any questions.

Sincerely,

Di Aulabaugh

Deputy Director

Glenn County Planning & Public Works Agency

PO Box 1070 Willows, CA 95988

Tel: 530.934.6530 Fax: 530.934.6533

 Please consider the environment before printing this e-mail

BOARD OF SUPERVISORS, GLENN COUNTY, CALIFORNIA

RESOLUTION NO. 2014-_____

A RESOLUTION EXTENDING SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE COUNTY OF GLENN FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM

WHEREAS, California Health and Safety Code section 5471 provides for the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation; and

WHEREAS, California Health and Safety Code Section 5471 dictates that revenues derived from the collection of charges for services shall be used only for the acquisition, construction, reconstruction, maintenance, and operation of those water, sewer, and/or sanitation systems; and

WHEREAS, the Glenn County Board of Supervisors has determined that it is in the best interest of the residents, businesses, and property owners in Glenn County to have the ability to use the Glenn County Solid Waste System; and

WHEREAS, the Glenn County Board of Supervisors has further determined that all users of the Glenn County Solid Waste System pay their fair and proportionate share of the cost of the operation and maintenance of the Glenn County Solid Waste System; and

WHEREAS, prior to imposing charges for services on improved real property within those incorporated areas of the County that do not provide their own solid waste disposal sites the Board of Supervisors has obtained the consent of the legislative bodies of the cities.

THEREFORE, an annual fee of \$42.74 is extended to and imposed upon each dwelling unit and commercial/industrial unit located on real improved property within the legal boundaries of Glenn County for the purpose of solid waste disposal. Said fee shall be collected in accordance with Government Code 25830-25831 as follows:

1. The County Assessor shall furnish to the County Finance Director a list showing the name and address of the record owner(s) of those Assessor's parcels of land upon which:
 - One or more dwelling units are located, the number of dwelling units located thereon as of January 1, 2014; or
 - One or more commercial/industrial units are located, the number of commercial/industrial units located thereon as of January 1, 2014;
2. The Finance Director shall extend the annual fee of \$42.74 to the appropriate parcel(s) and in accordance with the Revenue and Taxation Code Section 2601 deliver the extended roll and tax bills to the County Assessor.

3. Any delinquent fees that remain unpaid for a period of 60 or more days after the date upon which they were billed may be collected thereafter by the County as provided for in Section 25831 of the Government Code.

THIS RESOLUTION was passed by the Board of Supervisors of the County of Glenn at a regular meeting there held this 17 day of June, 2014 by the following vote:

AYES:

NOES:

ABSENT OR ABSTAIN:

ATTEST:

JAMIE CANNON,
Clerk, Board of Supervisors,
Glenn County, California

MIKE MURRAY, Chairman
Board of Supervisors,
Glenn County California

APPROVED AS TO FORM:

HUSTON CARLYLE,
County Counsel
Glenn County, California

1 ordinances, laws, rules and regulations) of solid wastes generated
2 within the unincorporated areas of the County and within the incor-
3 porated limits of Willows and Orland.

4 3. In order to reimburse the County for the cost of
5 acquisition of the area and to finance the operation and maintenance
6 of the disposal plan, a charge shall be agreed upon and levied
7 annually by each of the parties hereto on every dwelling unit, as
8 said term is defined in Glenn County Ordinance No. 547, located in
9 the unincorporated area of the County and within the incorporated
10 city limits of Willows and Orland.

11 IN CONSIDERATION of the mutual promises of the parties,
12 it is AGREED as follows:

13 1. On or before June 1st of each year, the County, Orland,
14 and Willows will mutually agree upon the amount of an annual solid
15 waste disposal fee or charge which shall be imposed for the ensuing
16 fiscal year upon each dwelling unit, as that term is defined in
17 Section 1 of Ordinance No. 547 of the County of Glenn, whether or
18 not inhabited, occupied or tenanted and located on land within the
19 unincorporated area of the County or within the incorporated city
20 limits of Orland and Willows. For the initial fiscal year of
21 1972-1973 such annual fee or charge shall be the sum of \$9 per
22 dwelling unit.

23 2. After determination of the amount of such annual fee,
24 the legislative bodies of each of the contracting parties hereto
25 shall, prior to July 1st of each year during the term of this
26 Agreement, impose and levy the agreed upon charge upon each dwell-
27 ing unit located within its jurisdiction.

28 3. The determination of the number of dwelling units
29 within the jurisdiction of each of the parties shall be determined
30 by the County Assessor in conformity with the provisions of Section
31 4 of Ordinance 547 of the County of Glenn.

32 4. The owner of land upon which each dwelling unit in

1 the County, in Willows and in Orland is located shall be billed by
2 the County Tax Collector and the amounts thereof shall be collected
3 by the County Tax Collector in accordance with the provisions of
4 Sections 5 and 6 of Ordinance No. 547.

5 5. The collection of delinquent fees in the unincorporated
6 areas of the County shall be in accordance with Section 7
7 of Ordinance No. 547 of the County of Glenn, under the provisions
8 of Section 25831 of the Government Code and the collection of
9 delinquent charges within the cities of Willows and Orland shall
10 be in accordance with the provisions of Section 38790.1 of the
11 Government Code.

12 6. All billing and collecting of fees and charges shall
13 be without cost or expense to Willows or Orland and shall be done
14 through the County Assessor, Tax Collector, Auditor and other
15 affected County officers.

16 7. All moneys, fees and charges collected under this
17 Agreement shall be deposited in the Enterprise Fund established
18 by County under Resolution No. 72-55 and shall be used by County
19 only for the acquisition, operation and maintenance of County waste
20 disposal sites and for financing waste collection, processing,
21 reclamation and disposal services.

22 8. The operation and maintenance of the solid waste
23 disposal site in conformity with all federal and state rules and
24 regulations applicable thereto shall be the function and responsi-
25 bility of the County.

26 9. County shall establish a uniform schedule of fees
27 and charges for dumping garbage, refuse and waste at the disposal
28 site which shall be uniform for all persons who are residents of
29 either the County, Willows or Orland. County shall upon payment
30 of the prescribed dumping fees and charges permit any and all
31 County, Willows, or Orland residents and all commercial collectors
32 operating under a franchise or a contract with the County, Orland

1 or Willows to dump waste and refuse at the disposal site providing
2 all of the conditions and provisions of Ordinance No. 551 of the
3 County of Glenn are met and adhered to.

4 10. To implement the provisions of Paragraph 5, above,
5 the County Tax Collector, within thirty (30) days after the ex-
6 piration of the period referred to in Section 7 of Glenn County
7 Ordinance No. 547, shall compile and forward to the City Councils
8 of Orland and Willows a list of all delinquent solid waste
9 disposal fees and charges (including names, addresses, and amounts)
10 on dwelling units located within the incorporated areas of the
11 respective cities. Within sixty (60) days after the receipt of
12 such list from the Tax Collector, the City Councils of Orland and
13 Willows shall initiate the procedures provided for in Section 5,
14 above.

15 11. This contract shall remain in full force and effect
16 until June 30, 1982, and shall continue annually for each fiscal
17 year thereafter unless terminated on June 30th of any succeeding
18 year by written notice given on or before April 1st of such year
19 by any one contracting party with the consent of one other con-
20 tracting party. Initial operations of the waste disposal area
21 and the disposal program contemplated hereby shall commence on
22 October 1, 1972.

23 DATED: August 14, 1972

24		COUNTY OF GLENN
25	Approved as to form:	By <u>Walter P. Cabaud</u>
26	<u>[Signature]</u>	CHAIRMAN, Board of Supervisors,
27	County Counsel	CITY OF WILLOWS
28	<u>[Signature]</u>	By <u>Lucas H. [Signature]</u>
29	City Attorney, Willows	MAYOR
30	<u>[Signature]</u>	CITY OF ORLAND
31	City Attorney, Orland	By <u>[Signature]</u>
32		MAYOR

AGENDA ITEM

June 10, 2014

TO: Honorable Mayor Cobb and Members of City Council
FROM: Karen Mantele, Principal Planner
SUBJECT: Final Parcel Map Paula Carroll Trust (File #FM-13-01)

RECOMMENDATION

Adopt the attached resolution approving the Final Parcel Map for Paula Carroll Trust

DISCUSSION:

The Paula Carroll Trust Final Parcel Map will subdivide one lot (87,303 SF) into three separate parcels. The Planning Commission on September 19, 2012 adopted a resolution after reviewing the Tentative Parcel Map, recommending approval to the City Council to allow subdividing the one parcel into three parcels.

The conditions of approval for the subdivision include certain conditions that must be satisfied prior to or in conjunction with the approval and recording of the Final Map. All of those conditions have been completed to the satisfaction of the City Engineer.

The City Engineer has reviewed the Final Parcel Map and determined that it is in substantial conformance with the approved Tentative Map. Attached is an exhibit of the Final Map.

FISCAL IMPACT

All fees due at Final Map have been paid by the subdivider.

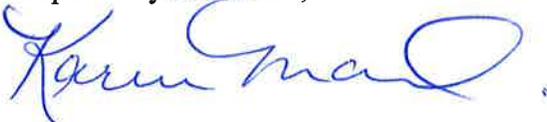
ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

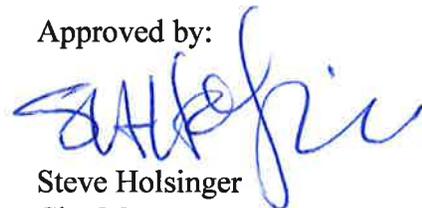
Adopt the attached resolution approving the Final Parcel Map for Paula Carroll Trust and authorize the City Clerk to sign said Final Parcel Map (FM-13-01).

Respectfully submitted,



Karen Mantele
Principal Planner

Approved by:



Steve Holsinger
City Manager

Attachments:

- 1) **Draft Resolution**
- 2) **Final Parcel Map**

RESOLUTION NO. _____ 2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING FINAL PARCEL MAP (FM-13-01) FOR THE PAULA CARROLL TRUST TO SUBDIVIDE ONE PARCEL INTO THREE SEPARATE PARCELS

WHEREAS, a Tentative Map application was submitted by the Paula Carroll Trust on March 13, 2012 to subdivide one parcel located at 1212 & 1220 W. Wood Street, and 345 N. Villa Avenue, Assessors Parcel Number(s) 001-041-009, -010, -011 into three separate parcels; and

WHEREAS, on September 19, 2012 the Planning Commission of the City of Willows reviewed a Tentative Parcel Map and adopted Resolution #07-2012 recommending approval to the City Council to subdivide the one parcel into three parcels; and

WHEREAS, notices of the Planning Commission meeting held on September 19, 2012 were published in a newspaper of general circulation in the City in accordance with law; and

WHEREAS, the Planning Commission reviewed the project pursuant to the California Environmental Quality Act for environmental impacts and qualifies as a Categorical Exemption, Class 15, under Section 15315, Minor Land Divisions; and

WHEREAS, the Final Parcel Map for the Paula Carroll Trust has been submitted to the City for approval; and

WHEREAS, the City Engineer for the City of Willows has reviewed said Final Map for its conformity with the approved Tentative Map with conditions thereof, and has determined that the Final Map substantially conforms with all requirements of said Tentative Map; and the Subdivision Map Act; and

WHEREAS, the City Council finds that such proposed Final Parcel Map, together with the provisions for its design and improvements is consistent with Tentative Map, and the final conditions of approval, the Willows General Plan, the Subdivision Map Act, and the Willows Subdivision Ordinance; and

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

- 1) The Final Parcel Map for the Paula Carroll Trust is hereby approved and the City Clerk is hereby authorized to sign said Final Parcel Map (FM-13-01) on behalf of the City of Willows.
- 2) Accepts the sewer line and dedicated sign easements as shown in the clerk certificate.

PASSED AND ADOPTED by the City Council of the City of Willows this 10th day of June 2014 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Jeffrey T. Cobb, Mayor

ATTEST:

City Clerk

AGENDA ITEM

June 10, 2014

TO: Honorable Mayor Cobb and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Council consideration of support for Korean Historical Society Museum Project

RECOMMENDATION:

Council to consider approval for the preparation of letters of support for Korean Historical Society Museum Project; spearheaded by Professor Marn Cha, President.

SUMMARY

Staff has had several meetings and communications with Professor Emeritus, Marn Cha, California State University, Fresno. Professor Cha is the current President/founder of the Central California Korean Historical Society. Professor Cha has authored a book about the Korean Air force and its birthplace here is Glenn County, but formally recognized by the Korean Government as Willows, CA. The Professor and several colleagues have completed extensive research in this region and have identified several historic facts relevant to naming Willows the Birthplace of the Korean Air force. The Central California Historical Society is spearheading an effort to ultimately complete a Museum Project here in Glenn County adjacent to, but outside the city limits proper. However, the Professor is seeking written support from Glenn County and City of Willows legislative bodies to encourage funding grants from the Korean Government. Staff is requesting Council consider the request and authorize the City Manager to prepare a letter for the Mayor's Signature in support of the Korean Historical Society Museum Project; spearheaded by Professor Marn Cha, President.

RECOMMENDATION

Council to consider approval for the preparation of letters of support for Korean Historical Society Museum Project; spearheaded by Professor Marn Cha, President.

Respectfully submitted,


Stephen A Holsinger
City Manager

Steve Holsinger

From: Marn Cha <marnc@csufresno.edu>
Sent: Tuesday, May 27, 2014 11:17 AM
To: Steve D. Soeth; Steve Holsinger
Cc: Daniel kim
Subject: following up
Attachments: WillowsMemorialProject.doc

Follow Up Flag: Follow up
Due By: Monday, June 02, 2014 9:30 AM
Flag Status: Flagged

Dear Mr. Soeth and Mr. Holsinger

It was really nice to meet you last week, and appreciated yours and your colleagues' willingness to be supportive of our project. Please find in the attached three-page doc where I briefly describe the background and what we would like to do. I hope this is good enough for you to present it to your respective legislative body for their approval. If you need any additional info, please let me know.

Would you draw up two sets of support letter. One to be mailed to me to include it in my funding proposal and another to be mailed to Korean Consulate in SF. One to be sent to me, address it:

To Whom It May Concern:
C/O Ministry of Patriots and Veterans Affairs
13 Bangsong-Gil, Yeongdeungpo-Gu
Seoul, Korea 150-874

and mail this one to

Central California Korean Historical Society
Marn J. Cha
3111 W. Sample Ave.,
Fresno, CA. 93711

The other to be addressed and mailed to

Honorable Consul General Han Dong-Man
Consulate General of the Republic of Korea
3500 Clay Street.,
San Francisco, CA. 94118

Thank you so much.

Marn J. Cha, Ph.D.
Professor Emeritus of Political Science
Calif. State Univ.Fresno, CA
President, Central CA Korean Historical Society
marnc@csufresno.edu

May 26, 2014

To: Glenn County Board of Supervisors and Council Members of the City of Willows

From: Marn J. Cha, President and Daniel E. Kim, the senior Board Member of Central California Korean Historical Society
3111 W. Sample Ave., Fresno, California 93711.
E-mail: marnc@csufresno.edu Cell #: 559-917-7153

Subject: Korean Aviation School Memorial Project in Glenn County, California

Background

There were thirty-one Korean rice farmers in Colusa, Glenn and Yuba counties in the early 20th century. Their families included, over 100 Koreans, were living in Willows, Maxwell, and Williams. The Koreans established their own church in Maxwell. Of Korean rice growers, the most successful was Kim Chong Lim (Kim, the last name), who had farmed close to 10,000 acres. He earned an appellation, 'Korean rice king.'

Kim Chong Lim was a dedicated Korean patriot. He poured his money into building a Korean flying school at the site where County Road 162 'S' meets County Road 55 to the East. The school opened in February 1920, with nineteen students and five instructors. The school's objective was to train Korean combat pilots who could fight Japanese who then occupied and colonized the Korean peninsula.

Kim Chong Lim purchased three airplanes of Curtiss Jenny model equipped with Hall-Scott motor, costing \$3000 a plane, as he did 40 acres of flying fields to the North of Quint lateral. For his office and classroom, Kim leased the then vacant Quint School, built in 1914, to teach new immigrants English. The Quint School was located ¼ mile from County Road 55 facing Quint lateral to the North.

Chuck Newton operates his rice dryer in the immediate North side of where the Quint School was. It is also believed that the now abandoned residential structure in a decrepit state located to the southeast corner inside Mr. Newton's rice dryer complex may have served as students' dorm.

The Quint School closed its doors in 1918. Kim Chong Lim took it over in February 1920. Kim too had to close his school in April 1921. This was because he lost his fortune due to fatal rain that poured for weeks in December 1920, which wiped off his rice fields. He could no longer support the school. Either immediately or sometime thereafter, Lena and Frank Benemati purchased and moved the Quint School two miles to the North and lived there until 1964.

One now will find a pair of historical metal markers at Quint School's original location.

Objective

Central California Korean Historical Society, founded in 2002 in Fresno to preserve Korean immigrant heritage in America and Federal 501 © (3) and California State's (R&TC) # 23710© (1) tax exempt non-profit organization, would like to build a memorial in memory of Willows Korean aviation school. The Koreans consider Willows* the birthplace of their air force. Kim Chong Lim's story is also a part of stories of Northern California rice industry as well as its aviation heritage.

Action Items

- Acquisition of a land where to build a memorial
- Acquisition of the Quint School structure
- Move the school structure to where a memorial to be built
- Remodel and refurbish the Quint School to serve it as a museum
- Build a life size Curtiss Jenny bi-plane model to be glued to the ground with vandalism prevention devices
- Acquired land to be paved and landscaped
- Access to the water and electricity essential to complete the construction as well as the memorial's maintenance
- Acquisition of the former student dorm/residence to spruce it up for public viewing

Resource Acquisition

- Submit a funding proposal to Korean Ministry of Patriots and Veterans Affairs and undertake fund raisers among the Korean communities.

- Do it in a way that there will be the least to no fiscal impact on Glenn County government. Nonetheless, the County and the City may contribute in kind, as they may find it appropriate and doable, as the project details evolve.
- The name Willows has been associated with the Koreans' aviation history in this region. For this reason, it is important that the City of Willows too come on board.
- Central California Korean Historical Society would like to have the support of Glenn County and the City of Willows governments for this particular historical preservation effort.
- Having the two jurisdictions' statement of support will enlarge our support base and credibility to the potential funding agency.
- Once funded, we will work with the city and county throughout the project's life.
- Furthermore, the completed memorial including all objects, accessories, facilities therein, will be donated to Glenn County government. So, they may become Glenn County's property and the County may maintain it.

*It is Glenn County where the Korean Aviation School was located, but historically it is known as Willows to Koreans.

AGENDA ITEM

June 10, 2014

TO: Honorable Mayor Cobb and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Glenn County Animal Control & Dispatch Fee Increase for FY 2014/15

RECOMMENDATION

My motion, adopt a Resolution, authorizing the City Manager to execute the documents necessary to increase Animal Control & Dispatch Services fees for FY 2014/15; and extending the Contract for Services between Glenn County and the City of Willows for one additional fiscal period.

BACKGROUND:

This past March, council directed to staff to inform the county by letter, that the City of Willows would not accept the proposed increases in Animal Control and Dispatch fees for 2014/15 Fiscal services period. Initially the County proposed increases in Dispatch of approximately 12% or about \$10,700. Additionally, the Animal Control fees were projected to increase by approximately 63% or about \$32,600. A letter (attached) was prepared and sent to the County in mid-March, resulting in some additional consideration by county representatives and opportunities for the two cities and county to negotiate more acceptable fees for continued services.

Recently (June 3, 2014) the Board of Supervisors unanimously ratified a new fee schedule for these services in FY 2014/15 and extended contract terms for one additional year. The newly approved Dispatch Fee is \$93,000 for each city, representing a very modest 5.25% increase over last year. The newly approved Animal Control Fee is \$55,000 for each city, representing an equally modest increase of approximately 5.75%. Staff is recommending that Council approve the newly ratified fees and name two council members as liaisons to the negotiating team to commence negotiations on a successor agreement next year. Negotiations are tentatively slated to commence in January 2015. To help expedite the negotiations process, staff recommends council appoint the Law Enforcement Sub-Committee to complete this process; primarily because these services are almost exclusively based under the Public Safety Services umbrella.

FINANCIAL CONSIDERATIONS

Although this represents an increase funding commitment of approximately \$7,600 during the FY2014/15; this allocation is already scheduled/included in the upcoming budget forecast slated for approval later this month.

RECOMMENDATION

My motion, adopt a Resolution, authorizing the City Manager to execute the documents necessary to increase Animal Control & Dispatch Services fees for FY 2014/15; and extending the Contract for Services between Glenn County and the City of Willows for one additional fiscal period.

Respectfully submitted,



Stephen A Holsinger
City Manager

Attachments:

Resolution for Animal Control & Dispatch Services
Letter provided to Glenn County, March 2014
Glenn County Agenda Item Transmittal sheet
Glenn County Agenda page; June 3, 2014, item 7

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AND AUTHORIZING THE CITY MANAGER TO SIGN A PUBLIC AGENCY
AGREEMENT WITH GLENN COUNTY GOVERNMENT FOR
GENERAL PUBLIC SAFETY DISPATCHING AND ANIMAL CONTROL SERVICES
DURING THE FY2014/15 CONTACT SERVICES PERIOD**

WHEREAS, the City recognizes the importance of providing regular and professional comprehensive Public Safety Dispatching and Animal Control; and

WHEREAS, the CITY wishes to contract for such services with Glenn County Sheriff's Office; and

WHEREAS, the Glenn County Sheriff is experienced in providing such services for local law enforcement & public safety agencies and is able to provide personnel with the proper experience and background to carry out the duties involved; and

WHEREAS, the City of Willows wishes to retain Glenn County, for the performance of said services; and

WHEREAS, Glenn County is an independent municipal contractor and not an employee of the City.

NOW, THEREFORE, BE IT RESOLVED, in consideration of the mutual covenants, benefits and premises herein stated, the parties hereto agree as follows:

The City Council does hereby authorize Glenn County, in a contractual capacity, to perform the services as specified and hereinafter set forth; in documents formerly adopted by both agencies; for the fees ratified by the Glenn County Board of Supervisors, during their regular meeting June 3, 2014; and

BE IT FURTHER RESOLVED that the City Council of the City of Willows does hereby approve the Agreement between the City of Willows and Glenn County and authorizes the City Manager of the City of Willows to execute an addendum to said agreement.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 10th day of June, 2014, by the following vote:

AYES in favor of:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Jeffrey T Cobb, Mayor

Natalie Butler, City Clerk

City of Willows

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



March 12, 2014

Edward J Lamb
Finance Director
Glenn County Government
516 West Sycamore Street
Willows, CA 95988

RE: Response to your correspondence dated February 28, 2014 in conjunction with Animal Control and Dispatch Costs for FY 2014/15

Dear Mr. Lamb:

We appreciate the timely submittal of the forecast cost of services in accordance with provisions of our mutual service agreements. Unfortunately, the timeliness provisions of the Animal Control (specific) agreement, as written, does not allow adequate consideration for any customary mutual exchanges concerning the impacts projected during the upcoming fiscal period. Therefore, it became necessary for me to seek legislative authority to provide notice to Glenn County of Willows' conceivable withdrawal from the current agreement.

However our City Council recently indicated an interest in mutually examining any available options for a collaborative resolution involving alternative service delivery methodology. We appreciate your invitation to meet & confer and your confirmation of our meeting next Wednesday, March 19th. Nevertheless, meeting next Wednesday shall allow only ten (10) business days to finalize an agreement and seek ratification from our prospective boards. In recognition of the normal noticing requirements associated with Board Business agendas, it appears highly unlikely we could succeed in such an endeavor.

Therefore the City of Willows respectfully requests that Glenn County consider a waiver of the required ninety day notice period and allow our agencies an additional sixty days to cooperatively negotiate renewal terms or agree on an alternative delivery methodology. Whereupon it is understood by mutual agreement; a final notice must be provided to Glenn County not

later than thirty days prior to the annual renewal date of July 1, 2014. In addition, we would expect and request similar consideration be granted in conjunction with any required timeframes associated with Dispatch Services Agreements.

We appreciate your timely consideration and response in an effort to best expedite the necessities of both our agencies. Thank you again for agreeing to meet with us March 19th.

Sincerely


Stephen A. Holsinger
City Manager

C: City Council
Pete Carr, Orland City Manager

7

COUNTY OF GLENN AGENDA ITEM TRANSMITTAL

MEETING DATE: June 3, 2014 Submitting Department(s): B. of Supervisors Contact: Dwight Foltz, District 2 Supervisor Phone: 934-6400	BRIEF SUBJECT/ISSUE DESCRIPTION: Approve the negotiated Animal Control and Dispatch Contracts	
AGENDA PLACEMENT APPOINTMENT – Appearances by: (Specify Name & Title) Supervisor Mike Murray Supervisor Dwight Foltz Required <u>5</u> Minutes <input type="checkbox"/> Business – No <input type="checkbox"/> Consent <input type="checkbox"/> Correspondence <input type="checkbox"/> Reports & Notices AFFECTED DEPARTMENT(S) <input type="checkbox"/> Receive Concurrence	ATTACHMENTS <input type="checkbox"/> Board Report <input type="checkbox"/> Letter <input type="checkbox"/> Minute Order <input type="checkbox"/> Contract <input type="checkbox"/> Transfer <input type="checkbox"/> Grant App. <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Proclamation <input type="checkbox"/> Policy Update <input type="checkbox"/> Code Update <input type="checkbox"/> Other	LEGAL/PERSONNEL/FISCAL <input type="checkbox"/> County Counsel <input type="checkbox"/> Personnel <input type="checkbox"/> Finance CLERK INSTRUCTIONS <input type="checkbox"/> Return Minute Order <input type="checkbox"/> Return Certified Copy Of: <input type="checkbox"/> Other:

PUBLIC HEARINGS & COMMITTEE VACANCIES Public Hearings: <input type="checkbox"/> Published <input type="checkbox"/> Affidavit on File w/Clerk <input type="checkbox"/> Affected Parties Notified Committees: <input type="checkbox"/> Vacancy Posted <input type="checkbox"/> Application Attached	LEGISLATION <input type="checkbox"/> State <input type="checkbox"/> Federal Bill#: _____ <input type="checkbox"/> Latest Version of Bill <input type="checkbox"/> Draft Letter Attached <input type="checkbox"/> List of Supporters/Opposers <input type="checkbox"/> Statement of Relevance to County Interests <input type="checkbox"/> Description Attached	FUNDING SOURCE/IMPACT <input type="checkbox"/> General Fund Impact <input type="checkbox"/> Other: _____ <input type="checkbox"/> Budgeted <input type="checkbox"/> Transfer Attached <input type="checkbox"/> 4/5ths Vote Required <input type="checkbox"/> Contingency Request	CONTRACTS, LEASES & AGREEMENTS <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> Contract Report Date of Original Contract: Contract No.: Fiscal Year:
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RECOMMENDED ACTION/MOTION: Recommendation of Supervisor Murray and Supervisor Foltz to approve and authorize the Chairman of the Board of Supervisors to execute the following negotiated contracts with the Cities of Willows and Orland for a one year term: a. Animal Control for \$55,000 for each City; b. Dispatch services for \$93,000 for each City.



 Department Head

Reviewed By (if applicable):

Personnel Director

Department of Finance

cc:

Agenda Item Transmittal and Resolution

- a. Adds three (3) Health Services Case Manager I positions to HHSA/Behavioral Health Division;
- b. Upon completion of a promotional recruitment, deletes two (2) Principal Program Specialist positions and one (1) Program Specialist position from the HHSA/Community Action Division;
- c. Approves the consolidation of the position allocation lists of HRA and HSA into one HHSA position allocation list. (No general fund impact)

6. 9:30 a.m. Memorandum of Understanding (MOU) - Cooperative Agricultural Support Services

Recommendation of Mr. Donnelly to approve and authorize the Agricultural Commissioner to execute a MOU with Cooperative Agricultural Support Services to hire an insect trapper, cost not to exceed \$10,000, term for July through October, 2014. (General fund impact)

Jim Donnelly, Agricultural Commissioner

Agenda Item Transmittal and Backup

7. 9:30 a.m. Contract - Animal Control and Dispatch/Mike Murray, District 4 Supervisor; Dwight Foltz, District 2 Supervisor

Recommendation of Supervisor Murray and Supervisor Foltz to approve and authorize the Chairman of the Board of Supervisors to execute the following negotiated contracts with the Cities of Willows and Orland for a one year term:

Agenda Item Transmittal

- a. Animal Control for \$55,000 for each City;
- b. Dispatch services for \$93,000 for each City. The following Non-Appearance items (Business-No Appointment; County Boards, Commissions, Committees and Districts; Consent, Correspondence, or Reports and Notices) may be considered at any time; however, time allowing they are generally heard during time allotted for unscheduled matters. Persons who wish to request that a Non-Appearance Item be set for a specific time should contact the Board of Supervisors Office prior to the meeting. BUSINESS—NO APPOINTMENT

8. Budget Changes

Approve the following 2013/14 Budget changes, 4/5 vote required: Trans No. Dept/Budget Description Amount 5132 Health and Human Services To appropriate Operating Transfer in and Operating Transfer out to bring the budget in line with actual expenditures to cover Medi-Cal cost report reconciliation adjustments. \$ 79,648.68 5133 Air Pollution Control District/CUPA Transfer funds to Special Department Expenses to fund projects in the Carl Moyer Program. \$ 180,000.00 5134 Health & Human Services Agency - Social Services Division Appropriate \$225,000 in additional federal and county realigned revenue (1991 and 2011 Social Services Realignment [restricted funds]) to meet increased cost in support of Glenn County's Foster Care Assistance program. \$ 230,000.00 Trans No. Dept/Budget Description

Agenda Item Transmittal and Backup

9. Ordinance - Sacramento River Labor Day Alcohol Ban

Pursuant to Minute Order 10 of May 20, 2014, and Ordinance having been introduced, adopt Ordinance "Permanently Prohibiting the Consumption of Alcoholic Beverages and Possession of Alcoholic Beverage Containers Along Specified Portions of the Sacramento River During the Labor Day Holiday Weekend".

Minute Order and Backup

10. Resolution - Orland JUSD 2014-15 Tax and Revenue Anticipation Notes

Director of Finance Edward Lamb to approve and authorize the following:

Agenda Item Transmittal and Resolution

AGENDA ITEM

TO:  Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: General Fund Reserve Policy

RECOMMENDATION

Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy

SITUATION (or BACKGROUND):

This item was tabled at the May 22 Budget Workshop Special meeting and is now being brought back for Council discussion.

FINANCIAL CONSIDERATIONS:

Dependent upon course of action to be taken by City Council

NOTIFICATION

N/A

RECOMMENDATION

Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy

Respectfully submitted,


Tim Sailsbery
Finance Director

Attachments:

May 22, 2014 Agenda Report

March 11, 2014 Agenda Report

Minutes of March 11, 2014 meeting-Specific to This Topic

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: General Fund Reserve Policy

RECOMMENDATION

Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy

SITUATION (or BACKGROUND):

This topic is a continuation of an item introduced at the March 11, 2014 mid-year budget review meeting. At that time, overall options regarding how to arrive at a reserve number were discussed, as well as the pros and cons of establishment of a reserve policy in terms of limiting the legislative flexibility of future Councils. IT was also reiterated that there is a \$200,000 General Fund reserve in place.

At this stage, Staff is requesting Council to do the following:

1. Determine if there is majority will to establish a reserve policy
2. Determine the method of reserve establishment (flat dollar, percentage of revenue or expense, etc.)
3. Determine target reserve
4. Provide guidance as to desired verbiage in said policy

If, as a result of the discussion, it is the will of the majority of Council to establish a formal policy, Staff will craft a policy statement based on the outcome of the discussion items noted above and present an agenda item at the time of passage of the budget.

The agenda report from the March 11 meeting is provided as a supplement to assist Council in this process

FINANCIAL CONSIDERATIONS:

Dependent upon course of action to be taken by City Council

NOTIFICATION

N/A

RECOMMENDATION

Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachments:

March 11, 2014 Agenda Report
Minutes of March 11, 2014 meeting-Specific to This Topic

AGENDA ITEM

TO: Steve Holsinger, City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: General Fund Reserve Policy

RECOMMENDATION

Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy

SITUATION (or BACKGROUND):

Many public organizations establish a formal reserve policy to establish a minimum level of reserve funds to maintain at the close of each fiscal year. Such a policy formalizes the legislative body's wishes pertaining to what level of reserve (or cushion) will be allowed. This is done primarily in association with operational fund sources, as these sources are maintained on an ongoing basis.

Please note that the City does currently have a \$200,000 General Fund reserve set aside in place, and has so for a number of years. While I have not done the research to determine the origin of this formalized reserve, it has been in place since at least the mid 1990's.

Methods of Establishing a Reserve Level

Establishing a Reserve Policy general is accomplished in one of two ways. Either a percentage of General Fund Revenue or Expenditures is established, or a flat dollar amount is established. Further it can be established in a formalized policy, or it can be stated in terms of the desired reserve level of the seated Council. Most recently, the Council in place for the 2010-2011 and 2011-2012 did not establish a formalized policy, but rather set a minimum overall reserve minimum of \$1,000,000 in developing a budget philosophy.

Pro's and Con's of Setting a Formalized Policy

Setting a formalized policy will provide a communication tool to the organization and constituents regarding the minimum standard to be set for the level of reserve to hold in place. It provides a foundation for spending and investment plans (budgets) year by

year. Whether by percentage method or by dollar method, it provides a basic roadmap and goal for current and future spending plans.

The downside to such a formal policy is twofold. The first will be expenditure demands that tend to occur when the reserve level exceeds the formalized level. It is not at all uncommon for controversy to arise when reserve levels rise above the established level. Similarly, if the Council creates a formality to the process, the flexibility to fall below, even temporarily, becomes an issue of debate.

Secondly, a formalized policy creates a formalized picture as noted by the seated Council that establishes the policy. Subsequent Councils must go through a more formalized process to change said policy. The flexibility to budget is also somewhat limited under such a formalized process.

Content of a Reserve

Whether the Council wishes to create a reserve policy strictly for a "rainy day" fund, or break said reserve into further components (capital, debt, pension, etc) also enters into the picture. As it stands now, these issues are handled on an annual operating basis. Formalizing the nature of said reserve(s) will also play a role in the flexibility of the current and future Councils.

Summary

Council should determine whether or not a formalized policy is necessary, if so, what method should be used in establishment, and whether there should be components to said reserve.

FINANCIAL CONSIDERATIONS:

Dependent upon course of action to be taken by City Council

NOTIFICATION

N/A

RECOMMENDATION

Discuss and advise Staff regarding the desire to further develop a General Fund Reserve Policy

Respectfully submitted,

Tim Sailsbery
Finance Director

It was the direction given by the Council for staff to bring all of these items back for appropriation at the next regular City Council meeting.

6. General Fund Reserve Policy Concept Discussion:

Many public organizations establish a formal reserve policy to establish a minimum level of reserve funds to maintain at the close of each fiscal year. Such a policy formalizes the legislative body's wishes pertaining to what level of reserve will be allowed. This is done primarily in association with operational fund sources, as these sources are maintained on an ongoing basis. The City does currently have a \$200,000 General Fund reserve set aside in place and has so for a number of years.

Establishing a Reserve Policy generally is accomplished in one of two ways. Either a percentage of General Fund Revenue or Expenditures is established, or a flat dollar amount is established. Further it can be established in a formalized policy, or it can be stated in terms of the desired reserve level of the seated Council. Most recently, the Council seated for the 2010-2011 and 2011-2012 budgets did not establish a formalized policy, but rather they set a minimum overall reserve minimum of \$1,000,000 in developing their budget philosophy.

Setting a formalized policy will provide a communication tool to the organization and constituents regarding the minimum standard to be set for the level of reserve to hold in place. It provides a foundation for spending and investment plans year by year. Whether by percentage method or by dollar method, it provides a basic roadmap and goal for current and future spending plans.

The downside to such a formal policy is twofold. The first will be expenditure demands that tend to occur when the reserve level exceeds the formalized level. It is not at all uncommon for controversy to arise when reserve levels rise above the established level. Similarly, if the Council creates a formality to the process, the flexibility to fall below, even temporarily, becomes an issue of debate.

Secondly, a formalized policy creates a formalized picture as noted by the seated Council that establishes the policy. Subsequent Councils must go through a more formalized process to change said policy. The flexibility to budget is also somewhat limited under such a formalized process.

Whether the Council wishes to create a reserve policy strictly for a "rainy day" fund, or break said reserve into further components (capital, debt, pension, etc.) also enters into the picture. As it stands now, these issues are handled on an annual operating basis. Formalizing the nature of said reserve(s) will also play a role in the flexibility of the current and future Councils.

Council should determine whether or not a formalized policy is necessary, and if so, what method should be used in establishment and whether there should be components to said reserve.

Council discussion ensued and it was the consensus of the Council to continue this discussion during the upcoming budget cycle for fiscal year 2014/2015. For clarification purposes the City

Manager stated that the Council could adopt a formal policy, but in terms of future context, they can't tie the hands of a future City Council; therefore, the policy would essentially be good for a period of two years typically when there is a change in the make-up of the Council. What he believes he hears the Council saying is that they want to have a discussion during the upcoming fiscal year's budget development process and the discussion should be an annual focus point to make sure that the Council is where they want to be financially. Given that each future Council could follow that policy, he asked if it would be helpful if, when staff brings forward the upcoming budget discussion, that they could include the Council's formal preference for the General Fund Reserve to be restated as part of the budget adoption Resolution, so that it is set for that fiscal period and for the next Council to look at what was in that Resolution when the budget was adopted. His suggestion is that the policy becomes a formal part of each fiscal year's budget adoption Resolution in the future. Additionally, knowing that when staff brings forth the budget for fiscal year 2014/2015, they will include a trailer item for fiscal year 2015/2016 so the Council could then focus on two fiscal years out and then at the mid-year budget review of 2014/15 the Council could make their adjustments and set policy and direction for what they want to do with the 2015/16 budget. The City Manager's suggestion is to make this a statement in each budget adoption Resolution for future fiscal years. The consensus of the Council was to follow the City Manager's recommendation and make this a statement in each future fiscal year's budget adoption Resolution.

7. Minimum Wage/Part-Time Temporary Position Wage Scale:

Effective July 1, 2014, the California Minimum Wage will increase to \$9.00 per hour from the current \$8.00 per hour and it will increase again on July 1, 2016 to \$10.00 per hour. The City has several positions in the part-time employ with wage levels set at less than \$9.00 per hour and these positions must be brought to \$9.00 per hour as of July 1, 2014. Additionally, a number of positions in the current wage scale have not been reviewed since 2008, and in some instances, even longer. As a result, the concept of moving the scale for these positions by \$1.00 per hour (in line with the move from \$8.00 per hour to \$9.00) is an issue that staff is requesting that Council consider as we move into budgeting for the 2014/15 fiscal year.

Discussion ensued and the consensus of the Council was to increase the minimum wage employees to \$9.00 per hour and to give the part-time temporary positions a \$1.00/hour increase in wages to become effective July 1, 2014. The Finance Director stated that this will be brought back before the Council during the upcoming fiscal year's budget development process. Recreation Director Carol Lemenager then pointed out that the lifeguard positions will be starting in June and she stated that she would like the Council to authorize her to start them at the increased wage rather than waiting until July 1. It was the consensus of the Council to allow her to increase the wages of the lifeguards effective June 1.

8. Cost of County Services-Dispatch and Animal Control- Fiscal and Administrative Impacts:

The City recently received a notice from Glenn County stating that Dispatch Costs are projected to increase to \$99,071 for fiscal year 2014/15. This increase represents an increase of approximately \$10,696, or 12% higher than the previous fiscal year. Additionally, Animal