

CITY COUNCIL

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

INTERIM CITY MANAGER
Fire Chief, Wayne Peabody

CITY CLERK
Natalie Butler



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

CITY COUNCIL REGULAR MEETING AGENDA
June 28, 2016
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. **Presentations & Proclamations:** None scheduled.
5. **Public Comment / Written Communications:** Members of the public wishing to address the Council on any item(s) *not on the agenda* may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. ***(Public Comment is generally restricted to three minutes).***
6. **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. It is recommended that the Council:
 - a) Approve General Checking, Payroll Checks & Payroll Direct Deposit Registers.
 - b) Approve the Minutes of the Willows City Council Meeting held on May 24, 2016.
 - c) Approve the Minutes of the Willows City Council Meeting held on June 14, 2016.
7. **New Business:**
It is recommended that the Council:
 - a) Consider adoption of 2 resolutions:
 - 1) Deferring step increases for selected positions, and
 - 2) Authorizing a 5% furlough for selected positions.

- b) Consider adoption of a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City for fiscal year 2016/2017 for the use and/or ability to use the Glenn County Solid Waste System.
- c) Discuss Administrative Procedures & Policy Number 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy.
- d) Consider the recommendations of the subcommittee, comprised of Council Members Mello and Williams, to appoint, by motion, three individuals to serve on the Willows Library Board of Trustees.

8. Public Hearings:

- a) Conduct a public hearing and upon conclusion, by motion, adopt a resolution adopting the 2016/2017 annual budget and designating sewer enterprise fund debt reserve.

9. Ordinances: None.

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

11. Council Member Reports:

12. Executive Session: None Scheduled.

13. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before June 24, 2016.

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

6/9/2016 TO 6/22/2016

General Checking 33634 TO 33672

Payroll Direct Deposit Z07378 TO Z07412

Payroll Checks 36191 TO 36207

APPROVAL DATE 6/28/2016

Approved _____

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
033634	06/08/16	STO00	MICHAEL STOVER	120.00	.00	120.00	B60608P	PER DIEM-ARMS TRAINING
033635	06/15/16	AIR00	AIRGAS NCN	101.58	.00	101.58	917574	OXYGEN PD
033636	06/15/16	ALV04	TRICIA ALVES	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033637	06/15/16	AYR00	IAN AYRES	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033638	06/15/16	BAL00	BALDWIN CONTRACTING/ESCRO	3296.15 13708.18	.00 .00	3296.15 13708.18	1160615 BB60615	RETENTION TO ESCROW ACCOU RETENTION TO ESCROW ACCOU
			Check Total.....	17004.33	.00	17004.33		
033639	06/15/16	BUT01	NATALIE BUTLER	84.24	.00	84.24	B60615	MILEAGE JAN-JUNE 2016
033640	06/15/16	CHA00	LANCE CHAPMAN	215.00	.00	215.00	B60615	CLOTHING EXP. FIRE DEPART
033641	06/15/16	EOA00	COASTLAND CIVIL ENGINEERI	1578.75 276.50 6476.75 29453.50 560.00 3752.50 160.00	.00 .00 .00 .00 .00 .00 .00	1578.75 276.50 6476.75 29453.50 560.00 3752.50 160.00	39433 39542 39546 39548 39555 39583 39597	WILLOWS LLAD THROUGH 5/31 WILLOWS CITY ENGINEERING TEHAMA ST RECONSTRUCTION SACRAMENTO-BUTTE ST THROU SWARTZ/HILBERS LL THROUGH EDA GRANT THROUGH 5/31/16 WILLOWS FAMILY APTS THROU
			Check Total.....	42258.00	.00	42258.00		
033642	06/15/16	COD00	CODR PUBLISHING COMPANY	298.35	.00	298.35	53430	MUNICIPLE CODE UPDATE 722
033643	06/15/16	COL07	JANE COLLINS	84.24	.00	84.24	B60615	MILEAGE JAN-JUNE 2016
033644	06/15/16	COM16	COMCAST CABLE	52.74	.00	52.74	B60615	INTERNET PD 6/7-7/6/16
033645	06/15/16	COR12	SANDRA CORBIN	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033646	06/15/16	DAH00	JASON DAHL	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033647	06/15/16	DAW00	CLAY DAWLEY	107.50	.00	107.50	B60615	CLOTHING EXP. BUILDING DE
033648	06/15/16	EDG00	ADAM EDGINGTON	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033649	06/15/16	ENL00	ENLOE MEDICAL CENTER	1167.00	.00	1167.00	B60615	ASSAULT EXAM
033650	06/15/16	GLE41	GLENN CO. ROP PRINTING	3.98	.00	3.98	4315	BOOKMARKS
033651	06/15/16	HUT00	JAKE HUTSON	215.00	.00	215.00	B60615	CLOTHING EXP. FIRE DEPT A
033652	06/15/16	JER00	JEREMY'S PEST STOMPERS	30.00	.00	30.00	671613	PEST CONTROL PD JUNE 2016
033653	06/15/16	JOH07	LUCAS JOHNSON	215.00	.00	215.00	B60615	CLOTHING EXP. FIRE DEPART
033654	06/15/16	KNI03	KNIFE RIVER CONSTRUCTION	62626.85 260455.50	.00 .00	62626.85 260455.50	A60615 B60615	BUTTE STREET STIP PMT #1 SACRAMENTO ST STIP PMT #3
			Check Total.....	323082.35	.00	323082.35		
033655	06/15/16	MAT01	MATSON & ISOM TECHNOLOGY	3062.00	.00	3062.00	54648	MANAGED PARTNER AGREEMENT
033656	06/15/16	MCI01	TROY MCINTYRE	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033657	06/15/16	MTS00	MT SHASTA SPRING WATER CO	32.73	.00	32.73	B60615	WATER PD JUNE 2016
033658	06/15/16	NOR43	ACCESS	21.40	.00	21.40	1495960	SHREDDING SERVICES MAY 20
033659	06/15/16	O'R01	O'REILLY AUTO PARTS	147.04	.00	147.04	B60615	MAY STMT PER ATTACHED
033660	06/15/16	OFF05	OFFICE DEPOT, INC.	61.67	.00	61.67	540001	OFFICE SUPPLIES PD
033661	06/15/16	PRN03	PENWORTHY	450.83	.00	450.83	514857	BOOKS
033662	06/15/16	PGE01	PG & E	112726.74	.00	112726.74	B60615	TRUE-UP ENERGY CHARGES JU
033663	06/15/16	POL02	RANEE' POLIT	1740.00	.00	1740.00	B60615	RETURN OF FUNDS
033664	06/15/16	SEV00	SEVERN TRENT ENVIRONMENTA	49116.10	.00	49116.10	2084728	WILLOWS OPERATION JUNE 20
033665	06/15/16	SPP00	SPP FUND MASTER TENANT, L	6326.62	.00	6326.62	888824	SOLAR ELECTRICITY MAY 201
033666	06/15/16	STO00	MICHAEL STOVER	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT

REPORT: Jun 15 16 Wednesday
 RUN: Jun 15 16 Time: 16:01
 Run By: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 06-16 Bank Account.: 1045

PAGE: 002
 ID #: FY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
033667	06/15/16	SUN06	SUN BADGE CO.	2014.06	.00	2014.06	366577	BADGES PD
033668	06/15/16	SYK01	GENE SYKES	215.00	.00	215.00	B60615	CLOTHING EXP. FIRE DEPART
033669	06/15/16	THO05	ROBERT THOMPSON	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033670	06/15/16	USB04	U.S. BANK CORPORATE PAYME	3115.80	.00	3115.80	B60615	MAY STMT PER ATTACHED
033671	06/15/16	VES01	RAY VESSELS JR.	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
033672	06/15/16	WILHN	SHAWN WILLIAMS	215.00	.00	215.00	B60615	CLOTHING EXP. POLICE DEPT
Cash Account Total.....:				566219.30	.00	566219.30		
Total Disbursements.....:				566219.30	.00	566219.30		

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD May 24, 2016

1. Mayor Hansen called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE:** Parks & Public Works Director Steve Soeth led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Council Members Domenighini, Mello, Williams, Yoder & Mayor Hansen.

Absent: None

4. **Presentations & Proclamations:**

- a) Joe Flesher, Director of Youth for Christ, who coordinated the efforts to paint the mural inside of the skate bowl at Sycamore Park last year, gave the Council a one-year update on the condition of the mural. He stated that the mural was a success and it has allowed the youth that were involved with the project to feel a sense of ownership and they have been policing the park looking out for individuals who may try to damage the mural. Mr. Flesher then presented the City Council with an aerial photo of the skate bowl mural that was taken from a drone. The City Council thanked Mr. Flesher for all of his hard work on this project and for his dedication to the youth of the community.
- b) The Students Working Against Tobacco (SWAT) Coalition presented a certificate of appreciation to the City Council for their recent passage and adoption of an Ordinance to regulate smoking and secondhand smoke in the City.
- c) The Glenn County Friday Night Live Council presented a power-point presentation to the Council about tobacco retail licensing in the State of California. They recommended that the Council consider adopting an ordinance which would make retailers responsible for the privilege of selling tobacco. The proposed ordinance would require all retailers of tobacco to obtain a license, pay an annual fee to cover expenses for licensure, administration, monitoring and enforcement. The possibility of suspension or revocation of the license would only apply to a retailer who repeatedly sells to minors, or violates other state or local tobacco control laws.

A tobacco retail license would: 1) require that all merchants intending to sell tobacco in Willows pay an annual fee covering expenses; 2) establish conditions for selling tobacco to encourage compliance with federal, state and local tobacco control laws, including, but not limited to, refusing to sell tobacco to minors and requiring vendor assistance for tobacco sales; and 3) require that merchants who violate tobacco control laws attend a hearing and risk having their tobacco license suspended or revoked with escalating penalties for each subsequent violation; 4) prohibit the sale of tobacco products within one thousand feet from a school or educational institutions.

Glenn County Friday Night Live would take responsibility for the initial and ongoing merchant education, preparing certificates and coordinating youth purchase surveys with the Willows Police Department, and assist in tracking and monitoring of violations.

5. **Public Comment/Written Communications:** None

6. **Consent Agenda:**

M/S –Yoder/Domenighini to approve the Consent Agenda as presented. All Ayes and the motion unanimously passed 5/0 and the following items were approved/adopted:

- a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit Registers (30677-30677 {Bank of America}; 33486-33535 {Umpqua Bank}; Z07303-Z07343; 36150-36166).
- b) Approval of the Minutes of the Willows City Council Meeting held on April 12, 2016.

7. **Public Hearings:**

- a) Conduct Public Hearing and upon conclusion, consider 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 Fiscal Year 2016-2017:

The Landscaping & 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 accomplished at three separate Council Meetings and tonight is the third and final step in the process which is to conduct a public hearing, approve the Engineer's Report as presented (or as amended tonight) and authorize the levy of assessments for FY 2016-17.

Before the Council is the Engineer's Report as prepared by Coastland Civil Engineering. Because the Council made no requests to make changes to the preliminary report filed on April 12, 2016, the proposed assessments shown in the report have not changed. If there are no recommended 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 rolls.

In brief, the report outlines costs for FY 2016-17, summarizes the projected costs for FY 2016-17 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 2015) of +2.60% for Zones A and B. The assessment for Zone B is now \$6553.66 per parcel.

While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected will remain the same as last fiscal year's assessment of \$143.00 per parcel, due to the use of excess zone reserves.

The estimated maximum annual assessment will increase for Zone B, and the actual amount that will be levied and collected during FY 2016-17 will be increased from the previous fiscal year's assessment to \$5955.96 per parcel due to various increased costs. This amount is below the allowed maximum annual assessment for Zone B.

At tonight's meeting the rules governing this type of an assessment district require that a public protest hearing be held to hear any comments/concerns from property owners within the district. At the conclusion of the hearing, if the Council finds the report acceptable, the Council should adopt the resolution approving the report and authorizing the levy of assessments per the report. The assessment information will then be sent to the Glenn County City Clerk's office.

Mayor Hansen opened the public hearing at 7:25 p.m. and hearing no comments from the public, subsequently closed the public hearing at 7:25 p.m. **M/S – Yoder/Williams** to adopt 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 2016-17. All ayes and the motion unanimously passed 5/0 on a roll-call vote.

- b) Conduct a public hearing and upon conclusion, declare specific parcels to be abated by the City contractor:

On April 12 the City Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance. The City Fire Department has made a survey of the areas in the City that are a nuisance and has notified the property owners that they must remove the nuisance or the City will perform this task and bill the property owner accordingly.

It is required by the Government Code 39560 through 39588 that there is to be a fixed time for any appeals to be considered by the Council from any of the property owners that were noticed. The time fixed for that appeal was 7:00 p.m. on Tuesday, July 26, 2016. At this time the Council shall hear any objections from the property owner, and by motion, upon the conclusion of the hearing, the Council shall allow or overrule any objections. The Council may continue the hearing if they desire any additional information on any particular site. If no objections have been made, or after the City Council has disposed of those made, it shall order the Fire Chief to abate the nuisance.

Properties that the City Contractor abates will be billed to the property owner. For the property owners that do not pay, there will be a lien placed against their property and it will appear on their tax statement from the county.

It is in order at this time for the Council to conduct the public hearing and upon its conclusion, by motion, declare the parcels that were mailed abatement notices to be abated by the City Contractor. Those persons returning the self-abatement notices were allowed a time extension until June 7th to complete the work themselves. If after this date the parcels have not been abated, the City Contractor will do the work.

Mayor Hansen opened the public hearing at 7:28 p.m., and hearing no comments from the public, subsequently closed the public hearing at 7:28 p.m.

M/S – Yoder/Domenighini to declare the parcels that received an abatement notice to be declared a public nuisance and to direct that those properties be abated by the City Contractor. The motion unanimously passed 5/0.

8. **Ordinances:** None

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

- Council Member Domenighini asked about whether the Council should place an item on the agenda for the next City Council Meeting in order to discuss the possibility of establishment of a Tobacco Retail Licensing Ordinance for the City. The Council Members stated that it will likely go on a future agenda for discussion, but at this point they would like to have ample time to read and go overall of the information that the group presented them with earlier in the meeting.
- Interim City Manager Wayne Peabody gave an update on the properties that the City had placed in Receivership. He stated that 208 Sacramento has been sold, 329 Sacramento is in escrow and 245 N. Plumas is in the process of being purchased. He also gave an update on a few structure fires that occurred in the recent past and where the property owners are at in the process of demolition and/or rebuilding.
- Public Works Director Steve Soeth gave an update on the three road construction projects that are currently underway in the City. He stated they are due for completion in mid-June.
- City Engineer John Wanger gave the Council an update on the EDA Grant and the Basin Street development project. He stated that there will be a few additional deeds from Basin Street granting various easements to the City that will be coming before the Council for approval at a future Council Meeting.

10. **New Business:**

- a) Consider approval of the purchase of a new Terex Aerial Truck from Utility 1 Source & authorize the Interim City Manager or his designee to sign all documents related to the purchase and licensing of the Terex Aerial Truck:

Public Works Director Steve Soeth introduced this item to the Council. As Council is aware, the City's tree trimming truck is a very important piece of equipment and something that the Public Works Department uses on a regular basis to maintain safe streets and keep them open for emergency vehicles, deal with storm events, decorate Christmas trees, etc. The current aerial truck is over 26 years old and is going to be out of CARB compliance this

year. Originally the City had been planning on upgrading the cab and chassis this year but the cost to refurbish the aerial lift makes replacing the unit as a whole more cost effective. With a 26 year old piece of equipment, the Public Works Director believes it is in the City's best interest to replace it with a new aerial truck.

Council Member Mello asked if anybody has looked into purchasing a quality pre-owned aerial truck. The Public Works Director stated that he had not; Reason being because the pre-owned trucks may also be coming up against the CARB regulations. Additionally, you wouldn't know what you are actually getting and you may just be taking over somebody else's headache. Also, he doesn't believe there would be any huge cost savings by purchasing a pre-owned piece of equipment. Vice Mayor Yoder stated that he did some research on pre-owned versus purchasing a new aerial truck and there was not a significant price difference. Council Member Mello stated that he has found that there are some good quality pre-owned trucks out there that were less money. Vice Mayor Yoder stated that Council Member Mello is correct in that the price does drop significantly if you look at used vehicles that are from 2009 and older. Council Member Domenighini stated that the CARB compliance issue is still an item that needs to be considered if purchasing a used vehicle. Vice Mayor Yoder stated that he believes it best to pay a little bit extra for a brand new truck and know what we are getting, rather than to cut corners and go with somebody else's used item that may have problems. He believes this is a piece of equipment that City has to have and he believes purchasing a new aerial truck would be a wise investment for the City. Council Member Williams asked if this item is something that should be tabled until after the budget meeting so the Council can see where they stand budget-wise. Finance Director Tim Sailsbery stated that there is no general fund money at all involved with this particular purchase and all allocations are from gas tax funds. He and the Public Works Director went through the various gas tax fund sources and also the sewer fund, and he doesn't know if there is anything, from a budgetary standpoint, that is going to effect this decision and again, this is not a general fund expenditure. Council Member Williams asked if there was anything else currently in the works that the City might need that they could utilize those monies for. The Finance Director stated that with the concept of gas tax you have various aspects of uses, but at this time, given the fact that the City currently has a non-functioning aerial lift, the most immediate need for use of these funds is as presented. Council Member Mello still believes that the City should do some more research on looking at the purchase of a pre-owned vehicle, as there are several out there that are much less money that were owned by PG&E, Tree Services, Federal Government and other agencies, and the City would just need to make sure the vehicle meets the necessary CARB standards. Interim City Manager Wayne Peabody explained that there is a different level of CARB standards from the 2009 until the new Tier 4 CARB category as well. To simply add a filter would create some mechanical issues. Also, buying a used apparatus, such as a PG&E rig, many times they have several hours of "sit time" and "run time" that you also have to consider.

There is also a certain amount of time before re-certifications and rebuilds of these vehicles can be achieved. The quote the City received for the current aerial truck just to bring just the cab and chassis up to standard was \$40,000 to \$60,000 to rebuild and recertify. Where the City may be saving \$60,000 to buy a used apparatus with hours and mileage on it, you also have to weigh in the fact of spending \$40,000 to \$60,000 to recertify it before it can be placed into operation as well. These are factors that were considered when staff was discussing whether to buy a new piece of equipment versus a used one. Mayor Hansen stated that he is glad that the City Manager just explained and went over the CARB standards. He stated that the Public Works Crew gets about 60 feet high up on the aerial apparatus and he definitely wants to make sure the employees safety is considered as well. He believes that purchasing a new vehicle is definitely the common sense approach to take at this point. The City has gotten 26 years of good and steady use out of the aerial truck we have now, but it has reached the end of its life. Council Member Domenighini added that the Tier 4 CARB standards that have come to pass over the last few years make it a long and tedious process to get vehicles certified. Council Member Mello then asked if the City's old aerial truck is even worth anything. The Public Works Director stated that that is going to be the question on certification, so at some point the City Council will have to surplus it and try to find an avenue to get rid of it. He is hoping to get around \$20K out of it, but he doesn't know if the City will get that much. Council Member Domenighini asked if it is something that could be sold to a private party or private entity. The Public Works Director said that would be something that he would need to do some more research on to find out. Due to air pollution regulations, it may have to be sold out of State. Council Member Williams asked the Public Works Director if he knows how many hours are on the current aerial truck. The Director responded that he does not believe that it even has an hour meter on it, but he is guessing that the mileage range is between 50 – 60K miles. Vice Mayor Yoder stated that there is obviously a reason that PG&E, the Federal Government and other agencies rotate these vehicles out after so many miles or so many hours, and that reason is likely safety-related. He prefers not to buy a used aerial truck because the City could potentially be taking on somebody else's liability issues. He stated that he would rather err on the side of safety when it comes to City Employees. Mayor Hansen stated that he fully agrees.

M/S – Yoder/Domenighini to approve the purchase of a new Terex Aerial Truck from Utility 1 Source and reallocate \$50K from gas tax 2103-fund 372, \$36,148.75 from gas tax 2105 – fund 314 and allocate an additional \$1K from sewer fund 318 to add to the previous allocation of \$49K from fund 318 for a total of \$136,148.75 and authorize the Interim City Manager or his designee to sign all documents related to the purchase and licensing of the Terex Aerial Truck. All ayes and the motion unanimously passed 5/0.

- b) Consider approval of an amendment to the contract for collection of garbage and rubbish in the City of Willows by extending the existing contract with Waste Management for an additional two years, to December 31, 2018, and authorize the City Manager to sign said amendment:

The City of Willows, along with the City of Orland and Glenn County, comprise the Glenn County Waste Management Regional Agency JPA which was created in 1998. The City and Waste Management Inc. (WMI) are in the tenth year of a ten-year exclusive contract ending on December 31, 2016.

With uncertainties in regards to the County Landfill closing and the possibility of a transition to a waste-recycling plant or a County-operated transfer station, this is an opportunity to keep an interim measure in place to ensure the continuance of hauling services operation without delay to our citizens. The proposed contract amendment continues the same language of an annual fee adjustment based on the consumer price index, landfill tipping fees and diesel costs.

Looking into the future, a long-term solution may be a joint effort with the City of Willows, the County of Glenn and the City of Orland to conduct a joint RFP since all three agencies are currently requesting the same extensions. An opportunity to jointly issue an RFP coordinated by the JPA may be the most cost effective measure down the road.

Mayor Hansen then read into the record a letter that was received from Bob Faust, who was requesting that the City reinstate the “Bag & Tag” program back into the agreement with Waste Management.

Matt Fryer, Regional District Manager for Waste Management, addressed Mr. Faust’s letter, stating that he has had no other requests to reinstate the “Bag & Tag” program and has also had no complaints about drivers not picking up extra bags of trash that don’t fit into the trash bin. There is no additional charge for this service.

M/S – Mello/Yoder to approve an extension agreement and authorize the City Manager to sign a two-year extension with Waste Management Inc. All ayes and the motion unanimously passed 5/0.

11. **Council Member Reports:** None.
12. **Executive Session:** None
13. **Adjournment:** Mayor Hansen adjourned the meeting at 7:59 p.m.

Dated: May 24, 2016

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD June 14, 2016

1. Mayor Hansen called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Domenighini, Mello, Williams & Mayor Hansen.
Absent: Yoder
4. **Presentations & Proclamations:** None
5. **Public Comment/Written Communications:** None
6. **Consent Agenda:**
M/S –Williams/Domenighini to approve the Consent Agenda as presented. All Ayes and the motion unanimously passed 4/0 with Vice Mayor Yoder absent and the following items were approved/adopted:
 - a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit Registers (30678-30678 {Bank of America}; 33536-33633 {Umpqua Bank}; Z07344-Z07377; 36168-36190).
 - b) Approval of the Minutes of the Willows City Council Meeting held on May 10, 2016.
7. **Public Hearings:** None
8. **Ordinances:** None
9. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
 - Interim City Manager Peabody informed the Council that the deadline for submitting applications to serve on the Library Board of Trustees has passed. He reported that four applications were received – two of which are currently seated members of the board that are seeking re-appointment. He asked the subcommittee, consisting of Council Members Mello & Williams, to get into contact with the Clerk to arrange scheduling interviews for the four applicants.
 - Public Works Director Steve Soeth announced that the Community Clean-Up Event taking place on June 18 has had a change in the drop-off location. The new location is now at 1600 South Tehama Street at the City’s Wastewater Treatment Facility.

10. New Business:

- a) Consider adoption a resolution accepting easement deeds associated with the Basin Street commercial Development needed for construction of the improvements associated with the EDA Grant Project:

In June 2015, the City submitted a grant application to the Federal Economic Development Administration for funding certain infrastructure improvements associated with the Basin Street Commercial project in the southerly portion of the City. The impetus of filing the grant related to job creation within the City with the development of new businesses in the proposed development.

In October 2015, the City received official notification that we were awarded the grant in the amount of \$2.5MM. The overall total project amount is estimated at \$3,572,539 (the federal grant covers 70% of the overall cost - \$2.5MM.) The improvements will include installation of water, sewer, storm drain and street improvements associated with Phase 1 of the Basin Street Commercial Project.

Part of the requirements of the EDA federal funding is that the City must own the rights-of-way and/or easements needed to construct all of the improvements associated with the project prior to the submittal of the construction documents. Forms have to be filed with EDA when the construction documents are submitted for checking that certify that the City owns the rights-of-way and easements.

The documents necessary to be accepted at this time include:

- The dedication of a public storm drain easement between proposed detention ponds A and B for installation of the public storm drain system.
- The dedication of an access easement for access from the proposed Harvest Drive to detention pond A to ensure access to the pond for maintenance.
- The dedication of a parcel of land intended for construction of a detention pond to serve the overall development with respect to storm drain/flooding issues. It should be noted that maintenance of the detention pond will be the city's responsibility but will be fully funded by fees collected through the Landscape and Lighting Special Assessment District zone that will be set up for this property once the subdivision is recorded.
- The dedication of a Public Service easement (necessary to install telephone, cable, gas and electrical conduits to serve the development) and to access the

westerly levee along the Tehama Street drainage ditch; and a Pedestrian Access easement to allow construction of the sidewalk and allow public access adjacent to the proposed Harvest Drive.

Staff has checked the deeds and easements for technical accuracy and found them to be acceptable. If the Council accepts the easements and deeds, the documents will be recorded and the City will hold title to the lands and/or other easements described in the grant deed documents.

There are no financial implications for accepting the rights-of-way and easements at this time. When public facilities are constructed, the City will be responsible for maintaining the public facilities constructed therein (street, storm drain and sewer.)

Staff is recommending that the Council adopt the Resolution to accept these easements.

M/S – Mello/Domenighini to adopt a Resolution accepting a Public Storm Drain Easement; and Access Easement for maintenance of Parcel A; Dedication in Fee of Parcel A (Northerly Detention Pond); and a Public Service Easement and Pedestrian Access Easement – All a part of the Basin Street South Willows Commercial Project – and Directing the City Clerk to record all grant deeds. The motion unanimously passed 4/0 on a roll-call vote, with Vice Mayor Yoder being absent.

- b) Acceptance of public improvements associated with the Willows Senior Apartments project:

The improvements associated with the Willows Senior Housing project have been completed to the City's satisfaction. Accordingly, it is appropriate for the City to accept all of the public improvements constructed with the development and since a year has transpired from the May 27, 2015 issuance of the Certificate of Occupancy, to release the maintenance bond as there are no deficiencies that need to be addressed. Staff is requesting that the Council adopt a resolution to accept the public improvements associated with the Willow Springs Senior Apartment Project and authorize the Public Works Director to release the maintenance bond.

M/S – Domenighini/Williams to adopt a resolution accepting the public improvements and releasing the maintenance bond associated with the Willows Senior Apartment Project and authorize the Public Works Director to release the maintenance bond. The motion unanimously passed 4/0 on a roll-call vote, with Vice Mayor Yoder being absent.

- c) Consider authorizing an agreement for a temporary loan of firefighting equipment:

The Elk Creek Fire Protection District is in need of a pumper engine due to their current apparatus being beyond repair. Elk Creek Fire participates in county-wide mutual aid and with the City of Willows in training exercises, equipment sharing, and similar activities.

The Willows Fire Department is in a position to assist Elk Creek Fire with the opportunity to loan them the City's E-3 1985 GMC engine which is currently the reserve engine. The engine is due for replacement in the 2018 budget cycle and the current equipment is in good serviceable condition. The agreement would allow for the City of Willows Fire Department to have the piece of equipment returned if there is an operational need within our jurisdiction.

Within the agreement, Elk Creek Fire shall maintain the equipment in good operating condition following Willows Fire six month inspection and annual pump testing requirements. Operators will need to be trained by Willows Fire Department staff on pumping and operations of the engine.

The City of Willows has an opportunity to assist a neighboring community with a resource that is classified as reserve. The long-term plan will be to possibly have Elk Creek Fire purchase this piece of equipment which will allow better resources within the County and also to the City of Willows.

Staff is recommending adoption of a resolution to authorize the agreement with Elk Creek Fire District.

M/S – Domenighini/Mello to adopt a resolution authorizing the Interim City Manager to execute an agreement for temporary loan of firefighter equipment to Elk Creek Fire District. The motion unanimously passed 4/0 on a roll call vote with Vice Mayor Yoder absent.

11. Council Member Reports:

- Council Member Williams reported that he attended the Willows Memorial Day Services at the cemetery and the Flag Day Service at Willows Veterans' Memorial Hall and he thanked the Boy Scouts, the Veterans and the Fire Department for their assisting with these events. He also attended newly-hired Police Officer Ian Ayers' Swearing-In Ceremony.
- Mayor Hansen reported that he also attended the Swearing-In Ceremony for Officer Ayers. He also attended the Cal Water Customer Appreciation Party on May 25 and stated that it was a nice event with a good turnout of people.

12. Executive Session: None

13. **Adjournment:** Mayor Hansen adjourned the meeting at 7:22 p.m.

Dated: June 14, 2016

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

CITY OF WILLOWS

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: 2016/17 General Fund Budget Adjustments

RECOMMENDATION

- Adopt a Resolution Temporarily Deferring Step Increases for Selected Positions
- Adopt a Resolution Temporarily Authorizing a 5% Furlough for Selected Positions.

SITUATION (or BACKGROUND):

At the budget hearing held on June 1, 2016, Staff presented a General Fund budget that contained an operating deficit for 2016/17 of \$219K and for 2017/18 of \$265K. Council provided direction to Staff to:

- Table 2017/18's Budget
- Bring back the 2016/17 Budget for adoption as presented and follow with proposed adjustments by the first scheduled City Council meeting in October.

While additional time to analyze a number of cost saving measures is appreciated, the effect of certain cuts are diminished if they are not implemented at or near the beginning of the fiscal year. In addition to the proposed cuts, Staff has received updated information in several areas after the budget hearing on June 1 that create adjustments to the General Fund proposed budget.

The proposed cuts/adjustments are as follows:

POSTPONE STEP INCREASE FOR MANAGEMENT POSITIONS- When Council approved the salary scale for Management and Confidential Employees at the July 14, 2015, the resolution contained a clause that allowed Council via approval of expenditures in the budget, to postpone or delay step increases. Management Staff is requesting that Council implement this postponement, set to occur on 1/1/17, for the

positions of Fire Chief/Interim City Manager, Police Chief, Public Works Director, Finance Director, Recreation Director, Building Official, and City Clerk, but that the positions of Administrative Analyst and Police Administrative Secretary (the "Confidential" positions in the Management and Confidential Group) receive their respective step increases on 1/1/17. The resolution to adopt this postponement is attached, and it will be in effect until the end of the fiscal year (6/30/17), where Council will then have another opportunity to decide whether or not to fund the step increase. The estimated cost savings to the General Fund is \$19,109.

IMPLEMENT 5% FURLOUGH FOR MANAGEMENT POSITIONS-Similar to the step increase delay, the furlough would be for management positions (confidential positions would not be included). Ultimately, Management would be compensated for 38 hour/35.625 hour work weeks rather than 40/37.5, depending on the employee's existing schedule. Individual scheduling of Department Heads/Managers would be subject to Interim City Manager approval, and it is the intent to keep the hours of operation of City Hall as currently in place. The furlough, if approved, would go into effect on July 11, the start of the first full pay period of the fiscal year. The resolution to implement furloughs is attached and the estimated cost savings to the General Fund is \$33,551.

UPDATED WORKERS COMPENSATION INSURANCE PREMIUMS-Staff received updated net premium numbers regarding workers compensation following the June 1 meeting. Net savings from the original estimate is \$8,540 to the General Fund and \$1,113 to the Sewer Enterprise Fund. No Council action separate from passing the 2016/17 Budget is necessary.

UPDATED CAFETERIA (HEALTH AND OTHER BENEFIT COSTS)-PERS has published the 2017 rates for the Blue Shield Access Plus HMO, the basis for the cafeteria plan benefit for employees. Each year, a 5% increase is used as an estimate for budgeting purposes. We now have exact numbers, and the increase is 8.47%.

In addition, those who are subject to the postponed step increase and 5% furlough are also subject to receiving 80% of the cafeteria plan benefit rather than the full benefit. It is requested that the cafeteria benefit for 2017 for this group be set so that the out of pocket contribution is held at 2016 levels rather than resetting at 80% of 2017 amounts.

The net result of these items is additional cost of \$8,469 in the General Fund and \$1,110 to the Sewer Enterprise Fund. Council will take action on the Cafeteria Plan documents in the Fall (as occurs each year). However, at this point, this will be included in the 16/17 Budget to be passed.

The net result of the items listed is a General Fund budget savings of \$52,731. The projected deficit moves from \$219,748 to \$167,017. Staff requests that Council take action on the attached resolutions prior to moving to the public hearing for 2016/17 budget adoption.

FINANCIAL CONSIDERATIONS:

Noted in the body of the staff report.

NOTIFICATION

None

ALTERNATE ACTIONS

Council may:

- Adopt resolutions as requested
- Reject proposed resolutions
- Table items for future consideration

RECOMMENDATION

-Adopt a Resolution Postponing Step Increases for Management Positions Set To Go Into Effect on 1/1/17

-Adopt a Resolution Approving a 5% Furlough for Management Positions Effective July 11, 2016

Respectfully submitted,



Timothy Sailsbery
Finance Director

Attachments

Resolution Deferring Step Increase for Selected Positions
Resolution Temporarily Authorizing a 5% Furlough for Management Positions
Schedule of Budget Adjustments

RESOLUTION NO. XX-2016

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
TEMPORARILY DEFERRING STEP INCREASES FOR SELECTED
POSITIONS

WHEREAS, the Willows City Council, on July 14, 2015, adopted a Revised Salary Scale for Unrepresented Employees retroactive to July 1, 2015, via Resolution Number 24-2015, and

WHEREAS, the Salary Scale called for Step Increases in the amount of 5% every 18 months for four successive step periods, and

WHEREAS, the next scheduled Step Increase is slated for January 1, 2017, and

WHEREAS, the Willows City Council included a provision in Resolution 24-2015 the right to “at its sole discretion, ...to cancel, modify, alter, waive, freeze, or reduce the wage and compensation plan and/or anticipate future increases for the Unrepresented Employees of the City of Willows during any future fiscal period”, and

WHEREAS, the Willows City Council elects to exercise said right to alter the compensation plan;

NOW, THEREFORE, BE IT RESOLVED that the Willows City Council hereby elects to defer the step increase scheduled to go into effect on January 1, 2017, for the following positions- Fire Chief, Police Chief, City Clerk, Public Works Director, Finance Director, Recreation Director, and Building Official; and

BE IT FURTHER RESOLVED that the Willows City Council elects to have the step increase for the positions of Police Administrative Secretary and Administrative Analyst proceed as scheduled on January 1, 2017; and

BE IT FURTHER RESOLVED at the Willows City Council sets the deferral period of the above named positions to June 30, 2017, and will re-visit the desire for further deferral or other action prior to June 30, 2017.

PASSED AND ADOPTED by the City Council of the City of Willows this 28th day of June, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Gary Hansen, Mayor

ATTEST:

NATALIE BUTLER, CITY CLERK

RESOLUTION NO. XX-2016

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
TEMPORARILY AUTHORIZING A 5% FURLOUGH FOR SELECTED
POSITIONS

WHEREAS, the Willows City Council recognizes that a potential deficit exists in the General Fund for Fiscal Year 2016/17, and

WHEREAS, the Willows City Council directed the Management Staff to recommend cuts to expenditures, and

WHEREAS, Management Staff recommends that an expedient source of expenditure cut is to implement a 5% furlough to selected positions;

NOW, THEREFORE, BE IT RESOLVED that the Willows City Council hereby authorizes a 5% furlough for the following positions- Fire Chief, Police Chief, City Clerk, Public Works Director, Finance Director, Recreation Director, and Building Official; and

BE IT FURTHER RESOLVED that the Willows City Council directs the Fire Chief/Interim City Manager to implement and manage the work schedules of the above-named positions in order to meet the furlough status; and

BE IT FURTHER RESOLVED at the Willows City Council sets the furlough period of the above named positions to be July 11, 2016 to June 30, 2017, and will re-visit the desire for further furlough or other action prior to June 30, 2017.

PASSED AND ADOPTED by the City Council of the City of Willows this 28th day of June, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Gary Hansen, Mayor

ATTEST:

NATALIE BUTLER, CITY CLERK

City of Willows
Schedule of Proposed Cuts and Budget Adjustments
General Fund
FY 2016/17

DEPARTMENT	Original 2016/17 PROPOSED GENERAL FUND	Updated Workers Compensation Insurance	Postpone Management Step Increase	5% Management Furlough	Additional Cafeteria Plan Cost	Revised 2016/17 PROPOSED GENERAL FUND
CITY COUNCIL	\$ 18,103	\$ (52)	\$ -	\$ -	\$ -	\$ 18,051
CITY ATTORNEY	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
CITY MANAGER	\$ 35,209	\$ (466)	\$ -	\$ -	\$ -	\$ 34,743
FINANCE DEPARTMENT	\$ 231,986	\$ (540)	\$ (3,382)	\$ (4,932)	\$ 472	\$ 223,604
PLANNING	\$ 50,234	\$ -	\$ -	\$ -	\$ -	\$ 50,234
GENERAL OFFICE	\$ 187,046	\$ (243)	\$ (1,856)	\$ (3,567)	\$ 614	\$ 181,994
CIVIC CENTER MAINT.	\$ 38,472	\$ -	\$ -	\$ -	\$ -	\$ 38,472
BUILDING	\$ 125,048	\$ (226)	\$ (1,998)	\$ (3,841)	\$ -	\$ 118,983
POLICE DEPARTMENT	\$ 1,419,165	\$ (3,459)	\$ (2,990)	\$ (5,801)	\$ 4,193	\$ 1,411,108
ENGINEERING	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
LIBRARY	\$ 191,170	\$ (808)	\$ -	\$ -	\$ -	\$ 190,362
RECREATION	\$ 114,628	\$ (343)	\$ (1,924)	\$ (3,647)	\$ 236	\$ 108,950
SWIMMING POOL	\$ 38,786	\$ (65)	\$ -	\$ -	\$ -	\$ 38,721
PARKS & PUBLIC WORKS-GENEF	\$ 362,241	\$ (1,113)	\$ (3,382)	\$ (4,845)	\$ 951	\$ 353,852
PARKS DIVISION	\$ 39,068	\$ -	\$ -	\$ -	\$ -	\$ 39,068
MALL DIVISION	\$ 9,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000
MUSEUM DIVISION	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500
FIRE DEPARTMENT	\$ 756,752	\$ (1,225)	\$ (3,577)	\$ (6,918)	\$ 2,003	\$ 747,035
PUBLIC WORKS/STREETS DIVISII	\$ 44,602	\$ -	\$ -	\$ -	\$ -	\$ 44,602
STORM DRAINS DIVISION	\$ 7,865	\$ -	\$ -	\$ -	\$ -	\$ 7,865
TOTAL O & M EXPEND.	\$ 3,716,875	\$ (8,540)	\$ (19,109)	\$ (33,551)	\$ 8,469	\$ 3,664,144
CAPITAL						
INFORMATION TECHNOLOGY	\$ 12,500					\$ 12,500
POLICE	\$ 3,740					\$ 3,740
FIRE	\$ 52,603					\$ 52,603
TOTAL CAPITAL	\$ 68,843					\$ 68,843
TOTAL EXPENDITURES	\$ 3,785,718	\$ (8,540)	\$ (19,109)	\$ (33,551)	\$ 8,469	\$ 3,732,987
ESTIMATED REVENUES	\$ 3,565,970					\$ 3,565,970
ESTIMATED DEFICIT	\$ (219,748)					\$ (167,017)

June 28, 2016

AGENDA ITEM

TO: Honorable Mayor Hansen and Members of the City Council

FROM: Wayne Peabody, Interim City Manager

**SUBJECT: ANNUAL RESOLUTION CONSENTING TO THE IMPOSITION
OF Fiscal Year 2016/2017 SOLID WASTE MANAGEMENT
PARCEL FEE**

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 2016/2017 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.

Sections 5470 -5473 of the California Health and Safety Code provide 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 2016/2017 the parcel fee is proposed to be \$42.74 per unit. This reflects no increase from the previous year.

FINANCIAL CONSIDERATIONS:

None

ALTERNATE ACTIONS

None recommended

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 2016/2017 for the use and/or ability to use the Glenn County Solid Waste System.

ATTACHMENTS:

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 2016/2017 for the use and/or ability to use the Glenn County solid waste system.

Annual Service Charge (Parcel Fee) notification email from County Clerk Di Aulabaugh.

Submitted by:



Wayne Peabody, Interim City Manager

RESOLUTION XX-2016

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 2016/2017 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 28th day of June, 2016 by the following roll call vote

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Gary Hansen, Mayor

Natalie Butler, City Clerk

Natalie Butler

To: Wayne Peabody
Subject: RE: Annual Service Charge (Parcel Fee)

From: Di Aulabaugh <daulabaugh@countyofglenn.net>
Date: May 21, 2016 at 08:37:00 PDT
To: "Pete Carr, Orland City Manager" <peterc@cityoforland.com>, "Wayne Peabody - WFD" <wpeabody@cityofwillows.org>
Cc: Joe Bettencourt <JBettencourt@countyofglenn.net>, Jolene Swanson <JSwanson@countyofglenn.net>
Subject: Annual Service Charge (Parcel Fee)

Gentlemen –

Under California Health & Safety Code section 5470-5473 and in accordance with Government Code 25830-25831 the Board of Supervisors annually establish a schedule of fees to be imposed on land within the unincorporated area of the county and incorporated areas of the county where cities do not provide their own waste disposal sites. This fee is commonly known as the "parcel fee". Revenue from these fees are used exclusively for the acquisition, operation, and maintenance of county waste disposal sites and for financing waste collection, processing, reclamation, and disposal services, where those services are provided.

The annual parcel fee will be considered by the Board of Supervisors at their meeting Tuesday, June 21, 2016. The fee proposed for 2016-2017 remains to be \$42.74.

I would appreciate you placing this item on your next City Council agenda and have enclosed a sample resolution for your consideration.

Thank you,

Di Aulabaugh

AGENDA ITEM

June 28, 2016

TO: Honorable Mayor Hansen and Members of City Council
FROM: Natalie Butler, City Clerk
SUBJECT: Election Policies

RECOMMENDATION

Discuss Administrative Procedures & Policy No 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy.

SUMMARY

The County Elections Office has recently provided the City with a Municipal Elections Calendar in anticipation of the November 8, 2016, General Election. Prior to noticing the public and accepting nomination documents for available Council seats, it seems an appropriate time for the Council to review, discuss, reaffirm, and possibly modify the City's current Election Policy.

The City of Willows Administrative Procedures and Policy Manual No. 9-1 currently limits the candidate statement to 200 words and indicates that the Candidate will be responsible for the cost of publishing the statement.

Elections Code 13307 states as follows:

"(a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age, and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. **However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words.** The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations."

On July 11, 2006, this item was on the agenda for discussion and it was requested at that time that the Council be given the opportunity to review this policy prior to each election. The last revision to the policy was June 26, 2012.

FINANCIAL CONSIDERATIONS

None, unless Council changes the policy and agrees to incur the cost of Candidates' statements, in which case the cost would be determined by the number of Candidates' that file a Statement of Qualifications.

ALTERNATE ACTIONS

1. Request additional information to be provided by staff.
-

RECOMMENDATION

Discuss Administrative Procedures & Policy No 9-1 and consider, by motion, approving the policy as currently written or revising or amending the policy.

Respectfully submitted,



Natalie Butler,
City Clerk

Approved,



Wayne Peabody
Interim City Manager

Attachments: Municipal Election Calendar for the November 8, 2016 General Election
Administrative Procedure and Policy No. 9-1



COUNTY OF GLENN ELECTIONS DEPARTMENT

SHERYL THUR
Assessor
County Clerk
Recorder
Elections

Courthouse Complex
516 West Sycamore Street, 2nd Floor
Willows, CA 95988

(530) 934-6414 FAX (530) 934-6571

DATE: May 3, 2016
TO: Natalie Butler, City Clerk, City of Willows
FROM: Lisa Teeter, Supervising Office Technician
SUBJECT: **NOVEMBER 8, 2016 GENERAL ELECTION**

As you know, pursuant to an ordinance passed by the city and adopted by the board of supervisors, all regularly scheduled city elections are to be consolidated with the statewide general election in November of each even-numbered year. Though the election is months away, we are already beginning to prepare for it. To help you prepare for it, we have enclosed a brief election calendar.

Our records show that the following positions are to be filled:

- City Council, 4-year term; incumbent: Gary L. Hansen
- City Council, 4-year term; incumbent: Lawrence Mello
- City Council, 4-year term; incumbent: Larry Domenighini

Since city candidates will be filing in your office, we recommend that you telephone us prior to issuing nomination papers in order to ascertain whether or not the potential candidate is a properly registered voter of the city per Government Code § 36502(a).

If you have any questions, please call us at **934-6414**.

BRIEF MUNICIPAL ELECTION CALENDAR FOR THE NOVEMBER 8, 2016 GENERAL ELECTION

July 5 through July 18

During this period the city clerk must publish a **notice of election** one time in a newspaper of general circulation in the city. (Elections Code § 12101) The notice must state:

- The date and polling hours of the election
- The offices to be filled, specifying full or short terms

July 11

Deadline for city to submit **rules for candidate statements of education and qualifications** to the county elections official.

- Determines whether statements shall be limited to 200 words or 400 words;
- Determines whether candidates or the city shall bear the cost of publishing the statements in the voter pamphlet. (Elections Code § 13307)

Suggested deadline for city to determine whether **tie votes** shall be resolved by lot or a runoff election to be conducted on a Tuesday not less than 40 nor more than 125 days after the certification of the election that resulted in a tie.

(Elections Code § 10551)

July 18 through August 12

Candidate **nomination period**. Nomination documents must be obtained from and filed with the city clerk during normal office hours as posted. Candidates must collect the signatures of not less than 20 and not more than 30 registered voters. The nomination papers shall contain an affidavit of the nominee that he will accept the office if elected. Only registered voters of the city may circulate nomination papers for city offices. (Elections Code §§ 10220-10227)

Candidates may not **withdraw** after August 12.

A candidate, at his option, who wishes to have his **candidate statement of education and qualifications** included in the voter sample ballot pamphlet must file the statement and pay the printing cost deposit (if the city will not bear the cost) at the time the declaration is filed. The deposit is \$500. (Elections Code § 13307)

August 12

Last day for the county board of supervisors to **approve a resolution** from the city requesting consolidation of a **ballot measure** with the statewide election; a copy of the resolution must be sent to the county elections official. The resolution must set forth the exact form of the question as it is to appear on the ballot. (Elections Code §§ 10002, 10403)

August 13

Suggested date for the county elections official to publish a notice inviting **direct arguments for and against** ballot measures and establishing a deadline of approximately 10 days hence for arguments to be submitted.

Rebuttal arguments must be filed by the authors of the selected direct arguments not more than 10 days after the final date for filing direct arguments.

August 13 to August 17

Possible **nomination period extension**. (Elections Code § 10225)

If the eligible incumbent fails to file nomination papers by 5 p.m. on August 12, then any person other than the incumbent shall have until 5 p.m. on August 17 to file nomination papers for the office. If there is no incumbent eligible to be elected, then there shall be no extension.

August 17

If by 5 p.m. there are **no nominees or only one nominee** for an elective city office, the city council may decide to fill the office by appointment - or proceed with the election. (Elections Code § 10229)

Prior to the council's action, the city clerk must publish a one-time notice of the facts and options. The council may not appoint until five days after this publication.

If no appointment is made by August 25 the election is held for that office.

NOTE: No appointment shall be made if any other citywide office or measure is on the ballot; the election is held regardless of insufficient nominees.

August 19

Deadline for city clerk to file with the county elections official the **names of city candidates** to appear on the ballot. (Elections Code § 10403)

September 29 to October 18

The county elections official mails **sample ballots** to voters that include polling place information and an absentee ballot application. (Elections Code § 13303)

October 24

Last day for residents to **register to vote** for the election. (Elections Code § 2107)

November 1

The city clerk shall publish not later than one week before the election, the **names of city candidates** in the order they will appear on the ballot, and the respective offices for which they have been nominated. Publication shall be at least one week prior to Election Day. (Elections Code § 12110)

The city clerk shall publish one time a **synopsis of city measures**. (Elections Code § 12111)

Tuesday, November 8

Election Day. Polls open at 7:00 a.m. and close at 8:00 p.m.

November 15

The county elections official begins the **official canvass**. (Elections Code § 15300, 15360)

When the canvass is complete, the county elections official shall submit the certified results to the county board of supervisors, who shall declare elected those candidates having the highest number of votes. (Elections Code § 15400)

December 2

No later than the fourth Friday following the election, the city council shall meet and pass a resolution reciting the fact of the election and its results, and **install the newly elected officers**. (Elections Code §§ 10262, 10263)

CITY OF WILLOWS
ADMINISTRATIVE PROCEDURE AND POLICY MANUAL

Subject: Election Procedures (Rules for Candidate Statements of Education and Qualifications): a. Candidate Statements b. Tie Vote	Number: 9-1
	Effective Date: 6/26/2012
Department(s) Affected: City Clerk	Supersedes: 9-1 dated 8/8/2006
	Authority: Resolution Number 20-2000, Minute Order of 07/25/06 & Minute Order of 6/26/2012 Subsequent Council Reviews on: May 27, 2008, June 8, 2010, June 26, 2012, June 24, 2014
File Reference(s):	Approved: Steve Holsinger, City Manager

I. **PURPOSE:**

To establish a policy with respect to the following municipal election issues:

1. Determine the maximum length of candidates' statements.
2. Determine responsibility for cost of printing and publishing candidates' statements in the voter pamphlet
3. Determine the procedure for breaking a tie vote.

II. **POLICY:**

1. Candidates' statements shall be limited to a maximum of 200 words.
2. The Candidate will be responsible for the cost of printing and publishing the candidates' statements in the voter pamphlet.
3. During an election, a tie vote shall be broken by lot.

Revised 6/26/2012

AGENDA ITEM

TO: Honorable Mayor Hansen & Members of the City Council

FROM: Natalie Butler, City Clerk

SUBJECT: Library Board of Trustees Vacancies (3 seats)

RECOMMENDATION

It is recommended that the City Council consider the Council subcommittee's recommendation of three individuals to serve on the Library Board and, by motion, appoint those three individuals to the Willows Library Board of Trustees.

SITUATION (or BACKGROUND):

As Council is aware, there are three seats on the Willows Library Board of Trustees which terms are due to expire on June 30, 2016. At the May 28, 2016, City Council Meeting, staff was directed to advertise and solicit applications to fill these seats and Council Members Mello and Williams agreed to serve on a subcommittee to review applications and make their recommendations for three individuals to fill these positions. Four applications were received – two from current Trustees Lisa Kennedy and Robert Griffith and two new applicants, Joni Lehr and Sunshine Kelly. The subcommittee reviewed the applications and conducted interviews of all applicants on June 21, 2016 and the subcommittee will make their recommendations to the full Council on who they believe should fill these three seats. The terms of office for these three seats run from July 1, 2016 to June 30, 2019.

FINANCIAL CONSIDERATIONS:

None

ALTERNATIVE ACTIONS:

None recommended.

NOTIFICATION

Lisa Kennedy
Robert Griffith
Joni Lehr
Sunshine Kelly

RECOMMENDATION

It is recommended that the City Council consider the Council subcommittee's recommendation of three individuals to serve on the Library Board and, by motion, appoint those three individuals to the Willows Library Board of Trustees.

Respectfully submitted,



Natalie Butler,
City Clerk

Approved,



Wayne Peabody
Interim City Manager

Attachments:

Library Board of Trustee applications.



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

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

Date: _____

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

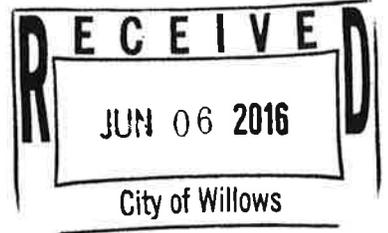
Name: JONI C. LEHR Phone: 530-517-3260

Mailing Address 2611 County Road I Years. In Area: almost 2yrs (Optional)
Willows, CA 95988

I feel that I can be an asset to the City in the above capacity because: I am an educator
and have the passion to help and assist people. I have the ability
to concentrate and focus on a task over a period of time. I like
exploring and open to new ideas. I am flexible and able to
communicate information and ideas.

My Library concerns are: the library facilities, resources, equipment and services
are well explained and provided to the people's needs.

J. Lehr
Signature



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

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

Date: 6-1-2016

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

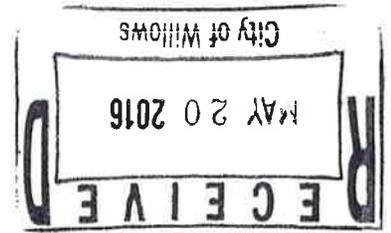
Name: Sunshine Kelly Phone: 530-968-5262

Mailing Address P.O. Box 193 Years. In Area: 10 years (Optional)
Elk Creek, CA 95939

I feel that I can be an asset to the City in the above capacity because: I have been a volunteer at the Elk Creek Library and have a passion for teaching our young children the joys of reading and our local history.

My Library concerns are: ~~that we continue to~~ the attendance levels in our smaller branches. Creating new and interesting ways to involve the community in its greatest asset; the local library, is a passion of mine.

Sunshine Kelly
Signature



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

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

Date: 5-16-16

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

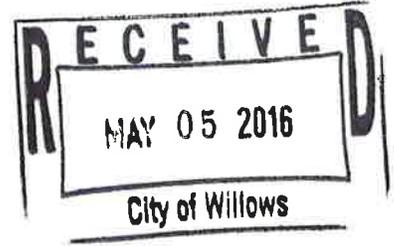
Name: Lisa Kennedy Phone: 934-7426

Mailing Address 1669 County Road V Years. In Area: 33 (Optional)
Glenn CA 95943

I feel that I can be an asset to the City in the above capacity because: I currently serve on library board as secretary.

My Library concerns are: Budget - Keeping library open. This serves all ages. Its about the only free facility that is both for enjoyment, ~~and~~ education and reference center.

Lisa Kennedy
Signature



APPLICATION FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

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

Date: MAY 5, 2016

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

Name: ROBERT L. GRIFFITH Phone: 530-361-9073

Mailing Address 1039 NORTHGATE DR Years. In Area: 6 (Optional)
WILLOWS, CA 95988

I feel that I can be an asset to the City in the above capacity because: _____

PRESENT MEMBER
SUPPORT THE LIBRARY
FREQUENT USER

My Library concerns are: _____

GETTING CHILDREN TO USE AND ENJOY THE
LIBRARY

Robert L. Griffith
Signature

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Finance Director
SUBJECT: Adoption of 2016/17 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 2016/17 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 1, 2016. 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:

	2016/17
General Fund	\$ 3,732,987
Special Revenue Funds	\$ 943,166
Sewer Enterprise Fund	\$ 1,937,200
Water Enterprise Fund	\$ <u>7,692</u>
 Total Expenditures	 \$ <u>6,621,045</u>

The proposed budget carries a General Fund operating deficit 2016/17 of \$167,017 to be covered by General Fund Reserves currently estimated to be at \$997,352

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 2016/17 is \$36,000 each. This will be the tenth, and final, 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 recommended adjustments, is:

http://www.cityofwillows.org/vertical/sites/%7B7D6DB31A-99CB-469D-88CF-327433878F6D%7D/uploads/June_1_2016_City_Council_Special_Budget_Meeting_Agenda.pdf

Adjustments to the proposed budget are noted in New Business Item 7A of this agenda.

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 2016/17 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 \$6,621,045 for 2016/17 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 2016/17 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 2016/17 City of Willows Budget and Designating Sewer Enterprise Fund Debt Reserve
- 2016/17 Revenue/Expenditure Reconciliation (General and Special Revenue Funds).
- 2016/17 Revenue/Expenditure Reconciliation (Sewer Enterprise Fund)
- 2016/17 Revenue/Expenditure Reconciliation (Water Enterprise Fund)

RESOLUTION NO. XX-2016

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADOPTING THE 2016/17 ANNUAL BUDGET AND DESIGNATING SEWER
ENTERPRISE FUND DEBT RESERVE

WHEREAS, the Willows City Council has reviewed and analyzed the preliminary budget for fiscal year 2016/17 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 2016/17 budget; and

WHEREAS, these policies will be reflected in the document entitled 2016/17 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 2016/17 annual budget in the amount of \$6,621,045 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 28th day of June, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Gary Hansen, Mayor

ATTEST:

NATALIE BUTLER, CITY CLERK

CITY OF WILLOWS
2016-2017 BUDGET YEAR
EXPENDITURES/REVENUES RECONCILIATION
GENERAL AND SPECIAL REVENUE FUNDS

DEPARTMENT-OPS/MAINT.	2016/17 PROPOSED TOTAL	2016/17 PROPOSED GENERAL FUND	2016/17 PROPOSED SPECIAL REVENUE FUNDS
CITY COUNCIL	18051	18051	
CITY ATTORNEY	30000	30000	
CITY MANAGER	34743	34743	
FINANCE DEPARTMENT	223604	223604	
PLANNING	50234	50234	
GENERAL OFFICE	181994	181994	
COMMUNITY ACTIVITIES	38000		38000
CIVIC CENTER MAINT.	38472	38472	
BUILDING	119983	118983	1000
POLICE DEPARTMENT	1568852	1411108	157744
ENGINEERING	17000	15000	2000
LIBRARY	297574	190362	107212
LIBRARY-BAYLISS	6540		6540
LIBRARY-ELK CREEK	8665		8665
RECREATION	137817	108950	28867
SWIMMING POOL	38721	38721	
PARKS & PUBLIC WORKS-GENERAL	384750	353852	30898
PARKS DIVISION	39068	39068	
MALL DIVISION	9000	9000	
MUSEUM DIVISION	2500	2500	
FIRE DEPARTMENT	747035	747035	
PUBLIC WORKS/STREETS DIVISION	134423	44602	89821
STORM DRAINS DIVISION	7865	7865	
TOTAL O & M EXPEND.	4134891	3664144	470747
SPECIAL PROJECTS			
PI ACTIVITY	3000		3000
TOTAL SPECIAL PROJECTS	3000		3000
CAPITAL			
INFORMATION TECHNOLOGY	12500	12500	
POLICE	3740	3740	
FIRE	52603	52603	
INFRASTRUCTURE	469419		469419
TOTAL CAPITAL	538262	68843	469419
TOTAL EXPENDITURES	4676153	3732987	943166
ESTIMATED REVENUES	4509136	3565970	943166
ESTIMATED DEFICIT		-167017	0
Projected General Fund Reserve @7/1/16		997352	
Estimated General Fund Reserve 6/30/17		830335	

**CITY OF WILLOWS
2016-2017 AND 2017-18 BUDGET
ANTICIPATED CASH BALANCES/EXPENDITURE RECONCILIATION
ENTERPRISE FUNDS**

**2016-17
ANTICIPATED CASH BALANCES**

FUND	Beg. Bal	Revenue	Loan and Grant Proceeds	Expenditure	Loan Reserve	Ending Bal.
Sewer Maintenance	1300000	1630000		1692485		1237515
Sewer Construction	372000	19000		244715	36000	110285
Total	1672000	1649000	0	1937200	36000	1347800

REVENUE/EXPENDITURE RECONCILIATION

Enterprise Expenditures

Sewer Ops & Maintenance	1340249
Capital Expenditures	244715
Loan Repayments	352233
Total Expenditure	1937197

Transfer to Loan Reserve 36000

Enterprise Funding

Sewer Service- Residential	1209000
Commercial	260000
NE Willows CSD	146000

Total Service Fees 1615000
Interest 15000

Total Sewer Service Revenue 1630000

Sewer Connection 15000

Interest 4000

Total Sewer Connection Revenue 19000

CITY OF WILLOWS
 2016/17 BUDGET
 WATER ENTERPRISE
 ANTICIPATED CASH BALANCE/EXPENDITURE RECONCILIATION
 ENTERPRISE FUNDS

ANTICIPATED CASH BALANCE

Beginning Balance	Revenue	Expenditures	Ending Balance
2016-17			
11000	6000	7692	9308

note: If the water fund cash balance is negative @ fye 6/30/14, the difference will be supplemented by a general fund transfer.

Enterprise Expenditures		Enterprise Funding	
Special Department Expense	2000	Commercial Water Service	6000
PG & E	2300		
Maintenance	1500		
Professional Svc.	1000		
Insurance	92		
State Fees	800		
Total	7692		

NOTE: The water system is deemed to have exceeded Chromium 6 standards. Alternatives for the water system will need to be analyzed and decisions will need to be determined regarding future activity.