

CITY COUNCIL

Gary L Hansen, Mayor
Jim Yoder, Vice Mayor
Lawrence Mello, Council Member
Kerri Warren, 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
November 22, 2016
7:00 p.m.

The City of Willows welcomes you to our meetings, which are regularly scheduled for the second and fourth Tuesdays of each month. Your participation and interest is encouraged and appreciated.

The Brown Act prohibits the Council from taking action on any item not placed on the Agenda in most cases.

Pursuant to Government Code section 54957.5, all non-confidential writings or documents relating to any item on this agenda which have been provided to a majority of the City Council, including those received less than 72 hours prior to the City Council meeting, will be made available for public inspection in the agenda packet located on the table in the lobby at the Willows Civic Center, 201 North Lassen Street, Willows, CA, during normal business hours of 8:00 a.m. to 5:00 p.m. weekdays, excluding holidays. Agendas can also be located on the City's website at www.cityofwillows.org.

Should any speakers wish to distribute materials, or staff wish to distribute any supplemental materials to be evaluated in the decision making process of the legislative body at the meeting, ten (10) copies must be provided to the City Clerk who will distribute them.

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November 22, 2016
7:00 p.m.**

1. **CALL TO ORDER** – 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **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 requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:
 - a) Consider approval of general checking, payroll & direct deposit check registers.
 - b) Consider approval of Minutes of the Regular City Council Meeting held on October 25, 2016.
 - c) Consider approval of Minutes of the Regular City Council Meeting held on November 8, 2016.
5. **INSTALLATION OF OFFICERS:**
 - a) Pursuant to Election Code §10265, City Clerk, Natalie Butler will administer the Oath of Office to newly-elected Council Member Kerri Warren and re-elected Council Members Gary Hansen and Larry Mello.

BRIEF 10 MINUTE RECESS to allow for the transition of the outgoing and incoming Council Members.
6. **CEREMONIAL MATTERS:**
 - a) Presentation of a Proclamation declaring December 7, 2016 as “Pearl Harbor Remembrance Day” and “World War II 75 Year Commemoration Day”.
7. **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.***)

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings and each action item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

8. PUBLIC HEARINGS:

- a) Conduct a Public Hearing and consider adoption of a Resolution extending the effective period of Ordinance No. 719-2016 (Medicinal Marijuana Prohibition).

9. ORDINANCES: None

10. REGULAR BUSINESS / ITEMS REQUIRING COUNCIL ACTION:

- a) Consider adoption of a Resolution assigning the typical days, times and locations for the City of Willows Library Board of Trustees meetings.
- b) Consider, by motion, approving a Part-Time Administrative Support Position, appropriate \$7,000 from the General Fund for the position, approve the Job Description and authorize the City Manager to advertise and fill the position.

11. COUNCIL/STAFF REPORTS/COMMENTS: Brief reports by members of the Administrative Staff and the Council regarding correspondence, events and/or meetings attended, and upcoming meetings/events. Reports shall be limited to City business and shall not request or lead to action by the Council at this meeting. Any request that requires Council action will be set by the Council for a future agenda or referred to staff.

- a) Staff Comments/Reports
- b) City Council Comments/Reports

12. EXECUTIVE SESSION: None

13. ADJOURNMENT:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before November 18, 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

11/5/2016 TO 11/18/2016

General Checking 34153 TO 34224

Payroll Direct Deposit 207874 TO 207915

Payroll Checks 36464 TO 36488

APPROVAL DATE 11/22/2016

Approved _____

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
034153	11/05/16	ABO00	STEVE ABOLD	200.00	.00	200.00	B61102	PUB. WKS. TOOL PARKS/PUB.
034154	11/05/16	ACM00	ACME RIGGING & SUPPLY COM	361.12	.00	361.12	281469	REPAIR #16 SWEEPER
034155	11/05/16	ATR00	AIRGAS NCN	101.74	.00	101.74	409376	OXYGEN
034156	11/05/16	AME02	AMERIPRIDE UNIFORM SVCS.	764.55	.00	764.55	B61101	OCTOBER SYMT PER ATTACHED
034157	11/05/16	APP06	APPLE BOOKS	391.58	.00	391.58	105822	BOOKS/SUPPLIES
034158	11/05/16	ATT01	A.T. & T.	939.43	.00	939.43	B61101	TELEPHONE EXP. 9/19-10/18
034159	11/05/16	AYR00	IAN AYRES	415.05	.00	415.05	B61101	TRAINING PER DIEM/MOTEL
034160	11/05/16	COM16	COMCAST CABLE	145.97	.00	145.97	B61101	INTERNET ADMIN 10/29-11/2
034161	11/05/16	COR10	CORNING LUMBER CO., INC.	146.67	.00	146.67	B61101	OCTOBER SYMT PER ATTACHED
034162	11/05/16	LEH00	LEHR	1801.53	.00	1801.53	129533	VEHICLE REPAIR FD
				1239.92	.00	1239.92	129596	CARGO/UTILITY
			Check Total.....:	3041.45	.00	3041.45		
034163	11/05/16	LEM01	CAROL LEMENAGER	200.00	.00	200.00	B61102	VEHICLE ALLOW. RECREATION
034164	11/05/16	NCC01	NCCSIF	41425.00	.00	41425.00	1314	WORKERS COMP. 7/1/16-6/30
034165	11/05/16	NSW00	NSWTF	100.00	.00	100.00	NW3051	MONTHLY SERVICE OCT 2016
034166	11/05/16	OCL00	OCLC, INC.	2070.21	.00	2070.21	485208	MONTHLY SUBSCRIPTION
034167	11/05/16	OFF05	OFFICE DEPOT, INC.	24.06	.00	24.06	3944001	OFFICE SUPPLIES PD
				93.93	.00	93.93	9501001	OFFICE SUPPLIES ADMIN
			Check Total.....:	117.99	.00	117.99		
034168	11/05/16	PEA00	WAYNE PEABODY	200.00	.00	200.00	B61102	TECHNOLOGY ALLOWANCE NOV
034169	11/05/16	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	B61102	VEHICLE ALLOW. FINANCE NO
034170	11/05/16	STO00	MICHAEL STOVER	300.00	.00	300.00	B61102	TRAINING PER DIEM
034171	11/05/16	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	B61102	RENT ELK CREEK LIBRARY NO
034172	11/05/16	TRU00	TRUE BLUE PROPANE	35.45	.00	35.45	1819	PROPANE
			Cash Account Total.....:	51256.21	.00	51256.21		
			Total Disbursements.....:	51256.21	.00	51256.21		
			Cash Account Total.....:	.00	.00	.00		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
034173	11/09/16	AME02	AMERIPRIDE UNIFORM SVCS.	227.18	.00	227.18	B61107	UNIFORM ALLOWANCE OCT 201
034174	11/09/16	BAR01	BARCELOUX BROTHERS AUTO	601.85	.00	601.85	B61107	OCTOBER STMT PER ATTACHED
034175	11/09/16	COM16	COMCAST CABLE	55.15	.00	55.15	B61107	INTERNET LIBRARY 11/3-12/
034176	11/09/16	COM19	COMPRESSED AIR SPECIALTIE	163.75	.00	163.75	30610	KUNKLE VALVE CERTIFICATIO
034177	11/09/16	CRE01	CREATIVE COMPOSITION	63.04	.00	63.04	93848	LEAVE REQUESTS
034178	11/09/16	CTW00	CT WEST INC	2198.38	.00	2198.38	1825	THERMAL SENSOR
034179	11/09/16	EVE00	EVERGREEN NOTE SERVICING	45.00	.00	45.00	B61107	NOTE SERVICING OCT 2016
034180	11/09/16	GAN01	GANDY-STALEY OIL CO.	1866.29	.00	1866.29	B61107	OCT STMT PER ATTACHED
034181	11/09/16	GLE13	GLENN CO. CLERK-RECORDER	50.00	.00	50.00	B61107	NOTICE OF EXEMPTON-NVIH
034182	11/09/16	HUN00	HUNT & JEPSON ATTORNEYS	2992.50	.00	2992.50	2016-10	GENERAL PUBLIC AGENCY REP
034183	11/09/16	HUN01	HUNT & SONS, INC.	165.80	.00	165.80	529879	CARDLOCK PD/BUILDING
034184	11/09/16	INK01	THE INKWELL	129.02	.00	129.02	12548	CALENDARS
034185	11/09/16	INT16	INTERSTATE BATTERY SYSTEM	248.22	.00	248.22	B61107	OCT STMT PER ATTACHED
034186	11/09/16	ITF01	INDUSTRIAL TRUCK & FARM	65.89	.00	65.89	B61107	OCT STMT PER ATTACHED
034187	11/09/16	LEM01	CAROL LEMENAGER	8.00	.00	8.00	B61107	REIMBURSE TOURNEY EXPENSE
034188	11/09/16	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	1145312	CYLINDER RENTAL
034189	11/09/16	O'R01	O'REILLY AUTO PARTS	521.73	.00	521.73	B61107	OCTOBER STMT PER ATTACHED
034190	11/09/16	OFF05	OFFICE DEPOT, INC.	303.18	.00	303.18	3556001	OFFICE SUPPLIES PD
034191	11/09/16	SAC08	SACRAMENTO VALLEY MIRROR	37.25	.00	37.25	14332	AD-LEAF PICK UP
034192	11/09/16	SAC21	SACRAMENTO VALLEY ASSC OF	200.00	.00	200.00	B61107	BUILDING DEPT TRAINING
034193	11/09/16	TRA02	TRACTOR SUPPLY CREDIT PLA	21.49	.00	21.49	44233	UNIFORM
034194	11/09/16	USB02	US BANK	731.50	.00	731.50	6340538	EQUIP. LEASE 10/20-11/20/
034195	11/09/16	USB04	U.S. BANK CORPORATE PAYME	1516.75	.00	1516.75	B61107	OCTOBER STMT PER ATTACHED
034196	11/09/16	VER02	VERIZON WIRELESS	539.01	.00	539.01	B61107	TELEPHONE EXP. 9/27-10/26
034197	11/09/16	WILHD	WILLOWS HARDWARE, INC.	140.40	.00	140.40	B61107	OCT STMT PER ATTACHED
034198	11/09/16	WILHI	WILLOWS ACE HARDWARE	579.03	.00	579.03	B61107	OCTOBER STMT PER ATTACHED
034199	11/09/16	WILHO	WILLOWS CHRISTIAN CHURCH	500.00	.00	500.00	B61107	FELLOWSHIP HALL 9/27-11/1
Cash Account Total.....:				14006.41	.00	14006.41		
Total Disbursements.....:				14006.41	.00	14006.41		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
034198	11/14/16	WILHI	WILLOWS ACE HARDWARE	-579.03	.00	-579.03	B61107u	Ck# 034198 Reversed
034200	11/15/16	ALE02	ALERE TOXICOLOGY SERVICES	41.25	.00	41.25	117636	DRUG TESTING
034201	11/15/16	AWA01	AWARDS COMPANY	200.00	.00	200.00	12488	TROPHIES
034202	11/15/16	COD00	CODE PUBLISHING COMPANY	68.85	.00	68.85	54827	MUNICIPAL CODE UPDATE ORD
034203	11/15/16	COM16	COMCAST CABLE	52.66	.00	52.66	B61114	INTERNET PD 11/7-12/6/16
034204	11/15/16	DEM01	DEMCO, INC.	88.67	.00	88.67	5997132	LABELS AND SUPPLIES
034205	11/15/16	DUR00	DURHAM-PENTZ TRUCK CENTER	210.00	.00	210.00	86016	MOBILE SNAP TESTS PW
				210.00	.00	210.00	86017	MOBILE SNAP TESTS PD
			Check Total.....:	420.00	.00	420.00		
034206	11/15/16	* EDD00	EMPLOYMENT DEV. DEPT.	2371.00	.00	2371.00	17316128	UNEMPLOYMENT INSURANCE 7/
034207	11/15/16	FGL00	FGL ENVIRONMENTAL	14.00	.00	14.00	679004A	INORGANIC ANALYSIS
034208	11/15/16	GLE13	GLENN CO. CLERK-RECORDER	23.00	.00	23.00	B61114	FILING OF LOT MERGER NVIH
034209	11/15/16	JER00	JEREMY'S PEST STOMPERS	30.00	.00	30.00	113165	PEST CONTROL PD NOV 2016
034210	11/15/16	JOB00	JOBS AVAILABLE INC.	273.00	.00	273.00	1624046	DISPLAY AD FIRE MARSHALL/
034211	11/15/16	KNI03	KNIFE RIVER CONSTRUCTION	177.32	.00	177.32	175093	WET PATCH
				11823.59	.00	11823.59	B61114	TEHAMA STREET RETENTION R
			Check Total.....:	12000.91	.00	12000.91		
034212	11/15/16	LEH00	LEHR	541.80	.00	541.80	129718	SIREN CONTROL
				401.61	.00	401.61	129830	STRYKER BLACK
			Check Total.....:	943.41	.00	943.41		
034213	11/15/16	MAT01	MATSON & ISOM TECHNOLOGY	2771.00	.00	2771.00	56452	MANAGED PARTNER AGREEMENT
034214	11/15/16	MCC01	MCCAIN	59.13	.00	59.13	0214304	LED LIGHTS
034215	11/15/16	MEN02	MENDES SUPPLY COMPANY	62.98	.00	62.98	01519301	DISINFECTANT
034216	11/15/16	MTS00	MT SHASTA SPRING WATER CO	22.73	.00	22.73	B61114	WATER PD
034217	11/15/16	NOR43	ACCESS	21.40	.00	21.40	1704633	SHREDDING SERVICES
034218	11/15/16	OBR01	O'BRIEN'S AUTO REPAIR	90.00	.00	90.00	61337	#4 FLATBED REPAIR
034219	11/15/16	OCL00	OCLC, INC.	72.14	.00	72.14	496230	MONTHLY SUBSCRIPTION
034220	11/15/16	PGE01	PG & E	53.21	.00	53.21	B61114	P.G. & E. 1600 S TEHAMA 1
034221	11/15/16	SAF03	SAFETY TIRE SERVICE	83.01	.00	83.01	29657	#32 MOWER REPAIR
034222	11/15/16	SCO02	SCOTT'S PPE RECON INC	79.75	.00	79.75	32586	NAME PATCH
034223	11/15/16	SEV00	SEVERN TRENT ENVIRONMENTA	50589.58	.00	50589.58	14423	WILLOWS OPERATIONS NOV 20
				6867.00	.00	6867.00	14428	WILLOWS WASTEWATER OCT 20
			Check Total.....:	57456.58	.00	57456.58		
034224	11/15/16	SPP00	SPP FUND MASTER TENANT, L	6450.48	.00	6450.48	40873895	SOLAR ELECTRICITY OCT 2016
			Cash Account Total.....:	83170.13	.00	83170.13		
			Total Disbursements.....:	83170.13	.00	83170.13		
			Cash Account Total.....:	.00	.00	.00		

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD October 25, 2016

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

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

Absent: None

4. **Ceremonial Matters:** None
5. **Public Comment/Written Communications:** None

6. **Consent Agenda:**

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

- a) Approval of General Checking (34081-34182), Payroll (36408-36433) and Direct Deposit Check Registers (Z07758-Z07791).
 - b) Approval of Minutes of the Regular City Council Meeting held on September 27, 2016.
 - c) Approval of Minutes of the Regular City Council Meeting held on October 11, 2016.
 - d) Approval of the cancellation of the December 27, 2016, City Council Meeting.
7. **Public Hearings:**
 - a) Solid Waste Collection services annual increase:

Waste Management (dba Glenn County Disposal) has requested consideration of a rate adjustment for residential and commercial solid waste services provided within the City of Willows. Provisions approved in November 2006, as part of the Franchise Agreement renewal, included consideration for annual rate increases or decreases to be calculated based upon several factors. In accordance with provisions defined in Article I, Sections 1, 2 & 3 of the Agreement, Waste Management may seek recovery of increased costs associated with CPI, Tipping Fee or Fuel Cost Adjustment impacts requiring increases or decreases annually.

Waste Management has requested a rate increase based on the annualized August Western State Consumer Price Index (CPI) which is 1.55%. The portion related to the diesel fuel index decreased by 1.31%. The 1.55% CPI change combined with the decreased fuel index (1.31%) comes to a total increase of .24%. A detailed analysis of the cost impacts was provided to the Council, along with a rate schedule for each applicable category of service. At this time Staff recommends the Mayor conduct the public hearing and following the public hearing, approve the

proposed net rate increase for solid waste collection services to become effective December 1, 2016.

Mayor Hansen opened the public hearing at 7:04 p.m. and hearing no comments from the public, subsequently closed the public hearing at 7:05 p.m. **M/S – Yoder/Domenighini** to adopt a Resolution approving rate increase and fuel decrease for solid waste collection services with a net increase of .24% to be effective December 1, 2016. The motion unanimously passed 5/0 with a roll-call vote.

8. Ordinances:

- a) Read by title only and pass second reading and adopt an ordinance amending certain portions of the 2016 Fire Codes:

As part of its periodic review of the fire code, the California Building Standards Commission this year published the 2016 California Fire Code, which becomes effective January 1, 2017.

These new Fire Codes are based in part on the 2015 International Fire Code, published by the International Code Council and include the 2016 California Building Code and the 2016 California Fire Code, among other codes.

The City Council passed first reading of this Ordinance at their October 11, 2016 Meeting and staff is recommending that the Council pass second reading and adopt the Ordinance.

M/S – Domenighini/Mello to pass second reading by title only the Ordinance next in line. The motion unanimously passed 5/0 with a roll-call vote.

M/S – Domenighini/Mello to adopt an Ordinance entitled “**An Ordinance of the City Council of the City of Willows, Repealing, Replacing, and/or Amending certain Sections of Chapter 15.15 of the City of Willows Municipal Code, to Adopt by Reference and Amend Certain Portions of the 2016 California Fire Codes and approve the Local Findings as set forth in the Codes with the remaining Sections currently in place to remain unchanged.**” The motion unanimously passed 5/0 with a roll-call vote.

- b) Read by title only and pass second reading and adopt an ordinance amending certain portions of the 2016 California Building Standards Codes:

As part of its periodic review of building codes, the California Building Standards Commission this year published the 2016 California Building Standards, which becomes effective January 1, 2017.

These new Building Standards Codes are based in part on the 2015 International Building Code, published by the International Code Council, and include the 2016 California Building Code and the 2016 California Fire Code, among other codes.

The City Council passed first reading of this Ordinance at their October 11, 2016 Meeting and staff is recommending the Council pass second reading and adopt the Ordinance.

M/S – Mello/Domenighini to pass second reading by title only the Ordinance next in line. The motion unanimously passed 5/0 with a roll-call vote.

M/S – Mello/Domenighini to adopt an Ordinance entitled “**An Ordinance of the City Council of the City of Willows Repealing, Amending, and/or Creating specific Sections of Chapter 15; Subsections 15.10, 15.11, 15.20, 15.30, 15.35, 15.50, 15.55, 15.60, 15.70, 15.75, 15.80, 15.85, 15.91, and 15.95 of the City of Willows Municipal Code, and to Adopt by Reference and Amend Certain Portions of the 2016 California Building Standards Codes**”. The motion unanimously passed 5/0 with a roll-call vote.

9. **Regular Business:**

- a) Consider lifting the hiring freeze and allow the Public Works Director to conduct interviews and fill a vacant Public Works Maintenance I position:

Over the past years, the Public Works Department has been reduced from a 10-member staff and is currently down to 5 members, including the Director. In June of 2016, a Maintenance I position became vacant in the Public Works Department. Subsequently, on July 1, 2016, the City Council implemented a hiring freeze. In previous months the City advertised a part-time Maintenance I position and the response to that advertisement was limited. In September the City advertised a full-time Maintenance I Position in an effort to seek interest in the position prior to coming before the Council to request to lift the hiring freeze for this position. Staff feels there is a sufficient applicant pool at this time to conduct interviews but is first seeking Council’s approval to fill the position.

Council discussion ensued and Council Member Williams stated that he wanted to clarify with Finance Director Sailsbery that the City’s budget deficit is currently at \$220,000. Mr. Sailsbery responded by explaining that \$220,000 was the original deficit, but that was prior to the Management Staff taking furloughs and the Council deferring Management Staff’s salary step increases, which brought the deficit down to approximately \$160,000. Additionally, with the Public Works Maintenance I position being vacant for the previous four months, there was an additional cost savings to the City of approximately \$20,000, as this position had been included in the budget for this fiscal year.

Council Member Domenighini stated that he doesn’t see any problem with filling the position, as the position is already budgeted for this fiscal year.

Vice Mayor Yoder stated that he is uncomfortable, not with the filling of the position, but with the procedure. He stated that he knows the City has a hiring “freeze”, but when the

level of service is currently where it is at, and it drops below that, he thinks it is incumbent on the staff to get the hiring process going. When a hiring freeze is implemented, it is at the levels of staffing currently in place at the time the freeze is ordered. The City needs to maintain the strength and the ability to serve the public, mindful of the revenues that we have, but public service and public safety are paramount.

Council Member Williams asked Public Works Director Steve Soeth if it is typically more labor intensive to have the Public Works staffing levels in the winter time or the summer time. Mr. Soeth stated that the Public Works Department is busy year-round with wind events, tree trimming, downed trees, leaf pick-up, sewers to maintain, etc. Council Member Williams stated the reason he asked is because he was hoping that maybe the Council could push the hiring of this position off until spring time when things pick up if that was possible to save some money; and the savings could be directed over towards a Police Officer position.

Mayor Hansen stated that he agreed with Council Member Domenighini's and Vice Mayor Yoder's comments. In the 2010/2011 fiscal year the Council took drastic cost-saving measures in order to save the financial future of the City. That included several retirements from the Public Works Department that were never filled. He believes the Public Works and Police Departments are at an absolute minimum staffing right now. He stated that the Public Works Department is doing an outstanding job keeping up with all of their duties of public infrastructure, drainage, sewage, street maintenance, and all of the other duties. The Department has been a "skeleton crew" operation for several years now. He agrees with Vice Mayor Yoder that this type of staffing issue should not have to come before the Council, but rather, it should simply be a management issue to maintain the staffing. Also, as Council Member Domenighini pointed out earlier, this position, along with the two Police Office Positions that Chief Dahl will be requesting after this item is heard, have already been allocated into the current fiscal year's budget. With that said, he believes the Public Works Department should move forward with filling this position.

Interim City Manager Wayne Peabody requested Council clarification and specific direction to staff on whether they are saying that if any currently funded position should become vacant in the future, that staff is allowed to fill the position without Council approval? Vice Mayor Yoder stated that currently the funded positions for Public Works is for 6 individuals and for the Police Department it is for 9 individuals. It is his suggestion that only anything *above* those staffing levels would require Council approval.

Finance Director Sailsbery stated that the Council, when acting on this item, could consider amending their motion to include lifting the hiring freeze, since all unfunded positions always have to go before the Council regardless.

Council Member Domenighini responded to Mr. Sailsbery's suggestion by stating that he is reluctant with the mechanics of pursuing an unagendized action to overturn and agendized action. He believes the Council could simply state that it was their understanding that when they implemented the hiring freeze, it was at the current budget/staffing levels at that time.

Prior to acting on the motion before the Council, the unanimous consensus of the Council was that at the time of implementation of the hiring freeze, it was the Council's understanding and intent to freeze hiring at the levels they were at upon adoption of this fiscal year's budget; and that the hiring freeze was only intended for unfunded positions.

M/S – Williams/Yoder to waive the hiring freeze and allow the Public Works Director to fill a vacant, currently funded, Public Works Maintenance I position. The motion unanimously passed.

- b) Consider lifting the hiring freeze and allow the Police Chief to recruit and replace two (2) Police Officer positions:

In June of 2012, the City of Willows received a hiring grant for a Police Officer position from the United States Department of Justice. The grant required the City to hire a Police Officer to be paid for 3 years by the grant funding and retain the Officer position for a 4th year under General Funds. Under the grant guidelines, the City is required to maintain the position awarded under the grant, not the specific Officer. The grant funding can be moved to an Officer with Military experience. If the position becomes vacant during the grant period, the City is required to take active and timely steps to fill the position with a new officer to complete the retention requirement. The grant expiration date is February 28, 2017, with an additional year of funding under the General Fund to 2018.

In September of this year, the Police Department was notified that the Officer who was hired under the grant funding will be resigning from the Department on 12/1/2016. Additionally, the Police Department was notified in mid-October that a second Officer was resigning from the Department effective October 28, 2016.

The Police Chief is requesting authorization to lift the hiring freeze for two replacement Officer Positions and to begin the recruitment process.

Brief discussion ensued. **M/S – Yoder/Williams** to authorize filling two upcoming currently funded Police Officer vacancies and to begin recruitment efforts. The motion unanimously passed. As was determined through discussion on the previous agenda item, the Council does not need to authorize filling funded positions of this nature in the future.

- c) Hold a discussion and direct staff regarding submitting a letter to the Glenn County Board of Supervisors in support of Cal Water holding a membership seat on the Private Pumper Committee:

The State of California has enacted the Sustainable Groundwater Management Act (SGMA), in which Glenn County is looking at developing a County-Wide Groundwater Sustainability Agency.

The City of Willows has land-use authority and possibly has the option to participate directly in this process; however, since California Water Service Company is the water purveyor for the City, they would be better suited to provide a much higher level of expertise than City Staff or Legislators. The City would like to defer their seat to California Water Service, but due to the fact that they have no land-use authority in the City of Willows, they are unable to be on the SGMA Board.

Through many meetings of the Groundwater Sustainability Agency governance subcommittee, a possible solution went before the Glenn County Board of Supervisors on October 18, which was to develop a Private Pumper Advisory subcommittee. Cal Water has placed an application to serve on this subcommittee.

City Staff wishes to have Council consider submitting a letter to the Board of Supervisors, urging their consideration to allow Cal Water to sit on the Private Pumper Advisory Committee. A draft letter has been presented to the Council for their consideration.

Council Member Domenighini, having been involved with and attended many meetings regarding the Sustainable Groundwater Management Act, explained SGMA and GSA's in greater detail to the Council, stating that the formation of a Groundwater Sustainability Agency is very technical and there are many formalities involved. He strongly believes that Cal Water should be recommended to serve on the Private Pumper Committee due to their vast knowledge of this topic.

Keith Corum, Glenn County District 4 Board Supervisor, addressed the Council and stated that he concurs that Geoff Fulks, the Cal Water District Manager, should serve on this subcommittee and he will continue to push for this recommendation on the City's behalf.

Brief Council discussion ensued and it was the unanimous consensus of the Council to direct staff to submit a letter to the Glenn County Board of Supervisors in support of Cal Water having a membership seat on the Private Pumper subcommittee.

10. Reports by Council & Staff:

a) **Staff:**

- ICM Peabody reported that there was recently a HazMat drill that took place at Wilbur Ellis fertilizer plant. There were 121 people from 20 different agencies from Northern California that took part in the drill and it was a very successful event.

b) **Council:**

- Council Member Williams reported that he attended the Town Hall Meeting on the Measure B School Bond on October 12.
- Council Member Domenighini reported that he attended the Library Board meeting the previous week and things at the Library are going very well.
- Mayor Hansen reported that he and ICM Peabody attended a Willows Rotary Meeting at Thunderhill Raceway in which Congressman Garamendi was the featured speaker. He also reported that he and Council Members Mello and Williams attended the ribbon-cutting ceremony for the new domestic violence support office.

11. **Adjournment:** Mayor Hansen adjourned the meeting at 7:43 p.m.

Dated: October 25, 2016

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD November 8, 2016

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

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

Absent: None

4. **Ceremonial Matters:**
 - a) Presentation of a Veterans Day Proclamation to Barbara LaDoucer of the American Legion Auxiliary.

Mayor Hansen read and presented the Proclamation to Ms. LaDoucer. Ms. LaDoucer then presented a certificate of appreciation to the City Council. Mayor Hansen then asked all veterans in the room to stand and be acknowledged and thanked for their service.

- b) Mayor Hansen presented an award of appreciation plaque from the City Council to Council Member Domenighini for his years of service to the community.

Council Member Domenighini gave a short speech thanking the Council, City staff and volunteers.

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

6. **Consent Agenda:**

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

- a) Approval of General Checking (34129-34152), Payroll (36434-36463) and Direct Deposit Check Registers (Z07833-Z07873).
- b) Declaring specific Police Department equipment as surplus and directing staff to dispose of said equipment.

7. **Public Hearings:** None

8. **Ordinances:** None

9. **Regular Business:**

- a) Consider adoption of a Resolution Affirming and Updating Cafeteria Plan Terms with the City of Willows and the City Manager and Eligible Department Heads and Confidential Staff:

Finance Director, Tim Sailsbery, presented the item. He stated they are annual items and usually approved through the consent agenda but there being a resolution involved it is agendized under new business with a roll call vote. Mr. Sailsbery stated that through

negotiation period of June 30, 2017 both the Willows Employee association and Willows Public Safety Association this cafeteria plan update does follow the ongoing labor agreement.

M/S – Domenighini/Yoder to adopt a resolution entitled “A Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement with the City of Willows and the Willows Employees Association and the Willows Public Safety Association”. The motion unanimously passed 5/0 by a roll-call vote.

- b) Consider adoption of a Resolution Affirming and Updating Cafeteria Plan Terms in agreement with the City of Willows and the City Manager and Eligible, Non-Represented Department Heads and Confidential Staff:

Mr. Sailsbery presented the item stating it follows the same as the previous item with one caveat, that being when the Department Heads and City Manager group entered into the agreement in 2015 the cafeteria plan would be set at 80% coverage. When they moved forward to 2016, and as part of the 5% department head furlough and delay of step increase for the department heads, it was requested at that time instead of staying at 80% that they are asking the that spread that is in place in 2016 be carried over to 2017 and that the cafeteria plan as written in the resolution reflects this.

M/S – Mello/Domenighini to adopt a resolution entitled “A Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement With the City of Willows and the City Manager and Eligible, Non-Represented Department Heads and Confidential Employees”. The motion unanimously passed 5/0 by a roll-call vote.

- c) Consider adoption of a Resolution adding Chapter 10 entitled “CITY COUNCIL” to the City’s Administrative Procedure & Policy (AP&P) Manual; and adopting AP&P Number 10-1 entitled “Code of Conduct for Council Members” and AP&P Number 10-2 entitled “Council Conduct & Communications with City Staff.

Interim City Manager, Wayne Peabody introduced the item. He stated there are two new policies/guidelines that staff would like to add to the AP&P Manual for better standards between the Council and staff. They were prepared and modified to fit the City’s needs. He also stated he has been working with the City Attorney for the past few weeks on the item and would like to hear the Council’s comments. Council Member Mello thought it was a good guideline for new Council members. Council Member Domenighini thanked staff for bringing it forward and was very supportive of it. Council Member Williams thought it gave good direction and Vice Mayor Yoder stated it was interesting reading. Mayor Hansen thanked the staff for the work and stated it was common sense, concise, clear and to the point and should be valuable for future Council Members.

M/S – Domenighini/Yoder to adopt a resolution entitled “A Resolution of the City Council of the City of Willows Adding Chapter 10, Entitled “City Council” to the City of Willows Administrative Procedure and Policy Manual; and Adopting AP&P Code 10-1 Entitled ‘Code of Conduct for Council Members’ and AP&P Code 10-2 Entitled ‘Council Conduct & Communications with City Staff’ with amendments as referenced”. The motion unanimously passed 5/0 by a roll-call vote.

d) By motion, adopt the City Council Protocol Manual as presented.

City Manager, Wayne Peabody, introduced the item, that being a manual which will be presented to all new and existing Council Members. He stated this is a moving document that can be added to as needed. He also noted that there is still some formatting issues to be completed. Council Member Domenighini thanked the staff for their work but recommend adding a description on the budget with a breakdown of income & expenses, like a primer for beginners. Council Member Mello said he has been waiting for this since he was elected. Mayor Hansen thought it was a clear and concise document but with one suggested change. In chapter 2, page 6, item d, “1” appears to be missing. Council member Mello commented that at section 4.01 and section 7.01, the first line of each section be edited. A short discussion was had among the Council regarding cleaning up the document formatting and adding the evaluation form for the City Manager into the binder of information for future Council members.

M/S – Domenighini/Yoder to approve The City Council Protocol Manual be adopted as presented with the amendments. The motion unanimously passed 5/0.

10. Reports by Council & Staff:

a) **Staff:**

- None

b) **Council:**

- None

11. Executive Session: None

12. Adjournment: Mayor Hansen adjourned the meeting at 7:30 p.m.

Dated: November 8, 2016

Maria Ehorn, Minute Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM:

November 22, 2016

TO: Honorable Mayor Hansen and Members of the City Council

FROM: Natalie Butler, City Clerk

SUBJECT: INSTALLATION OF OFFICERS

RECOMMENDATION:

It is recommended that the Oaths of Office be administered by City Clerk Butler to Mayor Gary Hansen, Council Member Larry Mello and Council Member-Elect Kerri Warren.

BACKGROUND:

The City's General Municipal Election is held on the same day as, and consolidated with, the Statewide General Election. The Statewide General Election is held on the first Tuesday after the first Monday in November of even years. The City was scheduled to have a General Municipal Election on November 8, 2016. At the close of the Nomination Period for the City offices of three members of the City Council, only one person was nominated for each office. Under these circumstances, the Elections Code provides procedures for appointment to the office if only one person is nominated for an elective office. The persons are appointed as if elected, and the City may cancel its election.

ANALYSIS OF ISSUES:

At a Special Meeting held on August 25, 2016, the City Council accepted the City Clerk's Certification that there were not more candidates than elected offices to be filled at the General Municipal Election on November 8, 2016. As provided by Elections Code Section 10229, the City Council adopted Resolution Numbers 26-2016, 27-2016 and 28-2016, which resulted in the appointments of Kerri Warren, Gary Hansen and Larry Mello each for four-year terms. Adoption of these Resolutions also resulted in cancellation of the City's General Municipal Election on November 8th 2016.

FINANCIAL IMPACT:

There is no fiscal impact with this action. The City saved approximately \$7,000 by cancelling the 2016 General Municipal Election.

ALTERNATIVES:

The following alternatives are provided for Council's consideration:

- Authorize the oaths of office to be administered to the officers; or
- Provide direction to staff.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall and on the City's website on or before Friday, November 18, 2016.

Attachments:

1. Certifications of Election
2. Resolutions 26-2016, 27-2016 & 28-2016

Respectfully submitted,



Natalie Butler,
City Clerk

Approved by,



Wayne Peabody,
Interim City Manager

RESOLUTION NO. 26-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS PROVIDING FOR THE APPOINTMENT OF THE ONLY NOMINEES TO THE OFFICES OF THIS CITY THAT WERE TO BE ELECTED TUESDAY, NOVEMBER 8, 2016, CANCELING THE GENERAL MUNICIPAL ELECTION CURRENTLY SCHEDULED FOR NOVEMBER 8, 2016, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN TO TAKE ALL STEPS REQUIRED TO REMOVE SAID ELECTION FROM THE CONSOLIDATED ELECTION SCHEDULED FOR THAT DATE.

WHEREAS, pursuant to §10229 and §10225 of the Elections Code of the State of California, as of the close of the nomination period on August 17, 2016, if there are not more candidates than offices to be elected, §10229(a) of the Elections Code allows one of the following courses of action to be taken by the City Council:

1. Appoint to the office the person who has been nominated.
2. Appoint to the office any eligible voter if no one has been nominated.
3. Hold the election if either no one or only one person has been nominated.

WHEREAS, pursuant to §10229(b), §10229(a) shall not apply if, “at the regularly scheduled municipal election, more than one person has been nominated to another city office to be elected on a citywide basis or a city measure has qualified and is to be submitted to the voters at that municipal election”. In this instance there are no other city offices up for election other than these 3 council positions, and there are no city measures on the ballot.

WHEREAS, the City Clerk’s Certification that there were not more candidates than offices to be elected, Exhibit A, was submitted to City Council pursuant to law.

WHEREAS, a notice that there were not more candidates than offices to be elected was published on August 20, 2016 in the Sacramento Valley Mirror pursuant to law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby resolve, declare, determine and order as follows:

SECTION 1: Pursuant to §10229 of the Elections Code of the State of California, the following action is being taken:

The following person(s) are hereby appointed to the offices to which they were nominated:

NAME	OFFICE	TERM
Kerri Warren	Member of the City Council	November 22, 2016 - 2020

SECTION 2: The election scheduled to be held on Tuesday, November 8, 2016, is now canceled, the City Council’s request to the Board of Supervisors to consolidate that election with the statewide election is hereby rescinded and the Board of Supervisors is hereby requested to

direct the County Clerk to take all steps required to remove reference to a general municipal election in the City of Willows from the ballot materials for such election and to otherwise implement the cancelation of said election with the cooperation and assistance of the City Clerk of the City of Willows.

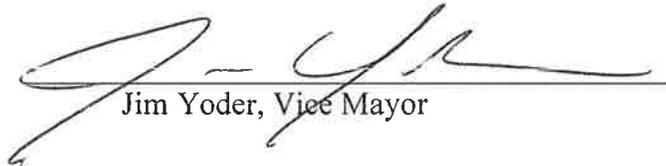
SECTION 3: The persons appointed shall qualify and take office and serve exactly as if elected at a municipal election for the office.

SECTION 4: The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

DULY AND REGULARLY ADOPTED at a special meeting of the City Council of the City of Willows held on the 25th day of August, 2016 by the following roll-call vote:

AYES:	Mello, Domenighini, Williams, Yoder & Hansen
NOES:	None
ABSENT:	None
ABSTAIN:	None
NO VOTE CAST:	None

CITY OF WILLOWS


Jim Yoder, Vice Mayor

ATTEST:


Natalie Butler, City Clerk



MEMORANDUM

Date: August 17, 2016
To: Honorable Mayor Hansen and City Council Members
From: Natalie Butler, City Clerk
Subject: Certification Pursuant to Elections Code § 10229

FROM THE OFFICE OF THE CITY CLERK

Attached is the Certification of Facts pursuant to Election Code § 10229. A Notice of these facts will be published in the *Sacramento Valley Mirror* on August 20, 2016 regarding the November 8, 2016 General Municipal Election pursuant to Government Code § 6061.

At the close of the nomination period on August 17, 2016, 5:00 pm, three individuals have submitted nomination papers and were qualified as candidates. Those individuals are Gary Hansen, Larry Mello & Kerri Warren.

Pursuant to the Election Code 10229, the City Council must make a decision to either appoint the nominated candidates or conduct the election. The decision may be made after the fifth day of the published notice, which will not be in time to place this item on the agenda for the Regular August 23, 2016, Council Meeting. Therefore, there will be a Special City Council meeting scheduled to take place on August 25, 2016 at 2:00 p.m. in the Willows City Council Chambers, 201 North Lassen Street, Willows, California, in order to take action on this matter.

If you have any questions, feel free to contact me at 530-934-7041.

Attachment: Certification of Facts

Natalie Butler, City Clerk

EXHIBIT A



MEMORANDUM

Date: August 17, 2016
To: Honorable Mayor Hansen and City Council Members
From: Natalie Butler, City Clerk
Subject: Certification of Facts Related to the 2016 General Municipal Election

CITY CLERK'S CERTIFICATION THAT THERE ARE NOT MORE CANDIDATES THAN OFFICES TO BE ELECTED

I, Natalie Butler, City Clerk of the City of Willows, do hereby certify that pursuant to Section 10229, Elections Code of the State of California, the following facts relating to the General Municipal Election to be held on November 8, 2016:

As of the close of the nomination period on August 17, 2016, there are not more candidates than offices to be elected.

The persons so nominated are: Gary Hansen, Larry Mello & Kerri Warren.

Section 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council: (1) Appoint to the office the persons who have been nominated; (2) Appoint to the office any eligible voter if no one has been nominated; or (3) Hold the election if either no one or only one person has been nominated.

A notice of these facts will be published on August 20, 2016, in a newspaper of general circulation pursuant to Section 6061 of the Government Code. After the fifth day following the date of publication, on August 25, 2016 at 2:00 p.m., the City Council will conduct a special meeting at the Willows Civic Center, 201 North Lassen Street, Willows, California, to either make the appointments or direct an election to be held. The persons appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office. If, by the 75th day before the municipal election no person has been appointed to the offices pursuant to (1) or (2) above, the election shall be held.

If the City Council makes an appointment pursuant to Section 10229 of the Election Code, the City Clerk shall not accept for filing any statement of write-in candidacy which is submitted after the appointment is made.

Natalie Butler
City Clerk

EXHIBIT A

**CITY OF WILLOWS
PUBLIC NOTICE
CITY CLERK'S CERTIFICATION THAT THERE ARE NOT MORE
CANDIDATES THAN OFFICES TO BE ELECTED**

I, Natalie Butler, City Clerk of the City of Willows, do hereby certify that pursuant to Section 10229, Elections Code of the State of California, the following facts relating to the General Municipal Election to be held on November 8, 2016:

As of the close of the nomination period on August 17, 2016, there are not more candidates than offices to be elected.

The persons so nominated are: Gary Hansen, Larry Mello & Kerri Warren.

Section 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council: (1) Appoint to the office the persons who have been nominated; (2) Appoint to the office any eligible voter if no one has been nominated; or (3) Hold the election if either no one or only one person has been nominated.

A notice of these facts will be published on August 20, 2016, in a newspaper of general circulation pursuant to Section 6061 of the Government Code. After the fifth day following the date of publication, on August 25, 2016 at 2:00 p.m., the City Council will conduct a special meeting at the Willows Civic Center, 201 North Lassen Street, Willows, California, to either make the appointments or direct an election to be held. The persons appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office. If, by the 75th day before the municipal election no person has been appointed to the offices pursuant to (1) or (2) above, the election shall be held.

If the City Council makes an appointment pursuant to Section 10229 of the Election Code, the City Clerk shall not accept for filing any statement of write-in candidacy which is submitted after the appointment is made.

/s/ Natalie Butler, City Clerk

Publication date: Saturday, August 20, 2016; Sacramento Valley Mirror

RESOLUTION NO. 27-2016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS PROVIDING FOR THE APPOINTMENT OF THE ONLY NOMINEES TO THE OFFICES OF THIS CITY THAT WERE TO BE ELECTED TUESDAY, NOVEMBER 8, 2016, CANCELING THE GENERAL MUNICIPAL ELECTION CURRENTLY SCHEDULED FOR NOVEMBER 8, 2016, AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF GLENN TO TAKE ALL STEPS REQUIRED TO REMOVE SAID ELECTION FROM THE CONSOLIDATED ELECTION SCHEDULED FOR THAT DATE.

WHEREAS, pursuant to §10229 and §10225 of the Elections Code of the State of California, as of the close of the nomination period on August 17, 2016, if there are not more candidates than offices to be elected, §10229(a) of the Elections Code allows one of the following courses of action to be taken by the City Council:

1. Appoint to the office the person who has been nominated.
2. Appoint to the office any eligible voter if no one has been nominated.
3. Hold the election if either no one or only one person has been nominated.

WHEREAS, pursuant to §10229(b), §10229(a) shall not apply if, “at the regularly scheduled municipal election, more than one person has been nominated to another city office to be elected on a citywide basis or a city measure has qualified and is to be submitted to the voters at that municipal election”. In this instance there are no other city offices up for election other than these 3 council positions, and there are no city measures on the ballot.

WHEREAS, the City Clerk’s Certification that there were not more candidates than offices to be elected, Exhibit A, was submitted to City Council pursuant to law.

WHEREAS, a notice that there were not more candidates than offices to be elected was published on August 20, 2016 in the Sacramento Valley Mirror pursuant to law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby resolve, declare, determine and order as follows:

SECTION 1: Pursuant to §10229 of the Elections Code of the State of California, the following action is being taken:

The following person(s) are hereby appointed to the offices to which they were nominated:

NAME	OFFICE	TERM
Gary Hansen	Member of the City Council	November 22, 2016 - 2020

SECTION 2: The election scheduled to be held on Tuesday, November 8, 2016, is now canceled, the City Council’s request to the Board of Supervisors to consolidate that election with the statewide election is hereby rescinded and the Board of Supervisors is hereby requested to

direct the County Clerk to take all steps required to remove reference to a general municipal election in the City of Willows from the ballot materials for such election and to otherwise implement the cancelation of said election with the cooperation and assistance of the City Clerk of the City of Willows.

SECTION 3: The persons appointed shall qualify and take office and serve exactly as if elected at a municipal election for the office.

SECTION 4: The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

DULY AND REGULARLY ADOPTED at a special meeting of the City Council of the City of Willows held on the 25th day of August, 2016 by the following roll-call vote:

AYES:	Mello, Domenighini, Williams & Yoder
NOES:	None
ABSENT:	None
ABSTAIN:	None
NO VOTE CAST:	Hansen (Announced disqualification and exited the Council Chamber prior to any Council action)

CITY OF WILLOWS


Jim Yoder, Vice Mayor

ATTEST:


Natalie Butler, City Clerk



MEMORANDUM

Date: August 17, 2016
To: Honorable Mayor Hansen and City Council Members
From: Natalie Butler, City Clerk
Subject: Certification Pursuant to Elections Code § 10229

FROM THE OFFICE OF THE CITY CLERK

Attached is the Certification of Facts pursuant to Election Code § 10229. A Notice of these facts will be published in the *Sacramento Valley Mirror* on August 20, 2016 regarding the November 8, 2016 General Municipal Election pursuant to Government Code § 6061.

At the close of the nomination period on August 17, 2016, 5:00 pm, three individuals have submitted nomination papers and were qualified as candidates. Those individuals are Gary Hansen, Larry Mello & Kerri Warren.

Pursuant to the Election Code 10229, the City Council must make a decision to either appoint the nominated candidates or conduct the election. The decision may be made after the fifth day of the published notice, which will not be in time to place this item on the agenda for the Regular August 23, 2016, Council Meeting. Therefore, there will be a Special City Council meeting scheduled to take place on August 25, 2016 at 2:00 p.m. in the Willows City Council Chambers, 201 North Lassen Street, Willows, California, in order to take action on this matter.

If you have any questions, feel free to contact me at 530-934-7041.

Attachment: Certification of Facts

Natalie Butler, City Clerk

EXHIBIT A



MEMORANDUM

Date: August 17, 2016
To: Honorable Mayor Hansen and City Council Members
From: Natalie Butler, City Clerk
Subject: Certification of Facts Related to the 2016 General Municipal Election

CITY CLERK'S CERTIFICATION THAT THERE ARE NOT MORE CANDIDATES THAN OFFICES TO BE ELECTED

I, Natalie Butler, City Clerk of the City of Willows, do hereby certify that pursuant to Section 10229, Elections Code of the State of California, the following facts relating to the General Municipal Election to be held on November 8, 2016:

As of the close of the nomination period on August 17, 2016, there are not more candidates than offices to be elected.

The persons so nominated are: Gary Hansen, Larry Mello & Kerri Warren.

Section 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council: (1) Appoint to the office the persons who have been nominated; (2) Appoint to the office any eligible voter if no one has been nominated; or (3) Hold the election if either no one or only one person has been nominated.

A notice of these facts will be published on August 20, 2016, in a newspaper of general circulation pursuant to Section 6061 of the Government Code. After the fifth day following the date of publication, on August 25, 2016 at 2:00 p.m., the City Council will conduct a special meeting at the Willows Civic Center, 201 North Lassen Street, Willows, California, to either make the appointments or direct an election to be held. The persons appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office. If, by the 75th day before the municipal election no person has been appointed to the offices pursuant to (1) or (2) above, the election shall be held.

If the City Council makes an appointment pursuant to Section 10229 of the Election Code, the City Clerk shall not accept for filing any statement of write-in candidacy which is submitted after the appointment is made.

Natalie Butler
City Clerk

**EXHIBIT A
CITY OF WILLOWS
PUBLIC NOTICE
CITY CLERK'S CERTIFICATION THAT THERE ARE NOT MORE
CANDIDATES THAN OFFICES TO BE ELECTED**

I, Natalie Butler, City Clerk of the City of Willows, do hereby certify that pursuant to Section 10229, Elections Code of the State of California, the following facts relating to the General Municipal Election to be held on November 8, 2016:

As of the close of the nomination period on August 17, 2016, there are not more candidates than offices to be elected.

The persons so nominated are: Gary Hansen, Larry Mello & Kerri Warren.

Section 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council: (1) Appoint to the office the persons who have been nominated; (2) Appoint to the office any eligible voter if no one has been nominated; or (3) Hold the election if either no one or only one person has been nominated

A notice of these facts will be published on August 20, 2016, in a newspaper of general circulation pursuant to Section 6061 of the Government Code. After the fifth day following the date of publication, on August 25, 2016 at 2:00 p.m., the City Council will conduct a special meeting at the Willows Civic Center, 201 North Lassen Street, Willows, California, to either make the appointments or direct an election to be held. The persons appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office. If, by the 75th day before the municipal election no person has been appointed to the offices pursuant to (1) or (2) above, the election shall be held.

If the City Council makes an appointment pursuant to Section 10229 of the Election Code, the City Clerk shall not accept for filing any statement of write-in candidacy which is submitted after the appointment is made.

/s/ Natalie Butler, City Clerk

Publication date: Saturday, August 20, 2016; Sacramento Valley Mirror

RESOLUTION NO. 28-2016

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
PROVIDING FOR THE APPOINTMENT OF THE ONLY NOMINEES TO THE
OFFICES OF THIS CITY THAT WERE TO BE ELECTED TUESDAY, NOVEMBER 8,
2016, CANCELING THE GENERAL MUNICIPAL ELECTION CURRENTLY
SCHEDULED FOR NOVEMBER 8, 2016, AND REQUESTING THE BOARD OF
SUPERVISORS OF THE COUNTY OF GLENN TO TAKE ALL STEPS REQUIRED TO
REMOVE SAID ELECTION FROM THE CONSOLIDATED ELECTION SCHEDULED
FOR THAT DATE.**

WHEREAS, pursuant to §10229 and §10225 of the Elections Code of the State of California, as of the close of the nomination period on August 17, 2016, if there are not more candidates than offices to be elected, §10229(a) of the Elections Code allows one of the following courses of action to be taken by the City Council:

1. Appoint to the office the person who has been nominated.
2. Appoint to the office any eligible voter if no one has been nominated.
3. Hold the election if either no one or only one person has been nominated.

WHEREAS, pursuant to §10229(b), §10229(a) shall not apply if, “at the regularly scheduled municipal election, more than one person has been nominated to another city office to be elected on a citywide basis or a city measure has qualified and is to be submitted to the voters at that municipal election”. In this instance there are no other city offices up for election other than these 3 council positions, and there are no city measures on the ballot.

WHEREAS, the City Clerk’s Certification that there were not more candidates than offices to be elected, Exhibit A, was submitted to City Council pursuant to law.

WHEREAS, a notice that there were not more candidates than offices to be elected was published on August 20, 2016 in the Sacramento Valley Mirror pursuant to law.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby resolve, declare, determine and order as follows:

SECTION 1: Pursuant to §10229 of the Elections Code of the State of California, the following action is being taken:

The following person(s) are hereby appointed to the offices to which they were nominated:

NAME	OFFICE	TERM
Larry Mello	Member of the City Council	November 22, 2016 - 2020

SECTION 2: The election scheduled to be held on Tuesday, November 8, 2016, is now canceled, the City Council’s request to the Board of Supervisors to consolidate that election with

the statewide election is hereby rescinded and the Board of Supervisors is hereby requested to direct the County Clerk to take all steps required to remove reference to a general municipal election in the City of Willows from the ballot materials for such election and to otherwise implement the cancelation of said election with the cooperation and assistance of the City Clerk of the City of Willows.

SECTION 3: The persons appointed shall qualify and take office and serve exactly as if elected at a municipal election for the office.

SECTION 4: The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

DULY AND REGULARLY ADOPTED at a special meeting of the City Council of the City of Willows held on the 25th day of August, 2016 by the following roll-call vote:

AYES:	Domenighini, Williams, Yoder & Hansen
NOES:	None
ABSENT:	None
ABSTAIN:	None
NO VOTE CAST:	Mello (Announced disqualification and exited the Council Chamber prior to any Council action)

CITY OF WILLOWS



Jim Yoder, Vice Mayor

ATTEST:



Natalie Butler, City Clerk



MEMORANDUM

Date: August 17, 2016
To: Honorable Mayor Hansen and City Council Members
From: Natalie Butler, City Clerk
Subject: Certification Pursuant to Elections Code § 10229

FROM THE OFFICE OF THE CITY CLERK

Attached is the Certification of Facts pursuant to Election Code § 10229. A Notice of these facts will be published in the *Sacramento Valley Mirror* on August 20, 2016 regarding the November 8, 2016 General Municipal Election pursuant to Government Code § 6061.

At the close of the nomination period on August 17, 2016, 5:00 pm, three individuals have submitted nomination papers and were qualified as candidates. Those individuals are Gary Hansen, Larry Mello & Kerri Warren.

Pursuant to the Election Code 10229, the City Council must make a decision to either appoint the nominated candidates or conduct the election. The decision may be made after the fifth day of the published notice, which will not be in time to place this item on the agenda for the Regular August 23, 2016, Council Meeting. Therefore, there will be a Special City Council meeting scheduled to take place on August 25, 2016 at 2:00 p.m. in the Willows City Council Chambers, 201 North Lassen Street, Willows, California, in order to take action on this matter.

If you have any questions, feel free to contact me at 530-934-7041.

Attachment: Certification of Facts

Natalie Butler, City Clerk

EXHIBIT A



MEMORANDUM

Date: August 17, 2016
To: Honorable Mayor Hansen and City Council Members
From: Natalie Butler, City Clerk
Subject: Certification of Facts Related to the 2016 General Municipal Election

CITY CLERK'S CERTIFICATION THAT THERE ARE NOT MORE CANDIDATES THAN OFFICES TO BE ELECTED

I, Natalie Butler, City Clerk of the City of Willows, do hereby certify that pursuant to Section 10229, Elections Code of the State of California, the following facts relating to the General Municipal Election to be held on November 8, 2016:

As of the close of the nomination period on August 17, 2016, there are not more candidates than offices to be elected.

The persons so nominated are: Gary Hansen, Larry Mello & Kerri Warren.

Section 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council: (1) Appoint to the office the persons who have been nominated; (2) Appoint to the office any eligible voter if no one has been nominated; or (3) Hold the election if either no one or only one person has been nominated.

A notice of these facts will be published on August 20, 2016, in a newspaper of general circulation pursuant to Section 6061 of the Government Code. After the fifth day following the date of publication, on August 25, 2016 at 2:00 p.m., the City Council will conduct a special meeting at the Willows Civic Center, 201 North Lassen Street, Willows, California, to either make the appointments or direct an election to be held. The persons appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office. If, by the 75th day before the municipal election no person has been appointed to the offices pursuant to (1) or (2) above, the election shall be held.

If the City Council makes an appointment pursuant to Section 10229 of the Election Code, the City Clerk shall not accept for filing any statement of write-in candidacy which is submitted after the appointment is made.

Natalie Butler
City Clerk

EXHIBIT A

**CITY OF WILLOWS
PUBLIC NOTICE
CITY CLERK'S CERTIFICATION THAT THERE ARE NOT MORE
CANDIDATES THAN OFFICES TO BE ELECTED**

I, Natalie Butler, City Clerk of the City of Willows, do hereby certify that pursuant to Section 10229, Elections Code of the State of California, the following facts relating to the General Municipal Election to be held on November 8, 2016:

As of the close of the nomination period on August 17, 2016, there are not more candidates than offices to be elected.

The persons so nominated are: Gary Hansen, Larry Mello & Kerri Warren.

Section 10229 of the Elections Code allows one of the following courses of action to be taken by the City Council: (1) Appoint to the office the persons who have been nominated; (2) Appoint to the office any eligible voter if no one has been nominated; or (3) Hold the election if either no one or only one person has been nominated.

A notice of these facts will be published on August 20, 2016, in a newspaper of general circulation pursuant to Section 6061 of the Government Code. After the fifth day following the date of publication, on August 25, 2016 at 2:00 p.m., the City Council will conduct a special meeting at the Willows Civic Center, 201 North Lassen Street, Willows, California, to either make the appointments or direct an election to be held. The persons appointed, if any, shall qualify and take office and serve exactly as if elected at a municipal election for the office. If, by the 75th day before the municipal election no person has been appointed to the offices pursuant to (1) or (2) above, the election shall be held.

If the City Council makes an appointment pursuant to Section 10229 of the Election Code, the City Clerk shall not accept for filing any statement of write-in candidacy which is submitted after the appointment is made.

/s/ Natalie Butler, City Clerk

Publication date: Saturday, August 20, 2016; Sacramento Valley Mirror

United States of America

CERTIFICATE OF ELECTION

*State of California
County of Glenn
City of Willows*



SS.

I, Natalie Butler, City Clerk of the City of Willows, County of Glenn, State of California, do hereby certify, that a General Municipal Election was to have been held in the City on November 8, 2016, and at a special meeting of the City Council held on August 25, 2016,

Kerri Warren

was officially declared appointed to the Office of

City Council

for a four-year term as if elected at the November 8, 2016 General Municipal Election, as shown by the Minutes of the City Council and Resolution No. 26-2016 now of record in the City Clerk's Office.

*I affix my hand and official seal this
22nd day of November, 2016*



Natalie Butler

Natalie Butler, City Clerk

United States of America

CERTIFICATE OF ELECTION

*State of California
County of Glenn
City of Willows*

 SS.

I, Natalie Butler, City Clerk of the City of Willows, County of Glenn, State of California, do hereby certify, that a General Municipal Election was to have been held in the City on November 8, 2016, and at a special meeting of the City Council held on August 25, 2016,

Gary Hansen

was officially declared appointed to the Office of

City Council

for a four-year term as if elected at the November 8, 2016 General Municipal Election, as shown by the Minutes of the City Council and Resolution No. 27-2016 now of record in the City Clerk's Office.

*I affix my hand and official seal this
22nd day of November, 2016*



Natalie Butler

Natalie Butler, City Clerk

United States of America

CERTIFICATE OF ELECTION

*State of California
County of Glenn
City of Willows*

} SS.

I, Natalie Butler, City Clerk of the City of Willows, County of Glenn, State of California, do hereby certify, that a General Municipal Election was to have been held in the City on November 8, 2016, and at a special meeting of the City Council held on August 25, 2016,

Larry Mello

was officially declared appointed to the Office of

City Council

for a four-year term as if elected at the November 8, 2016 General Municipal Election, as shown by the Minutes of the City Council and Resolution No. 28-2016 now of record in the City Clerk's Office.

*I affix my hand and official seal this
22nd day of November, 2016*



Natalie Butler

Natalie Butler, City Clerk

November 22, 2016

AGENDA ITEM

TO: Hon. Mayor Hansen and City Council Members

FROM: Robert W. Hunt, City Attorney

SUBJECT: Consideration and Adoption of Resolution Extending Validity of Urgency Ordinance Regulating Medical Marijuana in the City of Willows

RECOMMENDATION:

Conduct Public Hearing, consider and adopt:

**A RESOLUTION OF THE
CITY COUNCIL OF THE CITY OF WILLOWS
EXTENDING THE EFFECTIVE PERIOD OF
ORDINANCE NO. 719-2016**

SITUATION (OR BACKGROUND)

On January 26, 2016, the City Council of the City of Willows adopted urgency Ordinance No. 719-2016 regulating marijuana within the City of Willows. The urgency interim Ordinance was adopted in order to meet the March 1, 2016 deadline to preserve the City's right to regulate marijuana, pursuant to newly-enacted Health & Safety Code section 11362.777. Urgency Ordinance No. 719-2016 is effective only for 45 days from enactment.

Government Code section 65858(a) permitted the City to extend the ordinance for an additional 10 months and 15 days pursuant to the procedure set forth in Government Code section 65090. On February 23, 2016 the City Council adopted Resolution #06-2016 extending the Urgency Ordinance until January 25, 2017.

In addition, Government Code section 65858(b) permits the extension of the interim ordinance for a total period of 22 months and 15 days beyond the original expiration date of the Urgency Ordinance, in other words, for an additional year beyond the current January 25, 2017 expiration.

Staff Report re Extending Validity of Marijuana Urgency Ordinance

Section 65090 requires publication and public hearing on a resolution to extend the period of validity of the urgency ordinance. Publication has been completed, and this matter comes before the Council for a public hearing and adoption of Resolution No. XX-2016.

ANALYSIS

With the enactment of AB 21 which revised Health & Safety Code section 11362.777, the City moved forward with adoption of a temporary marijuana regulatory ordinance, and extended that ordinance to January 25, 2017. The City has not further legislated in the area of marijuana regulation.

Initiatives relating to decriminalizing the recreational use of marijuana in California are on the November ballot, with passage likely. The impact of such initiatives is simply unknown at this time. In that event, a number of open issues and questions are likely to remain unanswered and resolved for some period of time following the election. It is likely to be some time before any regulatory framework is established, and the parameters of local regulation will probably not be defined for some period of time.

Therefore, extending the urgency interim ordinance until January, 2018 will give the City of Willows an additional full year's experience in dealing with the effects of the possible decriminalization of recreational use of marijuana. That experience will prove very helpful in crafting a permanent ordinance.

FINANCIAL CONSIDERATIONS

None known at this time to flow from the proposed extension of the temporary marijuana ordinance. However, in the event recreational marijuana use is permitted following the November election, the City will certainly want to review options pertaining to permitting and taxation of the various aspects of the marijuana industry.

NOTIFICATION

Notice of the November 22, 2016 City Council public hearing was published in the Sacramento Valley Mirror on Wednesday, November 9, 2016.

ALTERNATE ACTIONS

1. Take no action and permit the urgency interim ordinance to expire on or about January 25, 2017.

RECOMMENDATION

Conduct a public hearing and adopt **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS EXTENDING THE EFFECTIVE PERIOD OF ORDINANCE NO. 719-2016.**

Respectfully submitted,

Robert W. Hunt
City Attorney

Attachment:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
EXTENDING THE EFFECTIVE PERIOD OF ORDINANCE NO. 719-2016**

RESOLUTION NO. XXX-2016

**A RESOLUTION OF THE
CITY COUNCIL OF THE CITY OF WILLOWS
EXTENDING THE EFFECTIVE PERIOD OF
ORDINANCE NO. 719-2016**

Adopted by the City Council of the

CITY OF WILLOWS

on Date of

January 26, 2016

WHEREAS, the City Council of the City of Willows, pursuant to Chapter 18.117 of the Willows Municipal Code, intended to establish a land use regulation prohibiting the cultivation of marijuana with the City of Willows; and

WHEREAS, the City of Willows is authorized under state law to prohibit the cultivation of all marijuana (Health and Safety Code sections 11362.777(b)(3) and 11362.777(c)(4)); and

WHEREAS, the City Council hereby declares the cultivation of marijuana presents a current and immediate threat to the public health, safety and welfare of the citizens of the City of Willows, and that adoption of Ordinance No. 719-2016 as an urgency measure was necessary to preserve and protect the public health, safety and welfare of the citizens of the City of Willows; and

WHEREAS, the City held a duly noticed public hearing on this Ordinance on January 26, 2016, and

WHEREAS, pursuant to California Government Code section 65858, on January 26, 2016 the City Council of the City of Willows enacted Ordinance No. 719-2016, An Urgency Ordinance of the City Council of the City of Willows, California, adding Chapter 18.117 (Marijuana Cultivation), adding Chapter 9.20 (Medical Marijuana) and amending Chapter 8.10 (Nuisance) of the Willows Municipal Code Regarding Marijuana Cultivation (hereinafter the "Marijuana Urgency Ordinance of 2016"); and

WHEREAS, pursuant to California Government Code section 65858, subdivision (a), the Marijuana Urgency Ordinance of 2016 was valid for only 45 days from the date of its adoption, and

WHEREAS, on February 23, 2016 the City Council of the City of Willows adopted Resolution No. 06-2016 which extended the period of validity of the Marijuana Urgency Ordinance of 2016 for an additional 10 months and 15 days, until January 25, 2017, as permitted by California Government Code section 65858, subdivision (a), and

WHEREAS, Government Code section 65858, subdivision (b) permits the extension of an urgency ordinance for up to 22 months and 15 days by a four-fifths vote of the City Council, and

WHEREAS, the City Council of the City of Willows now wishes to extend the period of validity of the Marijuana Urgency Ordinance of 2016 for an additional twelve (12) months, to January 25, 2018, and

WHEREAS, notice of the public hearing to be held on November 22, 2016 was published on November 9, 2016 in the Sacramento Valley Mirror; and

WHEREAS, the City Council of the City of Willows held a duly noticed public hearing on this Resolution on November 22, 2016,

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

1. That Ordinance No. 719-2016 An Urgency Ordinance of the City Council of the City of Willows, California, adding Chapter 18.117 (Marijuana Cultivation), adding Chapter 9.20 (Medical Marijuana) and amending Chapter 8.10 (Nuisance) of the Willows Municipal Code Regarding Marijuana Cultivation shall be, and hereby is, extended in validity for an additional period of 12 months beyond its current expiration date, and shall now expire on January 25, 2018.

On a motion by Council Member _____, seconded by Council Member _____, the foregoing resolution was passed and adopted this 22ND day of November , 2016, by the following roll call vote, to wit:

Ayes: _____,

Noes: _____,

Absent: _____,

Attested by:

CITY COUNCIL OF THE CITY OF WILLOWS

Natalie Butler, City Clerk

By: _____
Gary Hansen, Mayor

**LEGAL NOTICE
NOTICE OF PUBLIC HEARING
CITY OF WILLOWS**

NOTICE IS HEREBY GIVEN that the Willows City Council will be conducting a public hearing on Tuesday, November 22, 2016 at 7:00 p.m. or shortly thereafter at the Civic Center located at 201 North Lassen Street, Willows, to solicit comments regarding the following:

Consider Adoption of a Resolution Extending Validity of Urgency Ordinance # 719-2016 adopted on January 26, 2016, Regulating Medical Marijuana in the City of Willows and adding Chapter 9.20 to the Willows Municipal Code entitled "Medical Marijuana" imposing an express ban on marijuana cultivation, marijuana processing, marijuana delivery and marijuana dispensaries in the City of Willows. The full text of the Ordinance is available for review in the office of the City Clerk at 201 N. Lassen Street, Willows, CA during normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Oral or written comments can be made prior to said meeting or accepted during the scheduled City Council public hearing. Written comments should be directed to City Clerk, City of Willows at 201 N. Lassen Street, Willows, CA or made during normal business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. The City of Willows is an equal opportunity provider.

/S/ Natalie Butler, City Clerk

Publication Date: Wednesday, November 9, 2016

AGENDA ITEM

November 22, 2016

TO: Honorable Mayor Hansen and Members of City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: Consideration of possible days, time, and frequency of regular future Library Board of Trustee meetings in accordance with the recently adopted Ordinance to become effective November 10, 2016.

RECOMMENDATION

Council shall consider adoption of a Resolution to establish Library Board of Trustees meeting dates, times and an effective date of implementation for future regular and special Library Board meetings.

SUMMARY

An Ordinance was adopted by the City Council during the October 11, 2016 regular City Council session. This new ordinance became effective on November 10 and requires the Council to establish days, time and frequency of meetings of the Willows Library Board of Trustees to be established by a Resolution of the City Council. The previous Ordinance specified that the Library Board shall meet at least one time per month. The Library Board has requested that the Council adopt a Resolution to allow the Library Board of Trustees to be held at 11:00 a.m. on the second Thursday of *every-other* month, commencing in December, 2016. The locations of the meetings will rotate between the Willows Library and the Bayliss & Elk Creek Library Branches. Staff is requesting that the Council adopts the attached proposed Resolution.

FINANCIAL CONSIDERATIONS

None at this time

RECOMMENDATION

Council shall consider adoption of a Resolution to establish Library Board of Trustees meeting dates, times and an effective date of implementation for future regular and special Library Board meetings.

Respectfully submitted,



Wayne Peabody,
Interim City Manager

**City of Willows
Resolution No.XX-2016**

**Resolution of the City Council of the City of Willows Assigning the Typical Days,
Times and Locations for City of Willows Library Board of Trustees Meeting in Accordance
with the Willows Municipal Code, Title II, Section 2.70.020 of Chapter 2.70**

Whereas, the City Council of the City of Willows recently amended the Municipal Code; to establish Library Board meeting times, locations, and frequency of Library Board Meetings by Resolution, and;

Whereas, currently the Library Board conducts their meetings at the Civic Center, located at 201 N Lassen Street, Willows, CA., on the second Thursday of each month; commencing at or about 11:00 a.m.; and

Whereas, the Willows Library Board of Trustees would like to meet once every-other month on the second Thursday commencing in October of 2016 and will rotate the meeting locations between the Willows, Bayliss & Elk Creek Library branches; and

Whereas, the Library Board may, as required from time to time, hold a Special Meeting, in accordance with California Government Code, Section 54956; and

Whereas, the City Council hereby resolves that all Library Board meetings shall be held in harmony with the aforementioned conditions, unless such meeting shall occur on a legally recognized Holiday, the meeting is held at an alternate location; duly noticed in accordance with Government Code, Section 54954.2, the meeting is canceled by official notice or a meeting cannot occur due to unforeseen circumstances not directly under the control of the Council; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Willows does hereby approve the aforementioned meetings schedule, to become effective in October, 2016:

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly introduced and legally adopted by the City Council of the City of Willows at its regular meeting held on this 22nd day of November, 2016, by the following roll-call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Approved:

Attested:

Gary L. Hansen, Mayor

Natalie Butler, City Clerk

AGENDA ITEM

TO: Mayor Hanson and Members of the City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Part Time Support Position-Administrative Office

RECOMMENDATION

By Motion, approve a Part Time Administrative Support Position, appropriate \$7,000 from the General Fund for the position (301.050), approve the Job Description, and Authorize the City Manager to advertise and fill the position.

SITUATION (or BACKGROUND):

The Administrative Department within the City of Willows has experienced significant absenteeism recently, and it is expected to continue. While existing Staff has been able, for the most part, to cover, it is becoming increasingly difficult to manage the workload.

As the periodic absenteeism is expected to continue, I would like to request additional help within the administrative/citizen service function for the City. An administrative support position of up to 19 hours per week to assist with agendas, minutes, maintenance of records, counter assistance, and filing will allow the various other administrative functions of the City flow more efficiently.

The position is requested for the balance of the 2016-17 fiscal year, and will be reviewed for possible extension at the time of submittal of the 2017-18 Budget.

FINANCIAL CONSIDERATIONS:

Additional appropriation of \$7,000 from the General Fund

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Approve as presented
2. Reject Motion
3. Request additional information and return at a later date

RECOMMENDATION

By Motion, approve a Part Time Administrative Support Position, appropriate \$7,000 from the General Fund for the position (301.050), approve the Job Description, and Authorize the City Manager to advertise and fill the position.

Respectfully submitted,



Wayne Peabody
Interim City Manager

Attached:

- Cost Estimate
- Job Description

City of Willows
Cost Estimate
Administration-Part Time Support Position

Estimated Hours Per Week:	19
Estimated Pay Rate:	\$ 12.00
Benefitted Position:	No
Estimated Start Date:	1/3/2017

Projected 2016-17 Cost

Wages	\$ 5,928.00
Employer Payroll Taxes	\$ 453.49
Workers Compensation Insurance	<u>\$ 589.84</u>
Estimated Cost	\$ 6,971.33
Appropriation Request	\$ 7,000.00

ADMINISTRATIVE SUPPORT STAFF
(part time position)

DEFINITION

Under direct supervision of the City Manager and general guidance of Department Head Level Staff, the Administrative Support Staff member will perform a variety of administrative support functions for City Departments, assist in the maintenance of accurate and complete City records, assist with maintaining agenda and minute records, provide back up for telephone and front counter responses and interact professionally in a customer service capacity with members of the Community, the Willows City Council, and co-workers.

EXAMPLES OF DUTIES:

City Clerk Support-Provide back-up services for the City Clerk, including, but not limited to, agenda preparation, minute taking, minute preparation and distribution. Provide assistance with maintaining City records, supporting City filing system of various types of records.

Customer Service-Professionally and competently provide customer service via telephone and electronic communication as well as at the City Hall front counter. Provide general information to Community members and assist with communicating issues to the appropriate party within the City.

Administrative Support- Provide administrative support, as requested, by Department Heads and the City Manager.

Other Duties as Assigned.

DESIRED QUALIFICATIONS AND ABILITIES:

Knowledge of: Office equipment knowledge, and use of Microsoft Word and Excel.

Ability to: Complete a wide breadth of accounting tasks, adapt to and properly utilize software, manage workflows to meet deadlines, communicate effectively with co-workers, regulatory agencies, and the Public, maintain confidentiality of personnel related and other sensitive data, and occasionally lift up to 20 lbs.

Education & Experience Associates Degree in Office Administration or related field is preferred. Previous experience (2 years or more preferred) in customer service and/or administrative tasks may be substituted for formal education.