

CITY COUNCIL

Gary Hansen, Mayor
Vincent Holvik, Vice Mayor
Jeff Cobb, Council Member
Sandie Hobbs, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



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

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, September 13, 2011

7:00 p.m.

1. Call to Order Willows City Council Regular Meeting 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff)
 - a) Consider acceptance, by motion, of City Council September 13, 2011, Agenda.
5. Presentations & Proclamations:
 - a) Mayor Hansen will present a Certificate of Appreciation to the Willows Car and Bike Show Committee in appreciation of twenty-five years of dedicated community spirit.
6. Public Comment / Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken unless placed on a future agenda. *(Public Comment is generally restricted to three minutes).*
7. Consent Agenda: Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.
 - c) Consider approval of the Minutes of the Willows City Council Regular Meeting held August 9, 2011.
 - d) Consider approval of the Minutes of the Willows City Council Special Meeting held August 16, 2011.
 - e) Consider approval of the City of Willows Statement of Investment Policy.
 - f) Consider approval of the City of Willows Treasurer's Report schedule of cash and Investments as of June 30, 2011.
 - g) Consider award of bid for FEMA Grant # AFG EMW-FO-00959 (Fire Department Gym Equipment) to the lowest responsive, responsible bidder, Sacramento Exercise Equipment Center Inc.
 - h) Consider award of Contract for Legal Advertising Services for the City to the lowest responsive, responsible bidder, the Sacramento Valley Mirror.

8. Public Hearings: *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).* None
9. Ordinances: None
10. Items introduced by City Council or Administrative Staff for discussion purposes only:
 - a) The EDC research subcommittee, consisting of Council Members Hobbs and Yoder, will report-out the conclusions of their research on the potential creation of an Economic Development Commission and will make their final recommendation to the Council on whether they believe it would be beneficial for the City to form an EDC.
11. New Business:
 - a) Council will hold a discussion and give direction to Staff concerning identification of "Priority" objectives to facilitate the ongoing development of the Fiscal Year 2012/2013 Budget Process.
 - b) Consider appointing two Council Members to serve as a subcommittee to review applications and conduct interviews to select an individual to fill an upcoming vacancy on the Library Board and approve the proposed schedule and procedures for appointment.
 - c) Consider appointing two Council Members to serve as a subcommittee to review applications and conduct interviews to select three individuals to fill three upcoming vacancies on the Planning Commission and approve the proposed schedule and procedures for appointments.
12. Council Member Reports:
13. Executive Session: None
14. Adjournment:

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before September 9, 2011.

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

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD

August 9, 2011

1. The meeting was called to order at 7:00 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** County Board of Supervisor Steve Soeth led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Yoder, Cobb, Hobbs, Holvik & Mayor Hansen
Absent: None
4. **Agenda Review:**
 - a) Council Member Holvik requested that item 7 (c) be pulled from the agenda and voted on separately. It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the City Council August 9, 2011, Agenda as amended with the removal of item 7 (c) to be voted on separately. The motion unanimously passed.
5. **Presentations & Proclamations:**
 - a) Charles Anderson, Regional Public Affairs Manager for the Sacramento Valley Division of the League of California Cities, gave the Council a presentation on Economic Development.
6. **Public Comment/Written Communications:**

Brian Bonner, a Representative of Glenn County Citizens for Economic Stability, extended an invitation to all of the City Council Members and the City Staff to attend a Workshop hosted by Glenn CES on August 18 at 5:30 p.m. at the Holiday Inn Express. He stated that Marc Nemanic would be giving a presentation on what an Economic Development Commission is and how it is formed, followed by a presentation by Glenn CES explaining what their vision is for what they call an Economic Development Committee in Willows which would be citizen-based rather than government-based, although they hope to have the Council participate in the Committee.

Forrest Sprague commented on item 13, which is a Closed Session item for the Council to perform an evaluation of the City Manager. Mr. Sprague read a prepared statement to the Council which spoke unfavorably critical about the City Manager both personally and professionally and contained several complaints regarding his opinions of the City Manager's disposition, performance and what he considered mismanagement of the City. He recommended that the Closed Session be postponed until the Council considers differing points of view and that before they conduct their appraisal of the City Manager's job performance, the public should be allowed to voice their opinions of his conduct. He suggested that input also be taken from city staff, including department heads and rank-and-file employees.

Pastor Janna Adamson who is an active advocate for the development of Senior Housing, also read the Council a prepared written statement that sharply criticized the City Manager for what she perceived as progress toward a Senior Development Project in Willows North of Green Street and West of Butte Street being hindered because of what she believes is the animosity between the property owner Forrest Sprague and the City Manager. She also stated that she believes the City's adopted annexation policy is punitive.

Joe Hinton addressed the Council and suggested that if the Council wants to save money, they should get rid of the City Manager and let the Department Heads run the City.

Mayor Hansen indicated that he received a written communication and it was requested that the letter be read in the record as follows:

"Dear Honorable Mayor Hansen,

At the latest City Council Meeting our City Manager, Steve Holsinger, requested that an evaluation be made of his performance. We fully agree that an evaluation is more than likely due and warranted. We did not, however, expect the Council to move so quickly on the issue and have a closed session at the next scheduled meeting. One issue of significance that has not been addressed by the Council, and should be considered in Mr. Holsinger's evaluation, is the No Confidence vote taken by members of the Willows Police Department. We previously presented a letter expressing this position of No Confidence as to his leadership and performance as our City Manager. This issue still has not been reviewed, discussed or even commented on by our City Council. It is our hope that our No Confidence position was not simply ignored. This issue must be reviewed, discussed and resolved before any evaluation of his performance could be fairly presented. Further, this issue must be noted within the evaluation. It is not fair to Mr. Holsinger or to us to not bring this issue to closure. You might recall that in our previous letter there were two specific issues. The first was that of our desire for an apology, and the second was our expression of No Confidence. It is agreed that Mr. Holsinger did render an apology. Although not entirely what we had hoped for, we elected to take the higher ground and to move on as the city was facing pressing issues at the time. However, it is important to note that we did not withdraw our vote of No Confidence. To our surprise this matter was completely dropped without discussion or comment in any official record. Even our letter – which was official correspondence to the city – was not read into the record. Just for full clarity, we do request this letter be read into the record. Therefore we humbly request that before Mr. Holsinger's evaluation is finalized that our No Confidence issue be resolved. Further, we beseech the Council to seek full and broad input regarding Mr. Holsinger's performance and leadership as our City Manager. We ask that consultation be made with all department heads, various members of Willows Business Community, employees (either through their respective unions or individually), and members of the general public so as to gain a greater picture of Mr. Holsinger's positive and/or negative attributes and performance during this evaluation period. In our opinion, to ignore the greater aspects of this review would not be in the best interests of our city. Sincerely, Willows Police Officers Carl Walter, Jason Dahl, Ray Vessels, Kelly Trent, Darrin Brown".

7. Consent Agenda:

During the Agenda Review, Council Member Holvik requested that item 7 (c) be removed from the Consent Agenda and voted on as a separate item. It was then **moved** by Council Member Holvik and **seconded** by Council Member Yoder to approve the Consent Agenda minus item 7 (c). The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register.
- b) Approval of Payroll & Direct Deposit Check Registers.
- d) Approval of the Minutes of the Willows City Council Meeting held July 26, 2011.
- e) Adoption of a Resolution authorizing the City Manager to execute the restated Lease Agreement for operation of the Recycling Center between the Willows Kiwanis Club and the City of Willows.
- f) Adoption of a Resolution seeking proposals to establish a Professional Services Agreement for Legal Advertising Services.

It was then **moved** by Council Member Yoder and **seconded** by Council Member Cobb to approve Consent Agenda item 7 (c). The motion passed with 4 Ayes and Council Member Holvik abstaining due to his absence at the meeting held July 12, 2011, and the following item was approved/adopted:

7. (c) Approval of the Minutes of the Willows City Council Meeting held July 12, 2011.

8. **Public Hearings:**

- a) Conduct a Public Hearing to Acknowledge the Accomplishments under CDBG Grant No. 08-PTAG-5357 (Housing Element Study) and Authorize Staff to Complete the Close-Out Process of the Grant:

The City was awarded a Community Development Block Grant (CDBG) Grant 08-PTAG-5357 in August of 2009 to provide planning and technical assistance funds for the processing and completion of a Housing Element Study. The Study was completed and accepted by the City Council at a public hearing on June 8, 2010 and subsequently the California Department of Housing and Community Development also accepted the document as complete. The purpose of tonight's Public Hearing is not to re-open discussion of the Housing Element Study, but rather a technical requirement of the California Department of Housing and Community Development to acknowledge the accomplishment of the purpose of the grant funding and declare the close-out of the grant. The grant expired on June 30, 2011, at which time the City has ninety days from that time to finish the close-out process.

Mayor Hansen opened the Public Hearing at 7:37 p.m., and having received no public input, the Mayor subsequently closed the Public Hearing at 7:37 p.m. Council Member Yoder **moved**, **seconded** by Council Member Hobbs to acknowledge the accomplishments under CDBG Grant No. 08-PTAG-5357 with the completion of the Housing Element Study and to complete the close-out process of the Grant. The motion unanimously passed.

9. **Ordinances:** None

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

Council Member Hobbs announced that an opportunity has presented itself and that she and her Husband are planning to move outside of the City Limits and into the County. Therefore because she will no longer be a resident of the City, she will have to step down from her seat on the Council as of September 30, which is when they intend to become permanent residents of the County. She stated that she would like very much to serve her remaining three years on the Council, but she understands the residency rules are very clear about serving on the Council and the requirement to live in the City in order to serve. She stated that this has not been an easy decision, but the opportunity is such that she can't pass it up. She announced that she would be unable to attend the Council Meeting scheduled for August 23 and mentioned that perhaps the Council would like to discuss her pending vacant seat and how they would go about filling the seat. She apologized that she would be unable to serve her remaining term and she thanked the members of the Council and the Community who supported her throughout her campaign and who helped elect her into her current Seat on the Council. She stated that it has been a pleasure working for the City and sitting on the City Council with her fellow Council Members.

11. New Business:

- a) Consider approval of acceptance of a bid proposal and enter into a contract with Madsen Roofing Company to repair and replace the roofing surface at the Civic Center and appropriate \$118,294 in Community Discretionary Funds as the primary funding source for the project:

The City Council directed staff to seek bids for the replacement of the roofing membrane atop the Civic Center which is damaged in several areas. Bids were opened on August 2, 2011. Seven bids were received and ranged from \$72,767 to \$133,489. The lowest responsive responsible bidder that met all of the specified criteria in the bid documents was Madsen Roofing at an installation bid of \$79,573. Additionally, Greg Tyhurst, the Public Works Director, researched various options and costs associated with the replacement of the failing roof material and found that through California Multiple Awards Schedule (CMAS) that a like material could be purchased through State Contract. Garland Company is the provider of the materials under this contract and therefore provides all warranty and inspection services and technical support to the City, as well as direction to roofing companies certified by them, to apply this type of membrane roofing system. The materials cost totaled \$42,379. In addition to the materials cost of \$42,379, and the installation cost of \$79,573, staff is also recommending a 10% contingency in the amount of \$12,195, primarily to cover potential structural repairs that may be found internally when the existing roof material is removed. As such, the total cost of the project is not to exceed \$134,147. In addition to the Community Discretionary Fund, Council carried forward \$15,853 in General Fund to assist with the project. Staff is recommending an appropriation of \$118,294 in Community Discretionary Funds in combination with the \$15,853 in General Fund carry-over to fund the project.

Brief Council discussion ensued, and as hard as it is to have to spend this money, they all agreed that this project is long over-due and absolutely critical and it is better to spend the money now than later if something were to happen causing the roof to require even more repairs. It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the bid proposal and enter into a contract with Madsen Roofing Company to commence with the repair and replacement of roofing surface per plans and specifications, and to approve the appropriation of \$118,294 in Community Discretionary Funds (Fund 330) as the primary funding source for the project. The motion unanimously passed.

- b) Consider allowing the Fire Chief to go out to bid for Fitness Equipment in conjunction with the Fire Department's Health and Wellness Program and approve the RFP specification sheet and time line.

In April 2010 the City accepted an Assistance to Firefighter Grant to develop a Health and Wellness Program. Currently the Fire Department has finished building modifications needed for the space for the gym and is currently reviewing the Standard Operating Procedures for the program and are receiving bids for medical exams and Immunizations. The next step in the process is to go out to bid for gym equipment consisting of one Elliptical Trainer, one Elliptical Cross Trainer, one Commercial Multi Four Stack Station and one Dumbbell set with rack. Fire Chief Wayne Peabody is seeking Council approval of the Request for Proposal specification sheets and the proposed time-line in which to seek bids and approval to go out to bid for the Fitness Equipment in conjunction with the Health and Wellness Program.

Lengthy discussion ensued among the Council with regards to how the program would operate, who would be allowed to use the program, whether or not the program is mandatory or voluntary for the employees, any potential additional liability on the part of the City, the pros and cons of the program, who would be responsible in overseeing the program, who would be responsible for making sure employee medical exams and immunizations are kept up on a regular basis, etc. Chief Peabody addressed all of the Council's questions and concerns and ultimately a majority of the Council Members supported the program and believed that from a preventative and safety perspective the program would be very beneficial for both the employees and the City. They believed that the program is very positive in that it could potentially prevent job-related injuries because of proper exercise training, and it could also possibly detect existing health problems and work with the employee to correct those problems. Once Council discussion ceased it was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to allow the Fire Chief to go out to bid for Fitness Equipment in conjunction with the Fire Department's Health and Wellness Program and approve the RFP specification sheet and time line. The motion unanimously passed.

- c) Consider adoption of a specific goal and possible strategies to facilitate attainment of that goal during the 2012/13 Budget Development process:

During the July 12th regular City Council meeting, the Council appointed two members – Council Members Holvik and Cobb - to serve on a budget development sub-committee to commence development of an action plan to serve as the steering guidelines for the Fiscal Year 2012-2013 budget development process. Last week the sub-committee met to discuss and

develop an outline for discussion purposes. The outline is a "draft" document for discussion purposes only and was developed based upon Council commentary concerning preferences for future budget development; expressed during the regular Council meeting this past June 28th, in conjunction with the 2011/12 budget adoption process.

The outline has three very specific components: an over-riding Goal/Objective for the 2012-2013 budget development process and two basic strategies to facilitate attainment of this goal. First strategy for consideration is Revenue Enhancement. The Second strategy is Expenditure Reduction/elimination. These topics/concepts and sub-strategies in each category are introduced for discussion purposes only at this time. Staff is recommending the City Council discuss the options outlined, introduce for discussion any items not specifically referenced and finally adopt a steering document/outline for the development of the 2012-2013 Fiscal Year Budget.

The subcommittee members updated the Council on the outcome of their first meeting. They stated that at this time virtually everything is on the table for review and although the Council can't make any concrete decisions tonight, they believe it is critical that this process be started early. They indicated that they would like to at least agree to the primary goal for the 2012-2013 General Fund Budget. The Council will need to do a comprehensive review of all items on the table and this will include seeking community and employee input. Virtually every item on the list that has been prepared will likely receive some amount of push-back because they all have either an effect on the citizens, the level of services offered to the citizens, individual Departments or employees. The subcommittee set their primary goal based on the difficult decision to no longer continue to draw from the City's reserves in order to pass a budget. The Primary Goal is as follows:

"It is paramount for City Staff; in collaboration with City Council, City Employees and involving community input, to develop and present for final adoption a "balanced" General Fund Budget; meaning total expenditures shall not exceed all available "revenues" projected for the City of Willows during FY 2012/13. More specifically; revenues shall not include any borrowing, transfer, allotment, or allocation from the General Fund Reserve Balance."

The consensus of the Council was to adopt the Primary Goal to set the budget for the 2012/13 Fiscal Year.

Council discussion then ensued and while the Council Members expressed varying opinions of what they say were their individual priorities, they all seemed to be in agreement that the fees the City currently has in place should not be raised, but should be evaluated and adjusted accordingly so as to create a cost-neutral situation where the City isn't losing money, but the citizens are benefiting. Some even suggested that the fees be lowered in order to motivate and give incentive for new Businesses to come into the City.

David Vodden, Willows Citizen, addressed the Council and encouraged them to work on the City's Revenue Enhancement, as he believes there are revenue opportunities for the City beyond the City's fee structures, albeit, they may be somewhat "outside of the box". He used the Gilroy Garlic Festival and the Vacaville Onion Festival as possible examples of a localized event that could entice visitors to the area, thus, increasing sales tax revenues. He stated that something

like this may not be easy or even possible to do in Willows, but it is definitely an option worth looking into to generate additional revenue for the City.

Brian Bonner, Representative for the Glenn Citizens for Economic Stability, addressed the Council and expressed that he is very encouraged by what he is hearing tonight. He is happy to see that everybody is acknowledging that there is a problem and everybody seems to be cooperative in thinking of creative ways to help to solve the problem. He stated that everybody at the meeting seems to be committed to the common good, although not everybody necessarily agrees on how to get there.

Once discussions concluded on the Primary Goal, the Council moved on to discuss the Principal Objectives that were introduced as a result of the subcommittee meeting. They discussed Potential Revenue Enhancements and a potential review of the current fee structure to consider adjustment, as necessary, of certain fees. Examples of these fees are Development fees, Building fees, Encroachment fees, Park Utilization or Public Facilities fees, administrative fees (i.e., copy fees, permits, etc., and business license fees). They also discussed a possible review of the Transient Occupancy Tax adjustment and a possible audit of TOT collection and a possible increase of TOT by 2%. The Council also discussed the potential creation of new tax model/methods, such as the consideration of partnering with Glenn County for specific sales tax override or potential creation of a parcel tax for Fire Services District. Finally, the Council wished to add one additional item for consideration, which would be to look at potential Community Related Activities and Events to help supplement revenue to the City. An example that they used was a "Willows Rice Festival" event or some similar events.

Potential Expenditure Reductions were also introduced for discussion, including evaluating any and/or all shared resources opportunities with Glenn County and surrounding cities. Some of the Potential Expenditure Reductions introduced for discussion were the possibility of soliciting negotiations with the Sheriff's Department to consolidate law enforcement services, negotiating with Orland or neighboring cities for administrative/city management services (i.e. City Manager, Planner, Building Official, City Clerk, Recreation, etc.), negotiating to out-source financial management services, and negotiating with Willows Volunteer Fire Service to assume an all-volunteer fire services unit similar to Orland and/or other jurisdictions. Other Expenditure Reductions discussed were possibly cutting programs or eliminating some city services, for example, close the Library and return the branches back to the County for operation, eliminating the Recreation Department and all programming and eliminating the City Manager & Clerk positions and have the Council manage day-to-day operations and maintain/retain all city records, etc. (similar to county model). Finally the last option discussed was to prepare a proposed budget and then calculate the exact number of employees possible to retain (i.e. affordable with projected revenue) consistent with available funding. Notify all others of position elimination(s) and lay-off(s).

After reviewing the entire list of Principal Objectives, some Council Members expressed a desire to remove some items from the list that they were adamantly opposed to, such as making the Fire Department an all-Volunteer Department, however, after further discussion it was decided that at this early point, removing any items from the list may be pre-mature and all items should remain on the list and should be discussed and evaluated further. This was only the first of likely many

discussions regarding next Fiscal Year's Budget Development process. It was pointed out that tonight's discussion was not to make any decisions, but rather to agree with the items on the Principal Objectives list that was presented to the Council, at least in concept. The Council then decided that prior to the next City Council Meeting, they will individually prioritize each of the items on the proposed Principal Objectives list by assigning the items a number 1 through 5, with 1 being the highest priority and 5 being the lowest. They will submit their results to the City Manager and the results will be analyzed and this item will be placed on the agenda for the next meeting in order to hold further discussions. It was then **moved** by Council Member Holvik and **seconded** by Council Member Yoder to adopt the Primary Goal and the possible strategies to facilitate attainment of that goal during the Fiscal Year 2012/13 Budget Development process. The motion unanimously passed.

12. Council Member Reports:

Council Member Yoder reported that he and Council Member Hobbs recently attended a CALED meeting in Sacramento and he found it to be very informative and beneficial.

Council Member Hobbs mirrored Council Member Yoder's statement that the workshop was very informative. She also stated that she would be unable to attend the EDC formation workshop that Mr. Bonner announced will be taking place at 5:30 on August 18, however, she and Council Member Yoder plan to attend a meeting with County Representatives and Representatives from the City of Orland at 2:00 that same day to discuss the potential of forming a County/Cities EDC. She also stated that due to the fact that she will be vacating her Council Seat at the end of September, she thinks that she and Council Member Yoder should have a final EDC subcommittee report-out and final conclusions on their research on the creation of an EDC and they will make their recommendations to the Council on whether or not they believe the formation of a City EDC would be advantageous or beneficial. She stated that this would be done at the September 13 City Council Meeting.

Mayor Hansen reported that he attended the "National Night Out" event and said that it was well attended and it had a good amount of vendors.

At 9:50 p.m. the Council entered into Executive Session.

- 13. Executive Session:** Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session. More specific information regarding this closed session is indicated below:

PERFORMANCE EVALUATION – Pursuant to Government Code § 54957 (b) (1), which states:

"Subject to paragraph (2), nothing contained in this chapter shall be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought

against the employee by another person or employee unless the employee requests a public session.”

TITLE: City Manager

14. Report Out from Closed Session:

The Council reconvened into open session at 10:10 p.m. and reported they had deliberated on the process that would be utilized to complete the City Manager’s evaluation and they plan to meet again during a special meeting on Tuesday, August 16, 2011, at 6:15 p.m. to complete the evaluation process.

15. Adjournment: Mayor Hansen adjourned the meeting at 10:10 p.m.

Dated: August 9, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD
August 16, 2011

1. The meeting was called to order at 6:15 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Mayor Hansen led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Council Members Yoder, Cobb, Hobbs, Holvik & Mayor Hansen
Absent: None

4. **Public Comment:**

Forrest Sprague spoke unfavorably about the City Manager and urged the City Council to take into consideration the City Manager's actions which led to the Police Department's vote of No Confidence. He also hoped that the City Council would review the City Manager's Employment Contract, specifically the clause regarding the City not having the responsibility to pay severance pay for "Termination for Cause" when an employee engages in intentional or negligent misconduct, hinting that the City Manager somehow engaged in negligent and intentional misconduct and also hinting at his desire for the Council to Terminate the City Manager.

Heather Baker spoke very favorably about the City Manager and his performance in that position. She stated that she was on the City Council when he was interviewed for the position and at that time the Council asked him for a list of goals which he would like to achieve for the City. She believes that he has met most of his goals that he had stated at that time. She believes he has done a very good job serving the Citizens of Willows as the City Manager and he has suggested, created and implemented some very positive programs in the City, including getting the City a website, the creation of the Façade Improvement Program and the creation of the Greater Willows Improvement League, just to name a few examples.

Mayor Hansen read the following letter into the record which was received from Mike Murray:

"Dear Mayor Hansen, I know the Willows City Council is in the process of evaluating the City Manager's job performance. The intent of this letter is to provide additional information as it pertains to Mr. Holsinger's conduct when interacting with me in my capacity as the District 4 Supervisor which encompasses the City of Willows. I have attended numerous meetings where Mr. Holsinger was present and represented the city, whether it was centralized dispatch, animal control contract, booking fees, library funding or just a matter of mutual concern. I can tell you unequivocally that the City Manager's conduct was both professional and polite. He always had the city's best interest in mind and represented the council's viewpoint as aggressively as the situation dictated. During those times when we "agreed to disagree" he maintained his professional demeanor and represented you fairly. If Mr. Holsinger were a county employee, his integrity, performance and continued employment would not be in question. Gary, you may share this letter with whomever you deem appropriate. If it has generated any questions in your colleague's minds please feel free to contact me. Sincerely, Mike Murray, District 4 Supervisor."

Hearing no more Public Comments, the Council entered into Executive Session at 6:41 p.m. for the following:

5. **Executive Session:** Pursuant to California Government Code Sections 54950 et seq., the City Council held a Closed Session. More specific information regarding this closed session is indicated below:
PERFORMANCE EVALUATION – Pursuant to Government Code § 54957 (b) (1), which states:

“Subject to paragraph (2), nothing contained in this chapter shall be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.”

TITLE: City Manager

6. **Report-Out from Closed Session:** The Council emerged from Executive Session at 10:15 p.m. and Mayor Hansen reported that tonight the Council met as a group to discuss the entire evaluation process. They met with the City Manager and discussed the areas of overriding concern. The Council has identified some legal questions or issues that must be reviewed by the City Attorney and the final evaluation will not be completed until a meeting with the City Attorney can be arranged.
7. **Adjournment:** Mayor Hansen adjourned the meeting at 10:16 p.m.

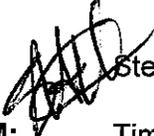
Dated: August 16, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

TO:  Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director

SUBJECT: Statement of Investment Policy

RECOMMENDATION

Approve, by motion, the City of Willows Statement of Investment Policy

SITUATION (or BACKGROUND):

The City Council, on an annual basis, is required to review and approve the City's Investment Policy. The Policy (attached) provides the basis for investment of City funds as well as periodic reporting of said funds.

FINANCIAL CONSIDERATIONS:

While no direct appropriation of funds considered as part of the policy renewal, the policy does affect the types and rates of return on the investment of City funds.

NOTIFICATION

N/A

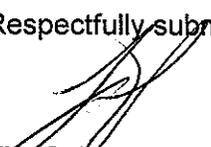
ALTERNATE ACTIONS

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

RECOMMENDATION

Approve, by motion, the City of Willows Statement of Investment Policy

Respectfully submitted,


Tim Sailsbery
Finance Director

Attachment:
EXHIBIT A: Investment Policy

EXHIBIT A

CITY OF WILLOWS STATEMENT OF INVESTMENT POLICY

1. Introduction

The purpose of this document is to identify various policies that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment-related activities. Related activities that compose good cash management include accurate cash projections, expeditious collection of revenue, control of disbursements, and cost effective banking relations.

2. Scope

The investment policy covers all funds and investment activities under the direct authority of the City of Willows.

3. Objective

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City of Willows shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. **Liquidity:** An adequate percentage of the portfolio will be maintained in the liquid, short-term securities which can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investments in securities with active secondary or resale markets is highly recommended. Emphasis will be on low sensitivity to market risk.
- C. **Yield:** Yield becomes a consideration only after the basic requirements of safety and liquidity have been met.
- D. **Market-Average Rate of Return:** The investment portfolio shall be designed to attain a market average rate of return throughout budgetary and economic cycles, taking into account the City's risk constraints, the cash flow characteristics of the portfolio, and State and local laws, ordinances.
- E. **Diversification:** The investment portfolio will be diversified to avoid incurring unreasonable and avoidable risks regarding either specific security types or individual financial instruments.
- F. **Prudence:** The City of Willows adheres to the guidance provided by the "Prudent Man Rule" (Civil Code Section No. 2261), which obligates a fiduciary to ensure that:

"...investment shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment considering the probable safety of their capital as well as the probable income to be derived."

G. **Public Trust:** All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

4. **Declaration of Authority**

The City Treasurer has the authority to invest funds in certain eligible securities (Government Code Section 53635).

5. **Reporting**

The City Treasurer shall submit a quarterly investment report to the City Council, which shall include all the elements of the report as prescribed by Government Code Section 53646.

6. **Investment Instruments**

Investments for the City of Willows are to be made in one or more of the following:

Investment Instrument	Maximum Percentage or Amount	Maximum Maturity
A. Certificates of Deposit	Unlimited	5 years
B. Negotiable Certificates of Deposit	30%	5 years
C. Local Agency Investment Fund	\$10MM	n/a
D. Passbook Savings Account	Unlimited	n/a
E. Securities of the U.S. Government Or Agencies Thereof	Unlimited	5 years
F. Bankers Acceptances	40%	270 days
G. Commercial Paper	30%	180 days
H. Medium Term Corporate Notes	30%	5 years

7. **Internal Controls**

A system of internal controls shall be established to prevent losses of public funds arising from fraud, employee error, misrepresentation of their parties, unanticipated changes in financial markets, and imprudent actions by employees and officers of the City.

8. **Maturities**

Security purchases and holdings shall be maintained within statutory limits imposed by Government Code.

9. Banks and Securities Dealers

The City Treasurer, in selecting financial institutions for deposits and investments of the City funds, shall consider the creditworthiness of such institutions. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are either deposited or invested.

10. Risk Tolerance

The City of Willows recognizes that investment risk can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Treasurer shall periodically establish guidelines and strategies to control risk of default, market price changes, and illiquidity. A competitive bid process, when practical, will be used to place all investments.

11. Statement of Investment Policy

This statement of Investment Policy shall be reviewed and submitted annually to the City Council.

Date

9/13/11

Tim Salsbery
Finance Director/ City Treasurer

City of Willows
Treasurer's Report
Schedule of Cash and Investments
As of June 30, 2011

Pursuant to Government Code Section 53646, listed below is a schedule of Cash and Investments held by the City of Willows.

Par	Description of Security/ Financial Institution	Coupon Rate	Maturity Date	Adjusted Cost Basis	Weighted Average Yield To Maturity	Current Market (Over 12 Mos.)
N/A	Petty Cash Held on Hand	N/A	N/A	\$ 150.00	N/A	\$ 150.00
N/A	General Checking Account/ Bank of America	N/A	N/A	\$ 773,125.94	N/A	\$ 773,125.94
N/A	Local Agency Investment Fund/ Office of the Treasurer, State of California	0.38%	Var.	\$ 2,298,471.18	Var.	\$ 2,302,094.65
N/A	Program Income Money Market Account/ Umpqua Bank	0.30%	N/A	\$ 382,458.58	N/A	\$ 382,458.58
N/A	Cash Account held at Stifel Nicolaus	N/A	N/A	\$ 707.05	N/A	\$ 707.05
\$ 1,312,000.00	Negotiable Certificates of Deposit Edward Jones Investments-Custodian	0.75-4.65%	12/01/2011- 9/29/2015	\$ 1,312,000.00	2.65%	\$ 1,327,550.65
\$ 300,000.00	Negotiable Certificates of Deposit Stifel Nicolaus-Custodian	2.00-3.55%	5/6/2014- 10/15/2015	\$ 300,000.00	2.60%	\$ 306,083.00
\$ 100,000.00	State of CA Agency Note CA State Public Works Board Stifel Nicolaus-Custodian	3.60%	10/1/2013	\$ 99,019.94	3.50%	\$ 103,223.00
\$ 105,000.00	US Government Agency Term Notes Federal National Mortgage Assn. Edward Jones-Custodian	3.00%	9/29/2015	\$ 105,949.95	3.00%	\$ 106,051.05
\$ 150,000.00	US Government Agency Term Notes Federal Home Loan Bank (\$150,000) Stifel Nicolaus-Custodian	1.75%	12/3/2015	\$ 148,880.00	1.75%	\$ 149,664.00
Total						\$ 5,420,762.64

I certify that this report reflects all Government Agency cash and pooled investments and is in conformity with the Investment Policy of the City of Willows as stated in the annual investment policy approved by the City Council. A copy of the investment policy is available at the Office of the Finance Director/City Treasurer. The investment Program herein provides sufficient cash flow liquidity to meet the estimated expenditures for the next 180 days.

Submitted: /s/ Tim Sallsbery
City Treasurer

Approved: /s/ Stephen Holsinger
City Manager

AGENDA ITEM

September 13, 2011

TO: Steve Holsinger
FROM: Wayne Peabody, Fire Chief
Subject: Award bid for FEMA Grant # AFG EMW-FO-00959 Gym
Equipment

RECOMMENDATION:

Award bid to Sacramento Exercise Equipment Center Inc

SITUATION (or BACKGROUND):

With the approval of the Gym Equipment RFP on August 9th, 2011 all City of Willows Procedures were followed and we had received two bids. Staff has reviewed the bids from The Fitness Outlet and Sacramento Exercise Equipment Center. The Fitness Outlet did not meet the minimum bid requirements by not bidding on all the equipment. The Sacramento Equipment Center bid did meet the minimum requirements and is the lowest responsive bidder at \$17,535.38.

FINCIAL CONSIDERATIONS:

The grant budget for equipment is \$20,500.00.

NOTIFICATIONS:

1. Willows Rural Fire Protection District
2. Willows Volunteer Firefighter
3. Willows Auxiliary

ALTERNATE ACTIONS:

1. Request additional information from staff
2. Reject staff recommendation and/or direct item to be returned.

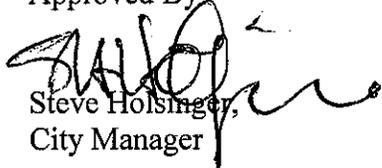
RECOMMENDATION:

Award bid to Sacramento Exercise Equipment Center Inc

Respectfully Submitted

Wayne Peabody
Fire Chief

Approved By


Steve Holsinger,
City Manager

ATTACHMENTS:

- A: Sacramento Exercise Equipment Center bid
B: The Fitness Outlet bid

Attachment:



WILLOWS FIRE DEPARTMENT
 CHIEF WAYNE PEABODY
 445 S. BUTTE ST.
 WILLOWS, CA 95988
 PHONE: (530) 934-3323
 FAX: (530) 934-5969
 www.cityofwillows.org



City of Willows
 Bid Form
 Gym Equipment

Bidder's name:

SACRAMENTO EXERCISE EQUIP.

Address and Phone:

5400 DATE AVE.

SACRAMENTO, CA 95841.

Bid Price: (FOB Willows)
(per attached spec)

Elliptical Cross Trainer: \$ 3450.00

Elliptical Trainer: \$ 2950.00

4 position Mutli Gym: \$ 6850.00

Dumbbells with rack: \$ 1945.00

Utility Flat Bench: \$ 185.00

Adjustable Weight Bench: \$ 485.00

Installation Price:

\$ 485.00

Ca Sales Tax ^{7.25%} 8.25%
(FOB Willows)

1185.38

Proposed Delivery Date

3 WEEKS AFTER RECEIPT OF P.O.

Signed:

VICTOR NOVAL
PRESIDENT.

Date:

8-29-11

Attachment:



WILLOWS FIRE DEPARTMENT
CHIEF WAYNE PEABODY
445 S. BUTTE ST.
WILLOWS, CA 95988
PHONE: (530) 934-3323
FAX: (530) 934-5969
www.cityofwillows.org



City of Willows
Bid Form
Gym Equipment

Bidder's name:

The Fitness Outlet

Address and Phone:

13240 NE 20th St., Suite 21
Bellevue, WA 98005 425-283-0531 Ext. 24

Bid Price: (FOB Willows)
(per attached spec)

Elliptical Cross Trainer: Octane Pro 4700 \$4,367.

Elliptical Trainer: Ø

4 position Mutli Gym: Hoist CMJ-6000-1 4 Station \$5,578.

Dumbbells with rack: Hampton Urethane Dumbbells with (2) 3T-FLT RACKS \$3,267.90

Utility Flat Bench: Ø

Adjustable Weight Bench: Ø

Installation Price: \$700.00

Ca Sales Tax 8.25%:
(FOB Willows) \$1,147.81

Proposed Delivery Date Depending on color choices on CMJ and availability of products approx. 2 to 4 weeks from date of purchase.

Signed:

Eugenia Kalem

Date:

Aug. 24, 2018

AGENDA ITEM

September 13, 2011

TO: Honorable Mayor Hansen and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Award Contract for Legal Advertising for City of Willows

RECOMMENDATION

Staff is recommending the City Council authorize by Resolution, accepting the proposal submitted by the Sacramento Valley Mirror for Legal Advertising Services and authorize the City Manager to execute a Professional Services Agreement between the City of Willows & Sacramento Valley Mirror.

SUMMARY

Recently the City Clerk solicited bids for advertising services for publication of Legal Notices and other documents as required. As a result of this effort, two bid packets were distributed and one bid was received. Based upon the Bid qualifications; along with associated Cost Quote(s) the Sacramento Valley Mirror was determined to be the "lowest responsive, responsible bidder" for Legal Advertising Services. Therefore, staff is recommending award of Legal Advertising Contract to the Sacramento Valley Mirror.

FINANCIAL CONSIDERATIONS

Unknown at this time, however not anticipated to exceed funding available in the City of Willows 2011/2012 Fiscal Work Plan.

ALTERNATE ACTIONS

1. Staff is recommending City Council authorize by Resolution accepting the proposal submitted by the Sacramento Valley Mirror for Legal Advertising Services and authorizes the City Manager to execute a Professional Services Agreement between the City of Willows & Sacramento Valley Mirror.
 2. Request additional information from Staff.
 3. Reject the recommendation and deny authorization to enter professional services agreement.
-

RECOMMENDATION

Staff is recommending City Council authorize by Resolution accepting the proposal submitted by the Sacramento Valley Mirror for Legal Advertising Services and authorize the City

Manager to execute a Professional Services Agreement between the City of Willows & Sacramento Valley Mirror

Respectfully submitted,



Stephen A Holsinger
City Manager

Attachments: Resolution authorizing award of bid for advertising services and Professional Services Agreement to be executed by City Manager.

**CITY OF WILLOWS
CITY COUNCIL RESOLUTION NO. -2011**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AWARDING A PROFESSIONAL SERVICES AGREEMENT FOR THE PUBLICATION
OF LEGAL NOTICES FOR THE CITY OF WILLOWS AND AUTHORIZING THE CITY
MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY**

WHEREAS, it is in the best interest of the City of Willows to obtain the best price and the widest circulation possible for public notices; and

WHEREAS, the City of Willows did solicit bids for the publication of legal notices; and

WHEREAS, the CITY wishes to contract for such services with a newspaper of general circulation in the City of Willows; and

WHEREAS, Sacramento Valley Mirror is experienced in providing such services for municipal corporations and other public & private agencies and is able to provide personnel with the proper experience and background to carry out the requirements involved; and

WHEREAS, the City of Willows wishes to retain the Sacramento Valley Mirror for the performance of said services; and

WHEREAS, Sacramento Valley Mirror, is an independent contractor, and not an employee of the City.

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

The Agency does hereby appoint Sacramento Valley Mirror, in a contractual capacity, to perform the services in accordance with the terms and conditions hereinafter set forth and as attached hereto as Exhibit(s) "A"
PROFESSIONAL SERVICES CONTRACT -LEGAL PUBLICATIONS

BE IT FURTHER RESOLVED that the City Council of the City of Willows does hereby approve the agreement between the City of Willows and Sacramento Valley Mirror attached and authorized the City Manager of the City of Willows to execute said agreement.

PASSED AND ADOPTED by the City Council of the City of Willows this 13th day of September 2011, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Gary Hansen, Mayor

Natalie Butler, City Clerk

EXHIBIT A

CITY OF WILLOWS PROFESSIONAL SERVICES CONTRACT LEGAL PUBLICATIONS

THIS CONTRACT, made and executed this ____ day of _____, 2011, by and between the City of Willows, California, hereinafter referred to as "City", and _____ hereinafter referred to as "Contractor" and "Bidder":

WITNESSETH: City and Contractor do mutually agree as follows:

1. The Resolution Inviting Proposals, Proposal, Specifications and all amendments thereof, when approved by the parties hereto, copies of which are attached hereto, are hereby incorporated in and make a part of this Contract by reference, as though fully set forth herein, and all of the foregoing shall constitute the Contract documents.
2. Contractor agrees to publish legal notices as specified in the Contract documents and in the manner specified therein.
3. City agrees to pay contractor the amount specified in the Contract documents and in the manner specified herein.
4. Time is of the essence of this Contract. If contractor should fail to publish legal notices as specified in paragraph 2 above, City may give 30 days written notice to Contractor to provide the required service in a timely manner, and if the Contractor fails to do so, the Contractor shall be liable to the City for damages incurred, including, but not limited to, the price differential in procuring legal advertising in conformance with the Contract documents on the open market from another vendor, with or without advertised competitive bidding.
5. Contractor agrees that in the performance of this Contract, Contractor is an independent Contractor, not an employee, agent or officer of the City.
6. This Contract shall be interpreted, construed and given effect in all respects according to the laws of the State of California.
7. Contractor shall not assign this Contract, or any part thereof, or any monies due or to become due thereunder without prior written consent of City.
8. Contractor shall indemnify and hold harmless the City, and its officers and employees, from and against any and all claims, demands, suits, damage, injury and liability, including costs and expenses incurred in connection therewith, however caused, resulting from, arising out of, or in any way connected with the performance of the contract.

9. Contractor shall hold the City, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of a copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract.

10. Contractor warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the City with a view toward securing the Contract or securing favorable treatment with respect to any determinations concerning the performance of the Contract. For breach or violation of this warranty, the City shall have the right to terminate the contract, either in whole or in part, and any loss or damage sustained by the City in procuring in the open market legal publication shall be borne and paid by the Contractor. The rights and remedies of the City provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the Contract.

11. Subject to the provisions of this Contract, all terms, covenants, conditions and provisions hereof shall inure and shall bind each of the parties

City of Willows ("City")

Steve Holsinger, City Manager

Dated: _____

ATTEST:

Natalie Butler, City Clerk

APPROVED AS TO FORM:

Gary Krup, City Attorney

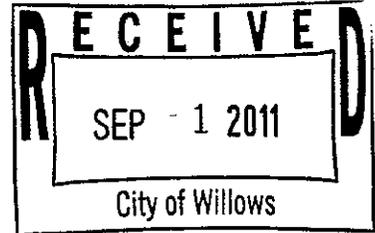
("Contractor")

By

Dated: _____

Title

City of Willows
201 N Lassen Street, -- Willows, CA 95988
(530) 934-7041



2011 Quotation Form
Bid for Legal Publications

Name of Newspaper The Sacramento Valley Mirror

Name of Publishing Company (Above)

Mailing Address 138 W. Sycamore St., Willows CA 95988

Office Address (Above)

Telephone 530/934-9511

1. Price per column inch from 9/1/2011 to 6/30/2012 \$4.90 for legal ads copy ready

2. Width of column excluding space margin shall be ~~4.82~~ 1.92

3. Type Style shall be at the discretion of the Publisher, Font Size shall be 9.0 with 10.0 Leading.

4. Number of lines per column inch? 8

5. Total Circulation per Issue in the City of Willows 1031

6. Total Paid Subscribers in the City of Willows 312

7. Legally adjudicated newspaper of general circulation in Willows?

Date Adjudicated? April 23, 2003 Court Decree # 02CV00614

8. Additional Comments: See attached

Print Name Timothy F. Crews Title Publisher/Editor/owner

Signature [Signature] Date Sept 1, 2011

Please return in Sealed Envelope Marked "Bid - Legals"
to the Office of the City Clerk at the address above

Bids Due by 4:00 p.m., September 1, 2011
Anticipated date of Award of Bid is September 13, 2011

NOTICE INVITING BIDS FOR LEGAL ADVERTISING FOR THE CITY OF WILLOWS

Notice is hereby given that by virtue of authority in Section 20169 of the California Public Contract Code, the City of Willows, calls for proposals to publish legal notices required to be published in a newspaper of general circulation for the City of Willows for the period beginning on the date of award of bid (anticipated for September 13, 2011), and ending June 30, 2012. To be qualified to bid, bidder must be a responsible publisher of a newspaper of general circulation, legally adjudicated by the Superior Court of Glenn County.

The City reserves the right to reject any and all bids or to waive irregularities in any bid. The City reserves the right to select the successful bidder on the basis of circulation, regular subscriptions, services and other factors than the lowest price.

Sealed bids must be received at the City Administrative offices, 201 North Lassen Street, Willows, CA 95988 no later than 4:00 p.m. on September 1, 2011, and will be opened in public at or about that hour in the City Council Chambers. The City of Willows is an Equal Opportunity Provider.

/s/ Natalie Butler, City Clerk

The cost of this ad would be \$29.40 (6 column inches)

Dear Councilmembers,

Please note that our legal columns are 1.92 inches wide, whereas the Willows Journal legal columns are 1.5 inches wide.

Also, please consider that we are totally a locally owned Glenn County newspaper with the only office in downtown Willows, whereas the Willows Journal's main office is in Yuba City, which is part of by Freedom Communications, Inc. in Irvine, Calif., which is now owned by investment bankers due to Freedom's bankruptcy filing.

AGENDA ITEM

September 13, 2011

TO: Honorable Mayor Hansen and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Consider Adoption of Goals & Objectives for the 2012-2013 Budget Development Process.

RECOMMENDATION

Staff is seeking direction from Council concerning identification of "Priority" objectives to facilitate development of the Fiscal Year 2012/2013 Budget Process.

SUMMARY

During the July 12th regular city council meeting, the council appointed two members to serve on a budget development sub-committee to commence development of an action plan to serve as the steering guidelines for the Fiscal 2012-2013 budget development process. During the August 9th city council meeting a "Goal" was approved for the 2012/2013 Budget Development process. Council also reviewed and discussed options and alternatives for specific objectives to facilitate development of the FY 2012/13 Budget.

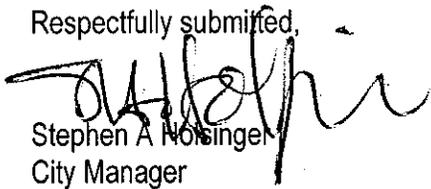
It was the consensus of the city council that each individual council member would review and "rank" in order of priority those options and alternatives discussed during the meeting. Council members submitted their individual rankings of their personal priorities to the City Manager, to have a summary report of the Council priorities prepared for discussion at the next city council meeting. Staff is recommending the City Council discuss the priorities outlined, and eliminate those options not identified as top priorities.

FINANCIAL CONSIDERATIONS None are anticipated at this time.

RECOMMENDATION

Staff is seeking direction from Council concerning identification of "Priority" objectives to facilitate development of the Fiscal Year 2012/2013 Budget Process.

Respectfully submitted,


Stephen A. Holsinger
City Manager

Potential Revenue Enhancements:

- 1. Review current fee structure to consider adjustment as necessary. Examples:
 - a.) development fees, building fees, encroachment fees 4 5 3 2 1
 - b.) park utilization or public facilities fees 3 5 3 3 3
 - c.) administrative fees (i.e., copy fees, permits, etc.) 1 5 1 1 1 4 out of 5 top priority
 - d.) business license fee 2 5 3 4 4

- 1. Review Transient-Occupancy-Tax to consider adjustment as necessary.
 - a.) authorize an audit of TOT collection 1 2 1 1 2 3 out of 5 top priority
 - b.) consider increase of TOT rate by 2% 2 2 1 1 1 3 out of 5 top priority

- 1. Consider creation of new Tax model/methods
 - a.) consider partnering with Glenn County for specific sales-tax over-ride 1 2 2 1 2 5 out of 5 top priority
 - b.) consider creation of parcel tax for Fire Services District. 2 3 4 3 3

Potential Expenditure Reductions:

- 1. Thoroughly evaluate any/all shared resources opportunities with Glenn County and surrounding cities
 - a.) solicit negotiation opportunity with County Sheriff to consolidate law enforcement services within the City of Willows. 1 2 1 2 2 4 out of 5 top priority
 - b.) solicit negotiation opportunity with Orland or neighboring cities for administrative/city management services (i.e. City Mgr, Planner, BO, City Clerk, Recreation, etc) 2 2.5 5 2 1 4 out of 5 2nd priority
 - c.) solicit negotiations with County/Orland/cities for out-sourcing financial mgmt services. 3 3 3 3 3

d.) solicit negotiation with Willows Volunteer Fire Service to assume an all volunteer fire services unit; similar to Orland, and/or others. 4 5 5 3 4

1. Cut programs or eliminate city services. 2 2 4 5 2

a.) close the city Library, return branches to Glenn County for operation. 1 2 3 5 1 4 out of 5 top priority

b.) eliminate Recreation Dept & all programming 3 5 5 5 5

c.) eliminate City Mgr & Clerk positions; have Council manage day-to-day ops and maintain/retain all city records, etc (similar to county model) 0 2.5 5 5 0

1. Maintain Status-Quo and reduce the Workforce in accordance with City Policy

a.) prepare a proposed budget and then calculate the exact number of employees possible to retain (i.e. affordable with projected revenue) consistent with available funding. Notify all others of position elimination and lay-off.

AGENDA ITEM

September 13, 2011

TO: Honorable Mayor Hansen and Members of the City Council

FROM: Natalie Butler, City Clerk

SUBJECT: Resignation of Library Board Trustee Adele Foley, effective August 14, 2011.

RECOMMENDATION

Approve, by motion, the proposed schedule and procedures for appointment of an individual to fill an upcoming vacancy on the Library Board of Trustees due to the resignation of Adele Foley, effective August 14, 2011, and select two Council Members to serve as a subcommittee to review applications and conduct interviews.

SITUATION

On August 14, 2011, Adele Foley submitted a written letter of resignation to the City, giving up her seat on the Library Board of Trustees effective immediately. The term of this seat is set to expire on June 30, 2012. It has been the City's practice to advertise these positions in order to give citizens an opportunity to participate on the Library Board. Staff is proposing the following schedule for Council's consideration:

- September 13, 2011 – Selection of two Council Members to serve as a Subcommittee to review applications and/or interview applicants.
- September 14, 2011 – Provide notice of the upcoming Library Board of Trustees vacancies to the local news media (copy attached).
- September 14 – 4:00 p.m. October 6, 2011 – Accept letters of interest and/or applications (copy attached).
- October 10 – October 13, 2011 – Council Subcommittee review of applications and interviews of candidates.
- October 25, 2011 – Council Subcommittee recommendations presented to Council and appointment made to fill the vacancy.

FINANCIAL CONSIDERATIONS

None.

NOTIFICATION

None.

ALTERNATE ACTIONS

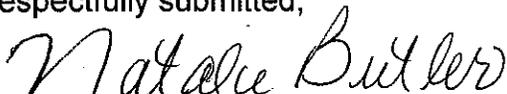
Approve, with modifications, the attached schedule.

Leave the Library Board seat vacant until its term expiration in June, 2012.

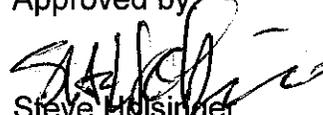
RECOMMENDATION

Approve, by motion, the proposed schedule and procedures for appointment of an individual to fill an upcoming vacancy on the Library Board of Trustees due to the resignation of Adele Foley, effective August 14, 2011, and select two Council Members to serve as a subcommittee to review applications and conduct interviews.

Respectfully submitted,


Natalie Butler
City Clerk

Approved by:


Steve Holsinger
City Manager

Attachments:

Advertisement of vacancy
Application form for Library Board Trustee

NEWS RELEASE

FOR IMMEDIATE RELEASE

The Willows City Council is accepting applications for appointment to the Willows Library Board of Trustees in order to fill a vacancy as of August 14, 2011, with the term expiration date being June 30, 2012. The Board has responsibility for administration of Library hours, trust funds, and establishing operational policies for the Willows Library. The Trustees meet on the second Thursday of each month at 10:00 a.m. in the Eubank Room of the Library at 201 North Lassen Street.

Individuals who desire to take an active part in the direction of Library operations and enhancement of services are encouraged to apply. Applications are available at the Public Library, the City Offices, and on the City's website at www.cityofwillows.org and must be returned no later than 4:00 p.m. on Thursday, October 6, 2012. Postmarks will not be accepted.

Appointment will be considered by the City Council on Tuesday, October 25, 2011. Appointment to this position involves yearly filing of Statements of Economic Interest required by the State of California Fair Political Practices Commission.

The City of Willows is an Equal Opportunity Provider



APPLICATIONS FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

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: _____ Phone: _____

Address _____ Yrs. In Area: _____

_____ E-Mail: _____

Occupation: _____

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

My Library concerns are: _____

Signature

AGENDA ITEM

September 13, 2011

TO: Honorable Mayor Hansen and Members of City Council
FROM: Natalie Butler, City Clerk
SUBJECT: Planning Commission Vacancies/Appointments

RECOMMENDATION

Approve the proposed schedule and procedures for appointment of three individuals to fill the three expiring terms of currently seated Commissioners Leon Thur, Candis Woods and Kerri Warren on the Planning Commission and select two Council Members to serve as a Selection Committee.

SUMMARY

In accordance with the Willows City Code, appointments to the Planning Commission are made by the Mayor with approval of the City Council.

Following is a schedule presented for Council's consideration:

- September 13, 2011 – Selection of two Council members to act as Selection Committee to review applications and conduct interviews.
- September 14, 2011 – Provide notice of the upcoming Planning Commission vacancies to the local news media (copy attached).
- September 14 through 4:00 p.m. on November 17, 2011 – Accept letters of interest and/or applications (copy attached).
- November 21 through December 1, 2011 – Review of applications and interview of Candidates by the Selection Committee.
- December 13, 2011 – Appointments made by the City Council.

FINANCIAL CONSIDERATIONS -

None.

NOTIFICATION

Leon Thur
Candis Woods
Kerri Warren

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Approve the proposed schedule and procedures for appointment of three individuals to fill the three expiring terms of currently seated Commissioners Leon Thur, Candis Woods and Kerri Warren on the Planning Commission and select two Council Members to serve as a Selection Committee.

ATTACHMENTS

- Notice of Vacancy for Release to Media
- Job Flyer
- Job Application

Respectfully submitted,

Natalie Butler,
City Clerk

Approved:

Steve Holsinger
City Manager



CITY OF WILLOWS

APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

Three seats on the Willows Planning Commission will become open December 31, 2011. In accordance with the Willows City Code, appointments to the Planning Commission are made by the Mayor with the approval of the City Council. Appointments to the Planning Commission are for a four-year period and the three appointments will be for the period of January 1, 2012 through December 31, 2015.

Letters of interest and/or applications will be accepted until 4:00 p.m. on Thursday, November 17, 2011. The City Clerk must have physically received applications by that time to be eligible for consideration. Postmarks are NOT acceptable.

It is anticipated that all applications will be reviewed, and an appointment will be made by the City Council at their Regular meeting on December 13, 2011.

QUALIFICATIONS: To be considered eligible, an applicant must live within the corporate limits of the City of Willows and be a registered voter (elector) at the time of nomination. Individuals appointed to the Planning Commission are required to attend all regular and special meetings of the Commission. Regular meetings generally occur on the first and third Wednesdays of each month. Individuals appointed to the Planning Commission are required to complete and file a Statement of Economic Interests Form with the Fair Political Practices Commission and also required to complete the AB 1234 course (Ethics Training) approved by the Attorney General and FPPC.

EXCEPTION: When the City finds it in the best interest of the City, the City Council may, by a vote of three-fifths majority, waive the residency qualification and appoint an individual to the Commission who is a registered voter of the County, residing within the City's sphere of influence.

The City of Willows in an Equal Opportunity Provider



APPLICATION FOR APPOINTMENT TO THE PLANNING COMMISSION

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

Name: _____

Residence Address: _____

Mailing Address: _____

E-Mail Address: _____

Home Phone: _____ Business Phone: _____

* Are you a registered voter? _____

Please list all prior experience on City or local service commissions, committees, boards, clubs, etc.:

_____.

Please provide a statement as to why you wish to serve on the Planning Commission of the City of Willows at this time:

_____.

Applicant Signature _____ **Date & Time Received by City Clerk**



City of Willows
201 N. Lassen Street
Willows, CA 95988
(530) 934-7041

To: Local Media

From: Natalie Butler, City Clerk

SUBJECT: PLANNING COMMISSION APPOINTMENT

FOR IMMEDIATE RELEASE
(Not a Paid Advertisement)

The City of Willows will be accepting applications through 4:00 p.m. on November 17, 2011, for three available seats on the Willows Planning Commission. The terms of office will expire on December 31, 2015. An application and job flyer are available at the City Clerk's office of the Civic Center, 201 North Lassen Street, Willows or by visiting the City's website at www.cityofwillows.org . For questions, please call 934-7041.