

**CITY COUNCIL**

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

**CITY MANAGER**

Steve Holsinger

**CITY CLERK**

Natalie Butler



201 North Lassen Street  
Willows, CA 95988  
(530) 934-7041  
[www.cityofwillows.org](http://www.cityofwillows.org)

**CITY COUNCIL REGULAR MEETING AGENDA**

**Tuesday, September 22, 2015**

**6.30 p.m.**

1. ***Call to Order Willows City Council Regular Meeting – 6:30 p.m.***

2. ***Pledge of Allegiance***

3. ***Roll Call***

4. **EXECUTIVE SESSION:**

***Public Comment on Closed Session item listed below: Pursuant to Government Code Section 54954.3 the public has an opportunity to directly address the legislative body on the item(s) below prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.***

***Council will convene into Executive Session pursuant to California Government Code Sections 54950 et seq. More Specific information regarding this closed session is indicated below:***

***a) PUBLIC EMPLOYMENT APPOINTMENT/EMPLOYMENT pursuant to Section 54957(b)1  
Title: City Manager***

5. **Reconvene to Open Session & Report out on Closed Session:**

***a) The City Council will consider adoption of a Resolution to ratify the employment agreement between the City and Scott Taylor.***

6. **Agenda Review: (Requested Changes by Council or Staff).**

***a) Consider acceptance, by motion, of the City Council's September 22, 2015 Agenda.***

7. **Presentations & Proclamations: None Scheduled.**

8. **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).**

9. **Consent Agenda:** *Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.*
- a) *Consider approval of General Checking, Payroll Checks & Payroll Direct Deposit.*
  - b) *Consider approval of the City of Willows Treasurer's Report of cash & investments as of June 30, 2015.*
  - c) *Consider cancellation of the fourth Tuesday Meetings in both November and December 2015.*
10. **Public Hearings:** *None Scheduled.*  
*(Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).*
11. **Ordinances:** *None.*
12. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
- a) *Discussion of Council's interest in having a joint Cities & County meeting in the near future & possible agenda items for said meeting.*
13. **New Business:**
- a. *Consider, by motion, approval of a Resolution awarding a construction contract for the North Butte Street and North Sacramento Street Reconstruction Project to Knife River Corporation and establish an overall budget of \$1,365,442.25 for the project via additional appropriation, by motion, of \$32,500 from TDA-LFT (Fund 319) and \$135,171 from RSTP (Fund 310).*
  - b. *Consider adoption of a Resolution appointing Robert W. Hunt as the City Attorney.*
  - c. *Consider adoption of a Resolution authorizing a specific modification to the City Holiday Schedule and directing the closure of City Hall for one week between Christmas Eve and New Year's Day.*
  - d. *Discuss and Advise – Additional General Fund Appropriation to add one patrol officer to the personnel roll for the Willows Police Department and replacement of one command vehicle for the Willows Fire Department.*
14. **Council Member Reports:**
15. **Adjournment:**

**CERTIFICATION:** Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before September 18, 2015.

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

RESOLUTION NO. \_\_\_\_\_ - 2015

RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS APPOINTING  
SCOTT TAYLOR CITY MANAGER

**WHEREAS**, CITY has the need for a city manager and other specialized administrative services; and

**WHEREAS**, EMPLOYEE is experienced in providing such services for municipal corporations and other public agencies and is able to provide the proper experience and background to carry out the duties involved; and

**WHEREAS** CITY wishes to retain Scott Taylor for the performance of said services;

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS** hereby appoints Scott Taylor, City manager, effective October 5, 2015 to perform the CITY services in accordance with the terms and conditions hereinafter set forth in "Exhibit A" EMPLOYMENT AGREEMENT; and the Willows Municipal Code, Chapter 2.10 "City Manager", with the authorities, responsibilities, and consideration ordinarily granted to the chief executive officer of the CITY.

**Employment Agreement for City manager: Exhibit "A"**

**PASSED AND ADOPTED** by the City Council of the City of Willows this 22nd day of September, 2015, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVE:**

**ATTEST:**

\_\_\_\_\_  
**LARRY DOMENIGHINI, Mayor**

\_\_\_\_\_  
**Natalie Butler, City Clerk**

Period

9/3/2015 TO 9/16/2015

General Checking 30035 TO 30062

Payroll Direct Deposit 206659 TO 206698 (\*GAP IN SEQUENCE)

Payroll Checks 34345 TO 34361

APPROVAL DATE 9/22/2015

Approved \_\_\_\_\_

REPORT.: Sep 08 15 Tuesday  
 RUN...: Sep 08 15 Time: 15:36  
 Run By.: JANNI COLLINS

CITY OF WILLOWS  
 Cash Disbursement Detail Report  
 Check Listing for 09-15 Bank Account.: 1050

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

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Payment Information	
							Invoice #	Description
030035	09/08/15	AGU00	AGUA FINA POOLS	405.61	.00	405.61	B50908	REFUND BUILDING PERMIT
030036	09/08/15	AIR00	AIRGAS NCN	78.27	.00	78.27	733428	OXYGEN
030037	09/08/15	AMR02	AMERIPRIDE UNIFORM SVCS.	268.28	.00	268.28	B50908	AUGUST UNIFORM ALLOWANCE
				211.53	.00	211.53	B50908A	AUGUST UNIFORM ALLOWANCE
			Check Total.....:	479.81	.00	479.81		
030038	09/08/15	BUR02	BURROWS OIL COMPANY	2945.95	.00	2945.95	B50908	AUGUST STMT PER ATTACHED
030039	09/08/15	CVC00	CVCWA	1700.00	.00	1700.00	WMLLA031	FRESHWATER MUSSELS STUDY
030040	09/08/15	ERF00	ER ENERGY	64.50	.00	64.50	419001	PROPANE TANK LEASE
030041	09/08/15	EVR00	EVERGREEN NOTE SERVICING	45.00	.00	45.00	B50908	NOTE SERVICING AUGUST 201
030042	09/08/15	GUT01	ANDY GUILLE	64.00	.00	64.00	B50908	REFUND SIGN PERMIT
030043	09/08/15	HEP01	PAUL HENDERSON	1242.15	.00	1242.15	B50908	CM RECRUITMENT
030044	09/08/15	INK01	THE INKWELL	38.72	.00	38.72	8122	CALENDARS
				9.02	.00	9.02	8250	LABEL CASSETTE
				130.08	.00	130.08	8252	LASER JET TONER
				47.25	.00	47.25	8274	COPY PAPER
				88.10	.00	88.10	8305	TONER CARTRIDGE
				105.33	.00	105.33	B50908	INK CARTRIDGE
			Check Total.....:	410.50	.00	418.50		
030045	09/08/15	ITP01	INDUSTRIAL TRUCK & FARM	118.58	.00	118.58	437557	BOLT PIN
030046	09/08/15	JON01	JONES & MAYER	287.50	.00	287.50	74241	PROFESSIONAL SERVICES JUL
030047	09/08/15	LIN01	LINCOLN AQUATICS	353.80	.00	353.00	272769	POOL SUPPLIES
030048	09/08/15	MEN02	MENDIG SUPPLY COMPANY	175.14	.00	175.14	5039	PAPER/PLASTIC SUPPLIES
				19.30	.00	19.30	5657	PARK BATHROOM CLEANER
			Check Total.....:	194.44	.00	194.44		
030049	09/08/15	MJB01	MJB WELDING SUPPLY, INC.	36.00	.00	36.00	1093141	CYLINDER RENTAL
030050	09/08/15	O'R01	O'REILLY AUTO PARTS	268.40	.00	268.40	B50908	AUGUST STMT PER ATTACHED
030051	09/08/15	OFF05	OFFICE DEPOT, INC.	38.69	.00	38.69	482001C	RETURN PRESSBOARD
				142.89	.00	142.89	621001	OFFICE SUPPLIES ADMIN
				85.14	.00	85.14	829001	TONER
				17.19	.00	17.19	939001	OFFICE SUPPLIES ADMIN
			Check Total.....:	206.53	.00	206.53		
030052	09/08/15	RIV05	RIVERVIEW INTERNATIONAL	225.38	.00	225.38	870114	REPAIR #12 DUMPTRUCK
				66.37	.00	66.37	871314	REPAIR #10 JET VAC
			Check Total.....:	291.75	.00	291.75		
030053	09/08/15	SAC08	SACRAMENTO VALLEY MIRROR	583.20	.00	583.20	13528	LEGAL AD BUTTE-SAC STS PR
				57.00	.00	57.00	13563	CLASSIFIED AD REC ASST
			Check Total.....:	640.20	.00	640.20		
030054	09/08/15	SHH01	SHEEHY'S PEST CONTROL	33.00	.00	33.00	19337D	BUILDING MAINT FIRE DEPAT
030055	09/08/15	SWA00	ERIC SWANSON	332.50	.00	332.50	B50908	CM RECRUITMENT
030056	09/08/15	TAY25	SCOTT TAYLOR	664.90	.00	664.90	B50908	CM RECRUITMENT
030057	09/08/15	TRI01	TRI-COUNTY NEWSPAPERS	75.00	.00	75.00	124734	CLASSIFIED AD REC ASST
030058	09/08/15	USB02	US BANK	745.28	.00	745.28	424098	EQUIP. LEASE 8/20-9/20/15
030059	09/08/15	WIL00	WILLOWS AUTOMOTIVE	260.80	.00	260.80	7255	REPAIR #4 FLATBED
030060	09/08/15	WILB1	WILBUR-BELLS COMPANY	425.70	.00	425.70	9350899	GOATFENDER
030061	09/08/15	WILHD	WILLOWS HARDWARE, INC.	1121.35	.00	1121.35	B50908	AUGUST STMT PER ATTACHED
030062	09/08/15	WILHI	WILLOWS ACE HARDWARE	556.68	.00	556.68	B50908	AUGUST STMT PER ATTACHED
			Cash Account Total.....:	14056.20	.00	14056.20		
			Total Disbursements.....:	14056.20	.00	14056.20		

City of Willows  
Treasurer's Report  
Schedule of Cash and Investments  
As of June 30, 2015

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	Investment Policy Category	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	N/A	\$ 200.00	N/A	\$ 200.00
N/A	General Checking Account/ Bank of America	N/A	N/A	N/A	\$ 1,862,469.07	N/A	\$ 1,862,469.07
N/A	Cash Account Edward Jones Investments	N/A	N/A	N/A	\$ 172,543.04	N/A	\$ 172,543.04
N/A	Cash Account Stifel Nicolaus	N/A	N/A	N/A	\$ 0.16	N/A	\$ 0.16
N/A	Local Agency Investment Fund/ Office of the Treasurer, State of California	C	0.28%	Var.	\$ 1,823,313.33	Var.	\$ 1,823,998.49
N/A	Program Income Money Market Account/ Umpqua Bank	D	0.30%	N/A	\$ 535,169.00	N/A	\$ 535,169.00
\$ 602,000.00	Negotiable Certificates of Deposit Edward Jones Investments-Custodian	B	0.90-2.25%	08/25/2015- 9/19/2017	\$ 602,000.00	1.65%	\$ 604,252.09
\$ 600,000.00	Negotiable Certificates of Deposit Stifel Nicolaus-Custodian	B	1.90-2.25%	08/20/15- 4/30/2019	\$ 600,000.00	2.03%	\$ 603,982.00
\$ 150,000.00	US Government Agency Term Notes Federal Home Loan Bank (\$150,000) Stifel Nicolaus-Custodian	E	1.68%	2/27/2019	\$ 150,000.00	1.68%	\$ 151,905.00
<b>Total</b>							<b>\$ 5,745,694.60</b>

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 Salsbery  
City Treasurer

Approved: /s/ Stephen Holsinger  
City Manager

**AGENDA ITEM**

September 22, 2015

**TO:** Honorable Mayor Domenighini and Members of City Council  
**FROM:** Steve Holsinger, City Manager  
**SUBJECT:** Regular City Council Meetings of November 24<sup>th</sup> & December 22<sup>nd</sup> 2015

---

**RECOMMENDATION**

Staff is recommending City Council approval, by motion, for the recommended cancelation of the fourth Tuesday Meetings in both November and December 2015

---

**SUMMARY**

In previous years it has been the practice of City Council to cancel the second meeting of December. Once again this year, staff does not anticipate any pressing business items during the second half of November or December and these two meeting are scheduled to occur during the weeks of Seasonal Holiday Periods. Due to the light schedule of activities during this period and frequency of staff and council member absences/vacation/traveling conflicts, it is staff recommendation to cancel the fourth meeting in both November and December.

**FINANCIAL CONSIDERATIONS**

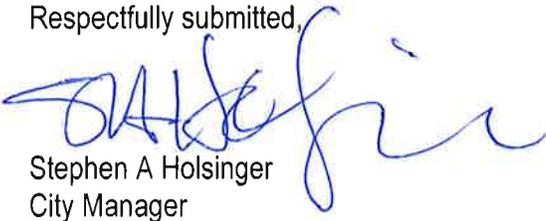
NONE

**RECOMMENDATION**

Staff is recommending City Council approval, by motion, for the recommended cancelation of the fourth Tuesday Meetings in both November and December 2015

---

Respectfully submitted,

  
Stephen A Holsinger  
City Manager

Item 12(a)

Steve Holsinger

---

**From:** Steve Holsinger  
**Sent:** Thursday, September 17, 2015 11:04 AM  
**To:** 'Di Aulabaugh'  
**Subject:** RE: City / County Efforts

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, September 22, 2015 1:00 PM  
**Flag Status:** Flagged

Ok, will do, I will bring it up next Tuesday at our CC Mtg to see if the Council wishes to pursue a mtg.

Thank you  
Steve H

**From:** Di Aulabaugh [<mailto:daulabaugh@countyofglenn.net>]  
**Sent:** Thursday, September 17, 2015 10:53 AM  
**To:** Pete Carr, Orland City Manager; Steve Holsinger  
**Cc:** John Viegas; Dwight Foltz; 'GaryHansen04@gmail.com'; 'James E. Paschall, Sr.' ([jpaschall@cityoforland.com](mailto:jpaschall@cityoforland.com))  
**Subject:** RE: City / County Efforts

I haven't heard back from any of you on this. I can take a hint but just want to be sure before I push this off my list of to do's. Let me know if a City County Joint meeting is desired or no. Maybe mention it at your next Council meeting to see if there is any interest?

Thanks,

*Di Aulabaugh*

CLERK - BOARD OF SUPERVISORS  
Building Capacity Through Gained Efficiency

**From:** Di Aulabaugh  
**Sent:** Friday, September 04, 2015 8:48 AM  
**To:** Pete Carr, Orland City Manager; Stephen Holsinger ([sholsinger@cityofwillows.org](mailto:sholsinger@cityofwillows.org))  
**Cc:** John Viegas; Dwight Foltz; 'GaryHansen04@gmail.com'; 'James E. Paschall, Sr.' ([jpaschall@cityoforland.com](mailto:jpaschall@cityoforland.com))  
**Subject:** City / County Efforts

Gentlemen -

I'd like to begin a discussion with you for the purpose of setting a date, location and drafting of an agenda for a joint City-County meeting. I've attached the agenda and minutes from a meeting that was held back in 2013. They are the most recent I've found. In a discussion at our Solid Waste Regional Agency JPA and again at our City-County Economic Development meeting it was suggested that we focus the agenda, find a better venue and include mutual interest items such as City-County Economic Development efforts, KVB EIR progress report, City-County franchise hauler agreements expiration.

Your thoughts?

**AGENDA ITEM**

September 22, 2015

**TO:** Honorable Mayor Domenighini and Members of City Council  
**FROM:** John Wanger, City Engineer  
**SUBJECT:** Award of the N. Butte Street and N. Sacramento Street Reconstruction Project

**RECOMMENDATION**

Staff recommends that the City Council approve the resolution awarding a construction contract for the N. Butte Street and N. Sacramento Street Reconstruction Project to Knife River Corporation in the amount of \$1,128,089.25, and that an overall budget of \$1,365,442.25 be established for this project via additional appropriation, by motion, of \$32,500 from TDA-LTF (Fund 319) and \$135,171 from RSTP (Fund 310.)

---

**SUMMARY**

This project involves reconstruction of a portion of N. Butte Street (between Wood Street and W. Willows St.) and a portion of N. Sacramento Street (Wood Street to E. Sycamore St.) At both locations, the overall road section (pavement and base material) will be completely replaced utilizing a process known as "Full Depth Reclamation." This process involves pulverizing the existing asphalt and mixing it to a certain depth with the existing road base material. This is done in an effort to utilize to the greatest extent possible the existing asphalt and base material and to minimize having to haul off a lot of material and import new material. Once the pulverizing occurs, both cement powder and lime treatment will be mixed into the base material to add strength. The new road base will then be covered with a new layer of asphalt.

In addition to the reconstruction of the road, the project also involves replacement/upgrading many of the pedestrian curb ramps, replacement of damaged sidewalk, curb and gutter on both streets, as well as replacement of the sewer main and sewer laterals within the pavement on N. Sacramento Street.

The vast majority of the work associated with reconstructing the road and repairing damaged curb, gutter and sidewalk will be paid for with federal monies. The sewer replacement work will be funded from the Sewer Maintenance Enterprise Fund.

Staff advertised the project for public bid in accordance with the Public Contract Code at the end of August, with a bid opening date of September 15, 2015. The engineer's estimate for the overall project was \$1,077,536.

Bids were opened on September 15, 2015. Three (3) bids were received ranging from a low bid of \$1,128,089.25 to a high of \$1,422,072. The low bid was received from Knife River Corporation (Knife River.) Based on the bids received, staff has completed a check of Knife River's bid and found that their contractor's license is active and valid, that they possess a Class A license as required by the bid documents, that Knife River and their five proposed subcontractors are registered with the Department of Industrial Relations (as required by the recently passed legislation), that the bid submitted is mathematically correct and that the bid contained the required information per the bid documents. The only missing information is information relates to the contractors use of

Disadvantaged Business Enterprises (DBE) for some of the work, as required by the federal funding for this project. DBE information is required to be submitted within 5 days of the bid opening (due on September 21, 2015.) Since the due date is after the publication of the City Council agenda, we will report findings at the City Council meeting during the award. Staff has talked to Knife River regarding this issue and staff has been assured that Knife River plans on submitting information showing that they meet the DBE goals for the project as set forth in the bid documents.

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

**FINANCIAL CONSIDERATIONS** -

The estimated overall budget for this project is summarized as follows:

Construction Contract	\$1,128,089.25
Estimated Construction Management/Inspection	\$ 89,544.00
Estimated Design Engineer Construction Support Services	\$ 15,000.00
Estimated Testing	\$ 20,000.00
Construction Contingency (10%)	<u>\$ 112,809.00</u>
Total Estimated Construction Cost	\$1,365,442.25

Please note that the Construction Management and inspection will be provided by Coastland Civil Engineering (the City Engineer) and testing will be completed by Holdrege and Kull (H&K) as subconsultants to Coastland, as staff does not have the necessary time to devote to providing these services. Coastland and H&K both have experience in overseeing roadway reconstruction projects of this size. In addition, some monies have been budgeted for Quincy Engineering (the design engineer for the project) in case issues arise during construction that may need their input.

The project is proposed to be funded as follows:

Federal Funding for N. Butte Street	\$276,000
Federal Funding for N. Sacramento Street	\$661,000
Fund 318-Sewer Maintenance Enterprise Fund	\$260,771
Fund 319-TDA-LTF	\$ 32,500
Fund 310-RSTP	<u>\$135,171</u>
Total Funding	\$1,365,442

The federal funds will be reimbursed through Caltrans as the project progresses (monthly invoicing.) As the low bid was slightly higher than the engineer's estimate additional monies have to be appropriated. Accordingly, staff is requesting that the above-shown appropriations from Funds 310 and 319 be approved.

**NOTIFICATION**

None required

**ALTERNATE ACTIONS**

None recommended

---

**RECOMMENDATION**

Staff recommends that the City Council approve the resolution awarding a construction contract for the N. Butte Street and N. Sacramento Street Reconstruction Project to Knife River Corporation in the amount of \$1,128,089.25, and that an overall budget of \$1,365,442.25 be established for this project via additional appropriation, by motion, of \$32,500 from TDA-LTF (Fund 319) and \$135,171 from RSTP (Fund 310.)

---

Respectfully submitted,

Approved,

John Wanger  
City Engineer

Steve Holsinger  
City Manager

Attachments: Resolution

RESOLUTION No. \_\_\_\_\_

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

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

**WHEREAS**, bids for the Project were opened on September 15, 2015 in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

**WHEREAS**, three bids were received with the base bids ranging in price from ranging from a low bid of \$1,128,089.25 to a high of \$1,422,072, with the low bid being from Knife River Corporation; and

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

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

**WHEREAS**, the Project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) in accordance with the approvals received from Caltrans for both projects; and

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

**WHEREAS**, Coastland Civil Engineering has the expertise and manpower to provide the requested services.

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

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

2. The Project is categorically exempt from CEQA and NEPA in accordance with the approvals received from Caltrans as cited in this resolution.

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

4. The contract for the N. Butte Street and N. Sacramento Street Reconstruction Project is hereby awarded to Knife River Corporation, in the amount of \$1,128,089.25, conditioned on Knife River's timely executing the Project contract and submitting all required documents, including, but not limited to, executed bonds/surety, certificates of insurance, and endorsements, in accordance with the Project bid documents.

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

6. That the overall budget for the Project be established at \$1,365,442.25.

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

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

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

10. This Resolution shall become effective immediately.

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

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 22<sup>nd</sup> day of September, 2015, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Larry Domenighini, Mayor

\_\_\_\_\_  
Natalie Butler, City Clerk

**AGENDA ITEM**

September 22, 2015

**TO:** Honorable Mayor Domenighini and Members of City Council  
**FROM:** Steve Holsinger, City Manager  
**SUBJECT:** Appointment of City Attorney to replace retiring City Attorney Leonard G. Krup

---

**RECOMMENDATION**

Staff is recommending adoption of a Resolution appointing Robert W Hunt as City Attorney.

---

**SUMMARY**

City Attorney, Gary Krup has advised city management that he is prepared to resign as City Attorney, at the pleasure of the City Council; following appointment of a new City Attorney. During the August 25<sup>th</sup> regular council session, council directed staff to contact Robert Hunt and solicit a proposal for possible replacement of Mr. Krup as the next City of Willows, City Attorney.

Mr. Hunt expressed an interest in the potential appointment as City Attorney and provided the attached proposal for providing City Attorney services for the City of Willows. Staff is recommending appointment of Mr. Robert W Hunt as the City Attorney, effective immediately. Following a brief transition period with Attorney Krup, constituting the exchange of relevant legal matters currently residing with Mr. Krup office, a formal resignation acceptance ceremony will be scheduled with the City Council; as is customary with this type of executive transition period.

**FINANCIAL CONSIDERATIONS**

None at this time.

**RECOMMENDATION**

Staff is recommending adoption of a Resolution appointing Robert W Hunt as City Attorney.

---

Respectfully submitted,

  
Stephen A Holsinger  
City Manager

Resolution appointing Robert W Hunt, City Attorney  
Proposal for City Attorney Legal Services

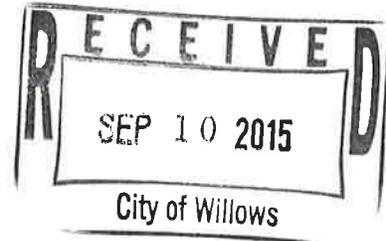


**HUNT JEPSON & GRIFFIN**  
LLP

ROBERT W. HUNT  
rhunt@hjc-law.com

September 4, 2015

Steve Holsinger, City Manager  
City of Willows  
201 N. Lassen Street  
Willows, CA 95988



*Re: Proposal for City Attorney Legal Services*

Dear Mr. Holsinger:

**HUNT JEPSON & GRIFFIN, LLP** welcomes the opportunity to submit the following proposal to provide legal services as City Attorney to the City of Willows.

On the following pages is information about **HUNT JEPSON & GRIFFIN** demonstrating our Firm's experience, as well as our Firm's resources, availability and ability to competently handle the legal needs of the City of Willows.

Robert Hunt is hereby designated as the attorney primarily responsible for serving as the City's City Attorney. In addition, he will be the Firm's contact person for any questions or concerns you may have. His contact information is as follows:

Robert W. Hunt  
1478 Stone Point Drive, Suite 100  
Roseville, CA 95661  
Phone: 916-780-7008  
rhunt@hjc-law.com

Please let me know if you have any further questions or require further information.

Very truly yours,

**HUNT JEPSON & GRIFFIN, LLP**

Robert W. Hunt

**A. INTRODUCTION**

**HUNT & JEPSON, LLP** was established in 2005 upon the vision of providing responsive, personal service emphasizing a holistic approach that considers the importance of the whole and the interdependence of each client's multiple interests and concerns. In February of 2014, partner Tory E. Griffin joined the Firm changing its name to **HUNT JEPSON & GRIFFIN, LLP**.

The Firm presently consists of three partners, Robert W. Hunt, Eric O. Jeppson, and Tory E. Griffin, and five associate attorneys. We have established a stable foundation and are quite particular about our team members. Our goal is to provide the exceptional level of service every client is entitled to.

**HUNT JEPSON & GRIFFIN** has systems in place for monitoring and reporting to clients on the status of all legal activity and litigation utilizing our PCLaw management system. **HUNT JEPSON & GRIFFIN** takes prides in providing value through timely top-notch legal work at a significant value to its clients.

**B. EXPERIENCE AND QUALIFICATIONS**

1. The Firm - **HUNT JEPSON & GRIFFIN, LLP** is a small Firm of eight attorneys located in Roseville, California. In addition to other areas, the Firm specializes in municipal and public agency law, employment, environmental, real estate and construction, and litigation arising out of these areas of law. The Firm's attorneys are supported by four paralegals, legal assistants and other staff. (Firm principal, Robert W. Hunt, is designated as the primary contact for services to be provided to the City of Willows. A brief bio Mr. Hunt's education and experience is below.)

2. Legal Expertise

a. Municipal & Public Agency Law - The attorneys at **HUNT JEPSON & GRIFFIN** have represented over 30 California cities and counties, the California State University system, Superior Courts, and over 75 California special districts, as general, special and/or litigation counsel. Included is serving as special counsel for the City of Willows generally pertaining to

election law issues. (Section E below lists a few representative current and past clients as references.)

b. Public Contracting - The Firm's attorneys have guided public agencies through significant development projects, including property acquisition, entitlements, environmental reviews, engineering and design, bidding and construction, compliance with prevailing wage and other labor requirements.

c. CEQA/NEPA - The attorneys at **HUNT JEPSON & GRIFFIN** have extensive experience in both ensuring environmental compliance, as well as litigating responsibility for contamination and remediation. We have guided projects through CEQA reviews, on the one hand, and successfully defended lawsuits alleging failure to comply with CEQA on the other. Currently, two of the Firm's attorneys are handling litigation surrounding the discharge of hazardous wastes and the remediation thereof.

d. Contracts, Agreements, MOUs - The attorneys at **HUNT JEPSON & GRIFFIN** regularly negotiate and draft contracts and agreements of all sorts, including labor agreements.

e. Ordinances and Resolutions - **HUNT JEPSON & GRIFFIN, LLP** drafts legislation, ordinances and resolutions on a regular basis for its public entity clients. Moreover, Mr. Hunt has drafted regulations that were adopted by the Federal Communications Commission for application on a national basis, and has drafted legislation which he shepherded through final enactment by the California Legislature.

f. Real Estate, Easements, Rights of Way, etc. - Real estate is a core practice area of **HUNT JEPSON & GRIFFIN**. The Firm regularly works in the areas of negotiating entitlements, easements & rights of way, negotiating purchase/sale and lease agreements, etc. We also have considerable experience litigating disputes over such easements and rights of way.

g. Public Records Act, Ralph M. Brown Act, FPPC, etc. - Mr. Hunt regularly advises public agency clients regarding Brown Act compliance, public records issues, privacy issues, and so forth. In addition to preparing

policies pertaining to these issues, Mr. Hunt is also certified to and regularly provides training on ethical issues, sexual harassment and other employment issues, management and conflict resolution.

h. Other Relevant Areas of Law

i) Employment Law - One of the most significant areas of law facing nearly all of our public agency clients pertains to employment problems. **HUNT JEPSON & GRIFFIN** has considerable experience in employment law, including various types of discrimination and harassment, ADA, FMLA/CFRA, pregnancy and family issues, disciplinary issues and termination, and so forth. Not only do we defend our public agency clients from such claims, we also provide on-the-spot advice regarding dealing with employment situations as they occur. In addition, we draft and review employee handbooks and policies for our clients, perform human resource audits, and give seminars on employment issues. Three of our attorneys are certified to provide sexual harassment training required of public officials.

iii) Real Estate & Construction - **HUNT JEPSON & GRIFFIN** does considerable work in the commercial real estate and construction fields, including assisting clients with site identification and acquisition, obtaining necessary entitlements, bidding and protests, drafting and negotiating engineering and construction contracts, dealing with subcontractors, mechanic's liens, stop notices, and so forth. Incumbent in handling such work for our public entity clients is ensuring compliance with public contracting laws and regulations, prevailing wage and other labor mandates, bid protests, etc. As a part of this practice area, the Firm is also active in environmental issues, including CEQA, contamination and remediation issues, and associated litigation.

3. Litigation Experience - Each of the attorneys in the Firm has considerable litigation experience. **HUNT JEPSON & GRIFFIN** attorneys have handled litigation and appeals of claims including employment, constitutional claims, validation actions, real estate and contractual disputes,



eminent domain, redevelopment, tort claims for personal injury and property damage, construction disputes and CEQA and environmental claims, among many others.

**C. DESIGNATED COUNSEL - Robert W. Hunt**

A native of Arizona, Mr. Hunt held executive positions both in the U.S. and abroad with major multinational corporations for over fifteen years before entering the practice of law. With his wealth of management and administrative experience, Mr. Hunt brings “real world” pragmatism to bear on his work for the Firm’s clients.

Mr. Hunt holds a Juris Doctorate degree from University of the Pacific, McGeorge School of Law, as well as a Master of Laws in Taxation, also from UOP McGeorge. At McGeorge, Mr. Hunt was in the top of his class and, therefore, was inducted into the Order of the Coif and the Traynor Honor Society. He also served as President of the Moot Court Executive Committee, and was selected by the Faculty to receive the Outstanding Graduating Student award. Mr. Hunt previously served as an instructor in Legal Research and Writing at McGeorge, and for six years served as the Director of International Advocacy, and Director of the Business & Community Development Clinic at McGeorge.

Mr. Hunt regularly writes, speaks and provides training to groups on a number of issues affecting public agencies, including, for example:

- Municipal and public agency law
- The Ralph M. Brown Act “Open Meeting” law
- Governance – responsibilities and interface of governing boards and district management
- Employment practices and issues
- Contracting and purchasing, avoiding legal pitfalls
- Ethics
- Sexual Harassment

He is admitted to practice before all the courts of California, and the United States District Courts for the Eastern, Northern and Southern Districts of California, as well as the Court of Appeal for the District of Columbia.

Beginning in 1990 with Mr. Hunt's representation of cities and counties in their regulation of cable television and other telecommunications providers, he has since represented over 30 California cities and counties as general or special counsel. In addition, he has represented over 75 California special districts, as well as the California State University system. Accordingly, Mr. Hunt is intimately familiar with municipal law issues including the Ralph M. Brown Act, California Public Records Act, municipal employment and labor issues, public bidding & contracting, real property acquisition and disposition, entitlement, environmental and development issues, governmental ethical standards, election law, parliamentary procedure and so forth.

**D. COMPENSATION, REIMBURSEMENT, RISK TRANSFER**

**1. OUR CHARGES**

**HUNT JEPSON & GRIFFIN** charges for our services on an hourly basis. Our Firm offers the City of Willows the preferential rate granted to our "most favorable" clients – a "blended" rate for both partners and associate attorneys of \$225 per hour, and \$75 per hour for paralegal services. Generally, most ordinary expenses incurred by the Firm are included in our hourly rates; only such expenses as extraordinary travel, use of electronic research data bases, express shipping, hiring of experts or consultants, litigation expenses and so forth are charged to the Client. We do not require a retainer – we bill on a fee-for-service basis, in increments of 1/10 of an hour, with a 2/10 of an hour minimum.

**2. INSURANCE**

**HUNT JEPSON & GRIFFIN** carries professional liability insurance in the amount of \$2,000,000/\$2,000,000, as well as \$1,000,000 of comprehensive general liability insurance coverage.



**E. CONFLICTS OF INTEREST - REFERENCES**

1. To our knowledge, we are unaware of any other Firm representations which would create any conflict of interest with our work for the City of Willows.

2. Our Firm has provided a variety of legal services to over 100 California public agencies. A small selection of representative clients which we have served includes:

City of Willows  
Steve Holsinger, City Manager  
201 N. Lassen Street  
Willows, CA 95988  
530.934.7041

Mark Marshall, Supervisor  
Colusa County  
547 Market Street, Suite 102  
Colusa, CA 95932  
530.228.7187

John Viegas, Supervisor  
County of Glenn  
525 W. Sycamore St.  
Willows, CA 95988  
530.774.6982

Eugene Palazzo, City Manager  
City of Crescent City  
377 J Street  
Crescent City, CA 95531  
707.464.7483

Tracy Public Cemetery District  
Alma Lopez, Manager  
P. O. Box 327  
Tracy, CA 95376  
209.835.2930

Gridley-Biggs Cem. Dist.  
Pat Teague, Manager  
2023 Highway 99  
Gridley, CA 95948  
530.846.2537

Oroville Cemetery District  
Cheryl Smith, Manager  
5646 Lincoln Blvd.  
Oroville, CA 95966  
530.533.2920

City of Stockton  
Christine Tien, Manager  
425 N. El Dorado St.  
Stockton, CA 95202  
209.937.8212



HUNT JEPSON & GRIFFIN  
LLP

Steve Holsinger  
City of Willows  
September 4, 2015  
Page 8

---

F. CONCLUSION

We at HUNT JEPSON & GRIFFIN, LLP are confident that we have the education, background and experience necessary to provide the City of Willows superior service as its City Attorney. Although Mr. Hunt is designated counsel, the Firm has a "deep bench" of qualified attorneys to assist Mr. Hunt or to step in should he be unavailable for any reason.

Please let us know if you have any questions or require any further information. We look forward to the opportunity of serving the City of Willow's legal needs.

Very truly yours,

HUNT JEPSON & GRIFFIN, LLP

A handwritten signature in blue ink that reads 'RW Hunt'.

Robert W. Hunt

RWH:ks

**AGENDA ITEM**

**TO:** Mayor Domenighini and Members of City Council

**FROM:** Steve Holsinger, City Manager

**SUBJECT:** Authorize Closure of City Hall for the week between Christmas and New Year's Day (observed).

**RECOMMENDATION**

Staff recommends that the City Council adopt a Resolution; authorizing a "specific" modification to the City Holiday Schedule (e.g. during Fiscal 2015/2016 only) and directing the closure of City Hall for one week between Christmas Eve and New Year's Day (observed).

---

**SITUATION**

It had been customary in the past, to modify the Holiday Schedule for Administrative Staff at City Hall during the long term furlough period to close City Hall during the Christmas Holiday period. Last year the Council decided against the Holiday closure. However, it is staff's recommendation that this should become an annual consideration of the city council; due to the imposition of the recently adopted "required leave utilization" policy approved by the City Council effective September 1, 2013, in conjunction with Resolution number 25-2013. Whereupon closure of City Hall during the late seasonal Holiday period will facilitate the usage of required leave hours as stipulated by Council action two years ago. This modification to City Hall Hours only impact the Unrepresented Administrative Management Staff located in City Hall.

Staff proposes a modification to the Holiday Schedule as follows; Proposed: Close City Hall in observance of Christmas Eve, Thursday, December 24<sup>th</sup> and extending the closure through Sunday, January 3<sup>rd</sup> 2016 and reopening for regular business on Monday, January 4<sup>th</sup>.

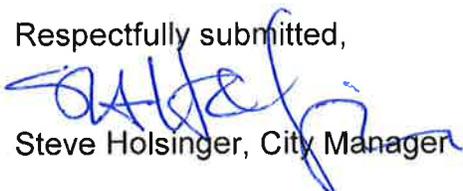
**NOTIFICATION:**

Public Announcement(s) – Sacramento Valley Mirror (contingent upon council approval)

**RECOMMENDATION**

Staff recommends that the City Council adopt a Resolution; authorizing a "specific" modification to the City Holiday Schedule (e.g. during Fiscal 2015/2016 only) and directing the closure of City Hall for one week between Christmas Eve and New Year's Day (observed).

Respectfully submitted,



Steve Holsinger, City Manager

Attachments: Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF WILLOWS AMENDING THE CITY HOLIDAY SCHEDULE AND  
AUTHORIZING CLOSURE OF CITY HALL FOR ONE BUSINESS WEEK  
BETWEEN CHRISTMAS EVE AND NEW YEAR'S HOLIDAY**

**WHEREAS**, the City of Willows Personnel Rules and Regulations; does identify specific City Holidays to be recognized by city employees; and

**WHEREAS**, due to previous fiscal constraints; it become customary to close City Hall during the week between Christmas and New Year's Day, and

**WHEREAS**, as a result of this annual closure, an adjustment to a number of administrative employees' work schedules is necessary each Fiscal Period, and

**WHEREAS**, a corresponding adjustment to hours of operation for administrative services at Willows City Hall was authorized by City Council; and

**WHEREAS**, as a result of these aforementioned adjustments; it was proposed to adjust Holiday Schedules for City Hall Administrative Staff only; and

**WHEREAS**, the result of the proposed Holiday Schedule Adjustment will accommodate a one week closure of City Hall between Christmas Eve and New Year's Holiday (observed).

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WILLOWS** hereby authorizes an adjustment to City Holidays scheduled for City Hall Administrative staff only and directs the closure of City Hall for one business week between Christmas Eve and New Year's Day (observed) during Fiscal 2015/16.

It is hereby certified that the foregoing resolution - 2015 of the City Council was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on the 22nd day of September, 2015, by the following roll call vote: ( )

Ayes in favor:

Noes:

Absent:

Abstain:

Approved:

Attest:

\_\_\_\_\_  
Larry Domenighini, Mayor

\_\_\_\_\_  
Natalie Butler, City Clerk

**AGENDA ITEM**

**TO:**  Steve Holsinger, City Manager  
**FROM:** Tim Sailsbery, Finance Director   
**SUBJECT:** Addition of a Patrol Officer to Willows Police Department and A Replacement Command Vehicle for Fire Department

---

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Add One Patrol Officer to the Personnel Roll for the Willows Police Department and Purchase a Replacement Command Vehicle

**SITUATION (or BACKGROUND):**

At the request of Council, these items return from the August 25 City Council meeting to the September 22 City Council meeting for deliberation.

**FINANCIAL CONSIDERATIONS:**

General Fund- \$113,125 appropriation for Patrol Position  
\$ 70,000 appropriation for Fire Command Vehicle

**NOTIFICATION**

N/A.

**ALTERNATE ACTIONS**

1. By motion, appropriate \$113,125 from the General Fund and authorize 1 additional Police Patrol Officer and appropriate \$70,000 from the General Fund for the purchase of a replacement fire command vehicle
2. Table item for future consideration
3. Take no action.

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Add One Patrol Officer to the Personnel Roll for the Willows Police Department

Respectfully submitted,



Tim Sailsbery  
Finance Director

Attachments:

- Chronology of Council Appropriations and Revenue Changes-General Fund
  - Resolution 18-2014- Includes Verbiage Establishing a Target General Fund Reserve
  - August 25, 2015 Staff Report-Addition of a Patrol Officer to Willows Police Department
  - August 25, 2015 Staff Report-Replacement of Fire Chief Vehicle
-

City of Willows  
 Chronology of Council Appropriations  
 And Revenue Changes  
 6/30/15 to 9/8/15  
 And Possible 9/22/15 Appropriations

1. Staff presents a General Fund budget proposal on 6/30/15 (before taking into account the Management and Confidential wage and benefit package and Council directed budget augmentations) as follows:

2015-16 General Fund Revenue Projection	\$ 3,605,370
<u>2015-16 General Fund Expenditure Projection</u>	<u>(\$3,706,848)</u>
Projected Deficit	(\$ 101,478)
<u>Estimated 7/1/15 Reserve</u>	<u>\$1,363,132</u>
Projected Reserve	\$1,261,654

2. Council directs Staff to add the following expenditures before finalizing the budget: *Management and Confidential Salary and Benefit Package (\$56,830), augmentation of the operational budgets for Police (\$20,000), Fire (\$20,000), Library (\$5,000) Recreation (\$5,000), augmentation of Building Department for Transition (\$10,000) and end of Council Furlough(\$1,058).* Staff incorporates these items, and, on 7/14/15, the 15-16 budget is passed with the following General Fund recap:

2015-16 General Fund Revenue Projection	\$3,605,370
<u>REVISED 2015-16 General Fund Expenditure Projection</u>	<u>(\$3,824,736)</u>
<b>REVISED PROJECTED DEFICIT</b>	<b>(\$ 219,366)</b>
<u>Estimated 7/1/15 Reserve</u>	<u>\$1,363,132</u>
Projected Reserve	\$1,143,766

3. *The County Finance Director notifies the City on 9/8/15 of a correction to Property Tax Revenue in the amount of \$89,610.* The revenue projection for 2015/16 is reduced:

REVISED 2015-16 General Fund Revenue Projection	\$3,515,760
<u>REVISED 2015-16 General Fund Expenditure Projection</u>	<u>(\$3,824,736)</u>
<b>REVISED PROJECTED DEFICIT</b>	<b>(\$ 308,976)</b>
<u>Estimated 7/1/15 Reserve</u>	<u>\$1,363,132</u>
Projected Reserve	\$1,054,156

4. *On 9/8/15, Council approves participation in the EDA Grant and agrees to City commitment to ½ of match. According to the terms of the loan, an upfront payment of \$70,000 is due in the first year (2015-16):*

REVISED 2015-16 General Fund Revenue Projection	\$3,515,760
<u>REVISED 2015-16 General Fund Expenditure Projection</u>	<u>(\$3,894,736)</u>
<b>REVISED PROJECTED DEFICIT</b>	<b>(\$ 378,976)</b>
<u>Estimated 7/1/15 Reserve</u>	<u>\$1,363,132</u>
Projected Reserve	\$ 984,156

5. If the Police Officer (\$113,725) and the Command Fire Vehicle (\$70,000) are added, the projection becomes:

REVISED 2015-16 General Fund Revenue Projection	\$3,515,760
<u>REVISED 2015-16 General Fund Expenditure Projection</u>	<u>(\$4,078,461)</u>
<b>REVISED PROJECTED DEFICIT</b>	<b>(\$ 562,701)</b>
<u>Estimated 7/1/15 Reserve</u>	<u>\$1,363,132</u>
Projected Reserve	\$ 800,431

Based on this, the following facts are in place:

- The Police Officer and EDA loan repayment are structural and recurring. These are not one time items. These costs will recur over a lengthy period of time.
- At \$562K deficit, 41.3% of the reserve is wiped out.
- At \$562K deficit, the reserve falls 20% below the Council targeted reserve of \$1,000,000.
- At the time of the passage of the 2015-16 budget, the projected beginning fund balance is 35.6% of General Fund expenditures. If all items considered are incorporated, the ending 2015-16 fund balance ("reserve") is 19.6% of General Fund expenditures.
- At the time of the authoring of this e-mail, I have not been made privy to the likely terms of the contract of the new CM. As such, I am not aware of additional costs that will be absorbed as a result of the agreement.

**RESOLUTION NO. 18-2014**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
ADOPTING THE 2014/15 AND 2015/16 ANNUAL BUDGET, DESIGNATING  
SEWER ENTERPRISE FUND DEBT RESERVE, AND SETTING TARGETED  
GENERAL FUND BALANCE LEVEL**

WHEREAS, the Willows City Council has reviewed and analyzed the preliminary budget for fiscal years 2014/15 and 2015/16 with opportunity for input from the City Staff and interested citizens; and

WHEREAS, as a result of this review and evaluation the City Council has established the fiscal policy for the 2014/15 and 2015/16 budgets; and

WHEREAS, these policies will be reflected in the document entitled 2014/15 and 2015/16 Adopted Budget, and

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

WHEREAS, the City Council of the City of Willows desires to establish a targeted General Fund Balance at a minimum of \$1,000,000 and acknowledges that the estimated General Fund Balance as of July 1, 2014 will exceed \$1,000,000 and that the budget for 2014/15 and 2015/16 is such that, if projected revenues and expenditures are relatively in line with budgeted projections, the General Fund Balance will remain above \$1,000,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby adopts the 2014/15 annual budget in the amount of \$6,081,249 and the 2015/16 annual budget in the amount of \$5,976,881 and shall designate \$36,000 in Sewer Enterprise Funds as Debt Reserve in each fiscal year of 2014/15 and 2015/16 in compliance with USDA-RD debt covenants.

BE IT FURTHER RESOLVED that the budget as detailed is a guide to the annual revenue and expenditures, and the City Manager may exceed the expenditures from a particular line item account when, at the City Manager’s discretion, it is deemed prudent and efficient for the general operation of the City. However, in no event is the

City Manager authorized to exceed the total amount of budget without approval of the City Council.

BE IT FURTHER RESOLVED that the City Council of the City of Willows establishes a targeted General Fund Balance of a minimum of \$1,000,000 for the safety and stability of the City of Willows' governmental operations.

PASSED AND ADOPTED by the City Council of the City of Willows this 24thth day of June, 2014, by the following vote:

AYES: Domenighini, Taylor-Vodden, Mello, Hansen & Mayor Cobb

NOES: None

ABSENT: None

ABSTAIN: None

APPROVED:

---

Jeffrey T. Cobb, Mayor

ATTEST:

---

NATALIE BUTLER, CITY CLERK

August 25, 2015

**AGENDA ITEM**

TO:  Steve Holsinger, City Manager  
FROM: Tim Sailsbery, Finance Director   
SUBJECT: Addition of a Patrol Officer to Willows Police Department

---

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Add One Patrol Officer to the Personnel Roll for the Willows Police Department

**SITUATION (or BACKGROUND):**

At the request of several Councilmembers during the deliberation and passage of the 2015-16 Budget, the concept of adding an additional Patrol Officer to the Willows Police Force is being brought back for further consideration (Funding a Replacement of a Fire Chief's Command Vehicle was also noted and will be deliberated as a separate Agenda Item). To facilitate Council deliberation on the subject, the following is noted:

**Currently Funded Positions (All Funding Sources):**

Chief	1
Sergeants	2
Investigator	1
Patrol Officers	5 (One Officer Out on Medical Leave and One Officer Assigned to Code Enforcement)
Administrative Secretary/Evidence Technician	1
Substitute Administrative Secretary	.15

(This is also noted on Page 2-24 of the 2015-16 Budget)

**Overtime**

Overtime Cost in 2014-15 (All Sources): \$157,505  
Non-Training Overtime Hours 2014-15: 3,631  
Training Specific Overtime Hours 2014-15: 347

Overtime stats have been provided, as, it appeared, based upon Council dialogue, that the impetus for considering an additional position is the level of overtime currently experienced.

**Cost of Funding the Position**

Per the attached spreadsheet the range of cost for adding a patrol officer is \$79,645 to \$113,125. Funding of this position would be from the General Fund

**Other Factors to Consider in the Decision Process:**

**Grant Funding for a Position Will Cease during 2016-17-** One of the patrol positions is currently being supplemented by a CHRP II Federal Grant. This supplement, approximately \$63,000, will be done in February, 2017. This amount will be borne by the General Fund once the grant expires.

**Overtime Trade-Off-** There will not be a one-for-one cost trade off of overtime cost vs. cost of the position as has been purported. Overtime will still occur for extension of shifts for call/report related activities, training coverage, vacation and sick coverage, etc. Also, the cost of an overtime hour (even at 1 ½ times) is not as costly as a cost of straight time hour of an additional officer.

**Overtime Situation is Temporary-** A large portion of the overtime is shift coverage for the Officer that is currently out on medical leave. While there is no timetable available for resolution of this situation, it will not be a permanent situation. It will resolve itself in some fashion at some point in time.

**Other General Fund Considerations-** Council will be asked to make decisions regarding the General Fund in the very near future regarding the following:

**Cost Sharing of Match for EDA Grant-** Council will be deliberating in a future meeting the direct funding of approximately \$500,000 of the match required for the EDA grant. This will be broken into annual segments of \$70,000-\$76,000 per year over 10 years (year 2 will be \$-0-) in loan repayments on the City's share. Details of the proposal and potential source of revenue to cover the cost will be presented at a future meeting.

**Fire Equipment-** A new command vehicle for the Fire Chief has been requested by Council for consideration.

**Status of 2015-16 General Fund-** Before any additional items are considered, the 2015-16 General Fund Budget was passed with a deficit of \$219,000.

**FINANCIAL CONSIDERATIONS:**

General Fund- \$113,125 appropriation

**NOTIFICATION**

N/A.

**ALTERNATE ACTIONS**

1. By motion, appropriate \$113,125 from the General Fund and authorize 1 additional Police Patrol Officer
2. Table item for future consideration
3. Take no action.

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Add One Patrol Officer to the Personnel Roll for the Willows Police Department

August 25, 2015

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tim Sailsbery', is written over the text 'Respectfully submitted,'.

Tim Sailsbery  
Finance Director

Attachment:

- First Year Cost of Patrol Officer
-

City of Willows  
 First Year Cost of Police Officer  
 8/25/2015

	Minimum	Maximum	Note
Salary	\$ 42,888	\$ 42,888	
Holiday Pay	\$ 2,680	\$ 2,680	
Employer Payroll Taxes	\$ 3,486	\$ 3,486	
Workers Compensation	\$ 4,267	\$ 4,267	
PERS	\$ 4,904	\$ 19,489	1
Cafeteria Benefit	\$ 10,560	\$ 27,455	2
Initial Equipment	\$ 1,000	\$ 1,000	
Uniform Allowance	\$ 860	\$ 860	
Vehicle (Usage)	\$ 4,000	\$ 6,000	
Training Stipend for FTO	\$ 5,000	\$ 5,000	
	\$ 79,645	\$ 113,125	

Notes

- 1 Cost of PERS will be dependent upon whether or not the prospective employee has worked in a PERS agency previously. If the employee has worked at a PERS agency previously, he/she will be subject to PERS Classic (3%@50 ) retirement benefits, and a greater City contribution to retirement. If there is no previous PERS employment, then the employee will be subject to PEPR (2.7%@57) and a lower City contribution.
- 2 Cafeteria Plan benefit will be dependent upon the family status of the prospective employee.

AGENDA ITEM

TO:  Steve Holsinger, City Manager

FROM: Tim Sailsbery, Finance Director 

SUBJECT: Replacement of Fire Chief Vehicle

---

RECOMMENDATION

Discuss and Advise- Additional General Fund Appropriation to Purchase Replacement Command Vehicle for Fire Chief

SITUATION (or BACKGROUND):

At the request of several Councilmembers during the deliberation and passage of the 2015-16 Budget, the concept of funding a Replacement of a Fire Chief's Command Vehicle. (The addition of a Patrol Officer was also noted and is deliberated as a separate Agenda Item). To facilitate Council deliberation on the subject, the following is noted:

**Items of Note**

Purchase of Current Chief's Vehicle- October, 2002  
Estimated Cost of Replacement Vehicle-\$70,000  
Funding Source for Replacement Vehicle-General Fund

**Other Factors to Consider in the Decision Process:**

**General Fund Cash Flow Stream for Fire Equipment-** For 2015-16, the City is in year 9 of a 10 year lease/purchase of the 75 ft ladder truck (Apparatus T-4). The annual payment, \$52,603, ceases with the 2016-17 fiscal year. Council may consider that the Chief attempt to extend the life of the existing command vehicle until the beginning of the 2017-18 year and then use the \$52,603 (plus augmentation) to fund the command vehicle in that year and then commence with financing the replacement of Apparatus E-3 starting in 2018-19.

**Other General Fund Considerations-** Council will be asked to make decisions regarding the General Fund in the very near future regarding the following:

**Cost Sharing of Match for EDA Grant-** Council will be deliberating in a future meeting the direct funding of approximately \$500,000 of the match required for the EDA grant. This will be broken into annual segments of \$70,000-\$76,000 per year over 10 years (year 2 will be \$-0-) in loan repayments on the City's share. Details of the proposal and potential source of revenue to cover the cost will be presented at a future meeting.

**Police Patrol Position-** An additional Police Patrol position was/is being contemplated.

**Status of 2015-16 General Fund-**Before any additional items are considered, the 2015-16 General Fund Budget was passed with a deficit of \$219,000.

**FINANCIAL CONSIDERATIONS:**

General Fund- \$70,000 appropriation

**NOTIFICATION**

N/A.

**ALTERNATE ACTIONS**

1. By motion, appropriate \$70,000 from the General Fund for the purchase of a Fire Chief's Command Vehicle
2. Table item for future consideration
3. Take no action.

**RECOMMENDATION**

Discuss and Advise- Additional General Fund Appropriation to Purchase Replacement Command Vehicle for Fire Chief

Respectfully submitted,



Tim Salsbery  
Finance Director

Attachment:

- Fire Dept. Capital Improvement Asset Inventory
-

WILLOWS



FIRE

WILLOWS FIRE DEPARTMENT

CHIEF WAYNE PEABODY

445 S. BUTTE ST.

WILLOWS, CA 95988

PHONE: (530) 934-3323



**Capital Improvement Program:**

**Radio: 5 year replacement**

ICOM/Pager	\$ 494.06	2015	25
Kenwood	\$1596.00	2015	12
LED Survivor Flashlight:	\$ 70.50	2014	15
Hood	\$ 36.00	2014	15

**Turnouts: 10yr replacement**

Coat	\$ 945.00	2014	15
Pants	\$ 659.00	2014	15
Boots	\$ 155.00	2014	15

**SCBA: 15 year replacement**

Bottle	\$ 975.00	2019	30
Pack	\$8542.00	2019	30
Thermal imaging	\$6231.00	2018	

**Engine: 30 year replacement**

E-3	\$400,000	2015	1
E-2	\$425,000	2025	1
T-4	\$800,000	2035	1

**Utility Replacement:**

Sq-19	\$70,000.00	2014	1
U-7	\$70,000.00	2024	1

Chief's Vehicle to be replaced every 10years

Utilities to be chief's pickup rotated down.

Utilities to rotated out upon reaching 200,000 miles or extended maintenance issues arise.