

Willows City Council Regular Meeting

June 12, 2018 Willows City Hall 7:00 p.m.

Agenda

City Council
Kerri Warren, Mayor
Lawrence Mello, Vice Mayor
Gary Hansen, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member

Interim City Manager Wayne Peabody

> <u>City Clerk</u> Robyn Johnson

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

- 1. CALL TO ORDER- 7:00 p.m.
- 2. PLEDGE OF ALLEGIANCE
- 3. ROLL CALL
- 4. CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)
 - a. Proclamation

5. PUBLIC COMMENT/WRITTEN COMMUNICATIONS

a. Public Comments:

Members of the public wishing to address the Council on any item(s) within the jurisdiction of the city 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 is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

6. CONSENT AGENDA

Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

- a. Approval of general checking, payroll & direct deposit check registers (35891-35944, Z09233-Z09261, 37404-37421)
- b. Approval of minutes of the Regular City Council Meeting held on May 22, 2018.
- c. Approval of minutes of the Special City Council Meeting held on May 23, 2018.

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

7. PUBLIC HEARING

a. Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows adopting the 2018/19 City of Willows Budget.

8. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

a. Possible adoption of a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2018/19 for the use and/or ability to use the Glenn County Solid Waste System.

9. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

10. ADJOURNMENT

This agenda was posted on June 7, 2018

Robyn Johnson, City Clerk

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



City of Willows Proclamation



In recognition of The Native Daughters of the Golden West

Whereas, Native Daughters of the Golden West is a 132 year old fraternal statewide non-profit organization with local parlors that began with a group of women whose roots in the community go back to the pioneers and was founded on September 1886; and

Whereas, Native Daughters of the Golden West mission as one of the oldest associations of diverse California born leaders, is to preserve California's history and better the quality of life through active participation in education and community service; and

Whereas, the organization provides a multitude of services including the preservation of historic sites, protection of our natural resources, scholarships for education (including veterans' re-entry programs), and serving special needs children; and

Whereas, Native Daughters of the Golden West is grateful to its supporters, large and small, whose allegiance allows them to continue serving the diverse needs of California; and,

Now, therefore, be it resolved, on this 12th day of June, 2018, the City Council of the City of Willows, does hereby recognize and commend Native Daughters of the Golden West for their leadership and patronage to citizens of the state of California as witnessed by the past 132 years of service; and,

Be it further Resolved, that the Mayor of the City of Willows, Kerri Warren, extends her appreciation and deep gratitude to members of the Native Daughter of Gold West for their dedication and commitment to community service.

Mistory

Background Information of the Native Daughters of the Golden West

Native Daughters of the Golden West - Mission Statement:

"The mission of the Native Daughters of the Golden West, as one of the oldest associations of diverse California born leaders, is to preserve California's history and better the quality of life through active participation in education and community service."

Who are the Native Daughters of the Golden West?

The Order of the Native Daughters of the Golden West is a fraternal and patriotic organization founded on the principles of 'Love of Hame', 'Devotion to the Flag', Veneration of the Pioneers' and 'Faith in the Existence of God'. Individuals 16 years of age and older who were born in California are welcome to cali 1-800-994-NDGW, e-mail to ndgwgpo@att.net or check out our web page at www.ndgw.org for more information. Native Daughters participate in various projects throughout the State such as their Childrens Foundation, which helps children whose families could not otherwise afford medical assistance. Native Daughters also help Veterans, help restore Missions and Lighthouses, assist in other civic activities and much more. Join Native Daughters and help us make our Golden State prosper.

History of Our Order - Founding of the Order of Native Daughters of the Golden West - By Grand Historian Bertha A. Briggs, Past Grand President 1953

The historic mining city of Jackson, Amador County, has the honor of being the birthplace of the Order of Native Daughters of the Golden West. Pursuant to a call issued by Lilly O. Reichling, about twenty young women met in Pioneer Hall on September 11, 1886. Miss Reichling explained that the object of the meeting was to form an Order of California-born women to be known as the Native Daughters of the Galden West. The Order was organized in Pioneer Hall, at a meeting held on September 25, 1886, when, by request, Judge Curtis Lindley presided, Miss Lilly O. Reichling acting as Secretary. Chosen for the first Parlor of the Order was the distinctive name of Ursula (meaning "The Bear" - suggestive of courage and strength). Tina L. Kane was named as the first President, and the charter list closed after thirty days with a membership of thirty-three. Charter Officers were installed March 7, 1887. The first emblem chosen was the spotted fawn, which, however, was discarded for the more impressive emblems of Minerva, the Oriflamme, Sheaves of Wheat, and the mystic letters P.D.F.A. Founding principles adopted were Love of Home, Devotion to the Flag of our Country, Veneration of the Planeers of California, and an Abiding Faith in the Existence of God. Between the date of the organization of Ursula Parlor No.1 and June 1887, seventeen Parlors were instituted. The first Grand Parlor was held in San Francisco in July 1887, with the seventeen Parlors instituted by Ursula No.1 represented by thirty-nine delegates. Tina L. Kane, President of the Mother Parlor, was elected as the first Grand President. Years later the special honor and title, Founder of the Order of Native Daughters of the Golden West, was conferred upon Lilly O. Reichling, later Mrs. Lilly O. Reichling Dyer. Ursula Parlor No. 1 reserved the right to institute the Subordinate Parlors until that right was surrendered to the Grand Parlor in July 1887, when it met in San Francisco for its first session. At this time, Grand Parlor adopted its Constitution and selected a full corps of Grand Officers.



		<u>Period</u>	
	5/19/2018	то	6/6/2018
Canaval Chapleina	25004	TO	25044
General Checking	35891	ТО	35944
Payroll Direct Deposit	Z09233	то	Z09261
Payroll Checks	37404	то	37421
	APPROVAL DAT	E	6/12/2018
	APPROVED		

REPORT.: May 23 18 Wednesday RUN....: May 23 18 Time: 11:53 Run By.: JANE COLLINS

CITY OF WILLOWS
Cash Disbursement Detail Report
Check Listing for 05-18 Bank Account.: 1045 PAGE: 001 ID #: PY-DP CTL.: WIL

Run By.:	JAME COLL	TIND	Check L.	racing for 05-	18 Bank Acco	unc.: 1045		CTL.: WIL
Check Number	Check Date	Vendor Number		Gross Amount	Amount	Amount	Invoice #	ayment Information Description
035891	05/15/18	MOT03	SUSAN WOOLDRIDGE	100.00		100.00	B80515P	WRITER'S WORKSHOP STIPEND
035892	05/23/18	ACM00	ACME RIGGING & SUPPLY CON	4 360.28	.00	360.28	293531	SWEEPER REPAIR
035893	05/23/18	CAL01	CALIFORNIA WATER COMPANY	2062.99	.00	2062.99	B80521	WATER EXPENSE4/13-5/10/18
035894	05/23/18	CAL56	CALIFA GROUP	3946.56	.00	3946.56	1.0472	BROADBAND JAN-MAR 2018
035895	05/23/18	COA00	COASTLAND CIVIL ENGINEERI	5443.00 1443.75			43543 43544	WILLOWS CITY ENGINEERING W SYCAMORE ST REHAB THROU
				270.00			43550	NVIH THROUGH 4/30/18
				1067.90			43603	BASIN ST THROUGH 4/30/18
				1463.25	.00	1463.25	43607	SOUTH WILLOWS CFD THROUGH
				162,50	.00	162,50	43637	WILLOWS LLAD THROUGH 4/30
	10			3208.17		3208.17	43657	EDA GRANT THROUGH 4/30/18
			Check Total:	13058.57		13058.57		
035896	05/23/18	COR02	CORBIN WILLITS SYSTEMS	407.87	.00	407.87	B805151	CONT.SERV. FINANCE JUNE 2
035897	05/23/18	DEM01	DEMCO, INC.	90.75	.00	90.75	6370632	SHIRTS
035898	05/23/18	ECO00	ECONOMIC & PLANNING SYSTE	57.50	.00	57.50	172008-6	FINANCING DISTRICT STUDY
035899	05/23/18	FED00	FEDEX	79.92	.00	79.92	618695852	SHIPPING BASIN ST
035900	05/23/18	FGL00	FGL ENVIRONMENTAL	138.00	.00	138.00	821133A	ORGANIC ANALYSIS
035901	05/23/18	HUNO1	HUNT & SONS, INC.	1587.07	.00	1587.07	809902	FUEL.
035902	05/23/18	LIN01	LINCOLN AQUATICS	143.53	00	143.53	EW011603	VINYL STICKERS
			_	713.75	.00	713.75	SN003814	POOL SUPPLIES
				308.02		308,02	SN004145	DEPOSIT CHLORINE
						500,02	DM004.243	DEFODII CHIORINE
			Check Total:	1165.30	.00	1165.30		
035903	05/23/18	DOWSN	NSWTS	100.00	.00	100.00	1374	MONTHLY SERVICE APRIL 201
035904	05/23/18	OSC01	OSCAR'S	72.73	. 00	72.73	254795	LIFEGUARD SHIRTS
035905	05/23/18	PGE01	PG & E	10316.52	.00	10316.52	B80521	P.G. & E. 3/14-4/12/18
035906	05/23/18	SAC08	SACRAMENTO VALLEY MIRROR	148.50	.00	148,50	15338	WEED ABATEMENT
035907	05/23/18	SAC09	THE SACRAMENTO BEE	479.62	.00	479.62	B80523	RENEWAL 52 WEEKS
035908	05/23/18	TRU00	TRUE BLUE PROPANE	27.26	.00	27.26	3420	PROPANE FILL
035909	05/23/18	WAL07	WAL-MART COMMUNITY	546.18	.00	546.18	B80523	APRIL STMT PER ATTACHED
035910	05/23/18	WIL17	WILLDAN	319.90	.00		002-19388	PLAN CHECK #3647
			Cash Account Total:		.00	35065.52		
			Total Disbursements:		.00	35065.52		
			TODAL DIMMILDOMONOM.		,00			
			Cash Account Total:	.00	.00	.00		

REPORT: Jun 05 18 Tuesday RUN...: Jun 05 18 Time: 15:36 Run By.: JANE COLLINS

CITY OF WILLOWS Cash Disbursement Detail Report Check Listing for 06-18 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gros Amoun			Invoice #	
03591,1	06/05/18		AFFORDABLE COMPUTER SOLU		8 .0		4814	
035912	06/05/18	3 AIROO	AIRGAS NCN	89.4	3 0	0 89.43	76261703	OXYGEN
035913	06/05/18	AME02	AMERIPRIDE UNIFORM SVCS.	395.5	5 0	0 395.55	B80605	MAY STMT PER ATTACHED
035914	06/05/18	ATTOL	A.T.& T.	968.00	6 0	968.06	B80605	TELEPHONE EXP. 4/19-5/18/
035915	06/05/18	AWA01	AWARDS COMPANY	39.63	30	0 39.63	16354	RETIREMENT AWARD
035916	06/05/18	CAC00	CACEO	95.00) (a)	95.00	7608	PROFESSIONAL DUES
035917	06/05/18	COM16	COMCAST CABLE	145.93 150.93	.00		B80604 AB80604	ADMIN INTERNET 5/29-6/28/ FD INTERNET 5/19-6/18/18
			Check Total:	296.86		296.86		
035918	06/05/18	CVC00	CVCWA	1200.00	.00	1200.00	FWMLLC031	FRESHWATER MUSSELS COLLAB
035919	06/05/18	DISOO	DISCOUNT SCHOOL SUPPLY	204.68	. 00	204.68	13250101	CRAFT SUPPLIES
035920	06/05/18	FIR15	FIRE & POLICE SELECTION,	506.79	.00	506.79	18201	TESTING MATERIALS
035921	06/05/18	GLE09	GLENN CO. OFFICE OF EDUCA	20.00			18-5-5 18-5-7	LIVE SCAN LIVE SCAN
			Check Total:	40.00	.00	40.00		
035922	06/05/18	HUN02	ROBERT W HUNT	5715.00	.00	5715.00	18-06	GENERAL LEGAL SERVICES MA
035923	06/05/18	INK01	THE INKWELL	258.10	.00	258.10	B80605	MAY STMT PER ATTACHED
035924	06/05/18	INT16	INTERSTATE BATTERY SYSTEM	265.73	.00	265.73	30051356	#12 DUMP TRUCK REPAIR
035925	06/05/18	ITF01	INDUSTRIAL TRUCK & FARM	71.25	.00	71, 25	B80605	MAY STMT PER ATTACHED
035926	06/05/18	LIN01	LINCOLN AQUATICS	1514.28	.00	1514.28	B80604	MAY STMT PER ATTACHED
035927	06/05/18	MEN02	MENDES SUPPLY COMPANY	221.17	.00	221, 17	R02788500	LINERS/TISSUE
035928	06/05/18	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1206483	CYLINDER RENTAL
035929	06/05/18	MOROI	MORRISON & COMPANY	8836.13	.00	8836.13	2428	EDA SUPPORT MAY 2018
035930	06/05/18	O'R01	O'REILLY AUTO PARTS	48.22	.00	48.22	B80605	MAY STMT PER ATTACHED
035931,	06/05/18	OFF05	OFFICE DEPOT, INC.	8.64	.00	8.64	34537001	OFFICE SUPPLIES
035932	06/05/18	PET02	PETERSON TRACTOR CO.	45.05	00	45.05	20310710	OIL DIP STICK
035933	06/05/18	RAY03	RAY MORGAN COMPANY	63.28 152.67	.00	63.28 152.67	2075150 2075151	PROF, SERVICES GENERAL OF PROF, SERVICES GENERAL OF
			Check Total:	215.95	, 00	215.95		
035934	06/05/18	SAC08	SACRAMENTO VALLEY MIRROR	70.00	.00	70.00	B80604	ELK CREEK LIBRARY SUBSCRI
035935	06/05/18	SAM00	SAM'S UPHOLSTERY	200.00	.00	200.00	197153	UPHOLSTER 2 SEATS
035936	06/05/18	SCOOO	SCOTTY'S ELECTRIC MOTOR R	360.00	.00	360.00	6335IQ	DIAGNOSE MOTOR
035937	06/05/18	SEV00	INFRAMARK, LLC	52309.63	.00	52309.63	31024	WILLOWS OPERATION JUNE 20
035938	06/05/18	THR00	3 CORE	807.50	.00	807.50	2151	EDA SUPPORT MAY 2018
035939	06/05/18	USB02	US BANK	703.17	.00	703,17	358447332	EQUIP. LEASE 5/20-6/20/18
035940	06/05/18	VAL14	VALLEY TRUCK & TRACTOR CO	18.51	.00	18.51	810049	SEAL
035941	06/05/18	WILHD	WILLOWS HARDWARE, INC.	792.60	.00	792,60	B80605	MAY STMT PER ATTACHED
035942	06/05/18	WILHI	WILLOWS ACE HARDWARE	683.44	.00	683.44	B80605	MAY STMT PER ATTACHED
035943	06/05/18	WILHO	WILLOWS CHRISTIAN CHURCH	250.00	.00	250.00	B80604	RENTAL-TAI CHI CLASSES
035944	06/05/18	MILHQ	WILLOWS AUTO PARTS	49.98	.00	49.98	B80605	MAY STMT PER ATTACHED
			Cash Account Total	77408.13	.00	77408.13		
			Total Disbursements:	77408.13	.00	77408.13	¥	
			Cash Account Total:	.00	.00	.00		

SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD May 22, 2018

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

Mayor Warren called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Community Services Director Steve Soeth.

Roll Call:

<u>Council Members Present</u>: Council Members Yoder, Williams, and Hansen, Vice-Mayor Mello and Mayor Warren.

Council Members Absent: None.

<u>Staff Present</u>: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Community Development Services Director Soeth, Attorney Robert Hunt, Code Enforcement Officer Skip Sykes.

Public Comment/ Written Communications: No public comments or written communications.

Chris Bujzlski- Parent/ Community Member

Expressed concerns with the sidewalk on Wood Street more specially the block in front of the Catholic Church. He personally has had numerous close calls with him and his son and seen multiple other children in the same situation. He requested that the City place blinking lights on the signs and better striping down on the road for a temporary fix, in long term he has requested more be done. He then introduced Suzanne Tefs (Walden Academy Co-Director at Walden Academy) She explained that the school does its best by not allowing students to cross Wood Street at that crosswalk. Yet making them go to the signal either direction that stops traffic. She also shared that she had the same concerns as Mr. Bujzlski did for the school children.

Council Member Williams shared with both Mr. Bujzlski and Mrs. Tefs that he and Council member Hansen sit on the regional transit committee and that this very issue has been brought up multiple times. After the next meeting members of the committee plan to take Caltrans to lunch and show the director some of the issues including Wood Street crosswalk.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers (35836-35890, Z09209-Z09232, 37390-37403)
- b. Approval of minutes of the Regular City Council Meeting held on April 24, 2018.
- c. Approval of minutes of the Regular City Council Meeting held on May 8, 2018.

Action:

Motion: Council Member Yoder /Second: Council Member Hansen

Moved to approve the Consent Agenda as presented with the corrections made to the April 24th

meeting.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES: ABSENT: ABSTAIN:

Public Hearing:

a. Conduct a Public Hearing, allowing the parcels in Exhibit A to be abated by the City of Willows Contractor. In addition, permitting those citizens who have returned self-abatement notices a 10 day extension to complete the work themselves. If after the 10 day extension period, the self-abatement parcels have not been abated, the City of Willows contractor will complete the work.

Interim City Manager/Fire Chief Peabody introduced the topic sharing that 411 notices were sent out and 137 of them have not been completed. Those who has turned in the forms will be working with code enforcement officer Sykes will receive a 10 day extension. The numbers that we have before us are similar to past and the City is expecting to complete about 40 to 60 properties. He then gave the item to council to begin the public hearing. Accepting Exhibit A to abate the listed properties. (The list of properties is attached to these meeting minutes. Please see the attachments)

Public Hearing Opened at: 7:09

No public comment was made.

Public Hearing then closed at: 7:10

Council Member Hansen gave brief kudos to Code Enforcement Officer Sykes for his work on the abatement process.

Council Member Williams also gave kudos and reminded those present that it is unfortunate that the City has to do this.

Both Council Member Yoder and Mayor Warren concurred with fellow council statements in regards to Code Enforcement Officer Sykes.

Action:

Motion: Council Member Hansen / Second: Council Member Yoder

Moved to approve allowing the parcels in Exhibit A to be abated by the City of Willows Contractor. In addition, permitting those citizens who have returned self-abatement notices a 10 day extension to complete the work themselves. If after the 10 day extension period, the self-abatement parcels have not been abated, the City of Willows contractor will complete the work.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES: ABSENT: ABSTAIN:

Regular Business:

a. Award 2018 Weed Abatement Contractor to Tony Tapia Construction.

Interim City Manager/ Fire Chief Peabody introduced the topic, sharing as advised on the 24th meeting the City went out to bid for an abatement contractor. The City received one bid from Tony Tapia Construction. The Bid is is 40% higher, however, there has been no price adjustments in the last three years. So staff felt that is an acceptable request from the bid.

Council Member Hansen shared that Tony Tapia has done a great job for the City in the past with the weed abatement issue.

Council Member Williams shared that he too felt that Tony had done good work in the past. But that is unfortunate because this is not a job that the city wants to take on but we are required to for the safety of others. It is a shame that there was not multiple bidders but I do agree we should move forward with this.

Action:

Motion: Council Member Yoder /Second: Vice Mayor Mello

Moved to approve the Award 2018 Weed Abatement Contractor to Tony Tapia Construction.

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES: ABSENT: ABSTAIN:

b. Consideration and possible adoption of a resolution entitled "A Resolution of the City Council of the City of Willows in Opposition to the "Sanctuary Laws" enacted by the State of California in 2017."

Attorney Hunt introduced the item to Council, sharing the resolution comes before following the direction given at the April 24th meeting. The resolution before Council has been put together from reviewing approximately 18 other resolutions throughout the state. With revisions to craft what he felt is what the council had requested of him. He then explained there is no staff report on this item because of the presentation given at the last meeting. Mr. Hunt then gave the resolution to Council for consideration and adoption.

All Council Members expressed their gratitude to Mr. Hunt and thanked him for his work on the resolution.

Mayor Warren then opened the discussion for a few public remarks.

A gentlemen approached the podium wishing to remain anonymous and requested that Council pass the resolution and appreciated their importance on this matter.

Bob Faust (Willows Citizen): shared that he had some concerns for illegal immigrants that are harmful and commit crimes. However, was in support of the passage of this resolution.

Action:

Motion: Council Member Williams /Second: Council Member Hansen

Moved to approve the a resolution entitled "A Resolution of the City Council of the City of Willows in Opposition to the "Sanctuary Laws" enacted by the State of California in 2017."

The motion passed unanimously 5/0 carried by the following voice vote:

AYES: Hansen, Yoder, Williams, Vice-Mayor Mello, Mayor Warren

NOES: ABSENT: ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

Interim City Manager Peabody

• Gave Kudos to the Lamb Derby Committee for a successful event.

Community Development Services Director Soeth

- On June 4th reconstruction for Sycamore Street will begin, and is scheduled for 75 working days ending in mid-September, contractor is projecting to complete at the end of July.
 Staff had a preconstruction information meeting at 5 that was not well attended. He shared that he had hand delivered invites to the meeting to the businesses that would be effected by the construction. Once the City gets a detailed schedule it will go on the website.
- Community Clean-up is June 23rd.

b. City Council Reports/Comments:

Council Member Hansen:

- Attended the Glenn Ground Water Meeting- routine business and funding options were discussed. Both options discussed fall under 219, which means a possible vote in the future.
- Attended the Police & Firefighter Memorial it was a great ceremony and well done.
- Thanked Chief for the use of his vehicle for the Lamb Derby Parade.

Council Member Williams:

- Attended Lamb Derby parade.
- On May 15th attended the Police & Firefighter.
- On May 17th attended the Region transit and Glenn County Transportation Meeting, the meeting covered; the budget, bus barn is complete, and hoping to take a tour at the next meeting.

 Attended the Glenn County Waste Management Meeting: there will be a special meeting inviting county council- to discuss the transfer station, June 12th is the meeting.

Mayor Warren:

- Invited to sit in the ASB meeting today, very impressed lots of forward thinking that concurred a lot in a short amount of time.
- Attended LAFCO on the 14th
- Willows HS Thursday 31st Spring Concert is at memorial hall
- Memorial Day Services at the Cemetery on Monday.

Ad	io	u	rn	n	ne	n	t

The Meeting was adjourned at 7:35 p.m.	
Dated: May 23, 2018	
	Robyn Johnson, City Clerk

SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD May 23, 2018

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

Mayor Warren called the meeting to order at 3:00 p.m.

The meeting opened with the Pledge of Allegiance led by Administrative Services Director Tim Sailsbery.

Roll Call:

<u>Council Members Present</u>: Council Members Yoder, Williams, and Hansen, Vice-Mayor Mello and Mayor Warren.

Council Members Absent: None.

<u>Staff Present</u>: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, Community Development Services Director Soeth.

Public Comment/ Written Communications: No public comments or written communications.

FY 2018/2019 Proposed Budget With 2019/2020 Projections

- Budget Overview
- Operations
- Capital
- Enterprise Funds

-Consider Adoption of the Resolution Approving the Preliminary 2017/18 Budget
-Direct Staff Regarding Bringing Forward the Budget for Adoption

Tim introduced the item giving the council a brief description of the 2018/2019 budget analysis and summary.

The 2018/2019 projected budget contains a General Fund deficit of \$98K, based on projected revenues of \$3.828MM and appropriated expenditures of \$3.926MM. 2019-20 projections include the trending increase of PERS. The benefit costs is projected to be about \$250K. Again, these are projections-worst case scenario.

Mr. Sailsbery then proceeded with the City underwent a major re-organization during 17/18. The transition of the policing services to the Glenn County Sheriff's Office. Building Department was staffed with an in-house Building and Planner assisting in the support of inspections. With Plan checks being moved to contracted services. Vertical integration of Department Heads, with Fire, Community Development, and Administrative Services adding additional Departmental responsibilities.

Moving on, Mr. Sailsbery went over the items to be noted in the revenue side of the general fund. Starting with Sales Tax. Explaining that the sales tax appears to have flattened out during 17/18. Clarifying the growth projections are minimal. More specially our chemical plant on the south side of the City taking some setbacks with the competition and the decline of agriculture sales etc.

With Property tax, the County Assessor is allowed to raise rates by percentages per year. The City will assume that the overall increase in property tax will be 2% per year as allowed. The "correction" sue to Manville unsecured property tax has been allocated over 4 years, lessening the impact per year for the City.

Roughly we will start about \$65K greater than the past year and with the Golden Pheasant Motel closed, that is a good sign. The effect of the planning and building at the Cal Plant facility has been a solid source of TOT growth for 2017/18 and is anticipated to continue into 2018/19 with the sites reservoir. The City remains very grateful for the economic boost that the various jobs have done for the TOT tax revenue.

Looking at the expenditure side,

The PERS unfunded liability will continue to be an ongoing issue, as the unfunded liability payment for 2018/19 is \$78K higher than 2017/18 and another estimated \$85K greater for the 2019/20 vs. 2018/19.

Continuing on, Mr. Sailsbery reminded Council of the wages cost for the City that reflect the agreements entered that become effective 07-01-2017 with two labor groups, with 07/01/18 increases for the WPSA (2%) and the WEA (3%). In addition, the scale for Management and Confidential Employees include a number of step increases that go into effect throughout the year.

Worker's Compensation Insurance is about \$40K less than it was last year. With the combination of no longer having Policing Services, favorable experience and an equity dividend from our JPA.

Mr. Sailsbery then went on about carry over funds and how that is not something that is within typical practice unless it is a specific project. However, it has been requested this year for \$30K in Capital Expenditures for Public Works. Community Development Service Director Soeth was looking to purchase a new mower that is more efficient.

In sharing all of that, Mr. Sailsbery shared that is the overall synopsis of the general fund. Capital wise there will be a \$50K hold for the Fire Department at the Chief's discretion. Other items, the City will use various gas taxes on various issues.

Moving onto Sewer Enterprises, as discussed earlier we have not had rate increases since 2006, we coming in now cash flow negative and so we have entered into an agreement that will begin at fiscal year for a rate study. Finishing up with that, Mr. Sailsbery gave the item to Council for any questions.

Council Member Hansen began with kudos to Administrative Services Director for his work with the budget. He then asked a question pertaining to PERS unfunded liability, clarifying that they were in year four. Mr. Sailsbery responded with wither it ends up being a 30 or 20, it's a lot of money each year and is a huge drain on resources. If the South Willows Development continues to move forward, there is hope.

Council Member Hansen aside from PERS were are a city that is lean and good with money. He asked City Manager/Fire Chief Peabody if there is any grant funding available for replacing the SCBA's. In short,

Mr. Peabody responded with no. Then Council Member Hansen asked if the line item would cover the full amount to replace all of the tanks. Mr. Peabody responded with yes it will.

Council Member Williams then commented on the some information that he had discussed with Administrative Director Sailsbery prior to the meeting. Sharing with those present the questions he had addressed with the estimated deficit on 17/18 prior to what we are at now? Administrative Services Director shared that the estimated was \$85K, coming back from mid-year there was an additional request for monies to clean up the remaining costs for the police consolidation. Along with legal fees and planning fees pertaining to cannabis. Moving the deficit to about \$100K-110K. However, with additional hotel revenue and the stewardship of the organization we have revised that deficit to about \$17K.

Council Member Williams then expressed his concerns with the PERS rate. Articulating that is a huge amount of money that we owe. But that he understood there is not much that can be done about it.

He then shared with those present that many community members had approached him and shared they thought Interim City Manager/ Fire Chief received two salaries and that he wanted to go on the record that he does not. He then shared that he appreciated his work he does for the City.

Council Member Williams then gave some thoughts about the possibility of selling off some of the City's real estate, more specifically the houses that are being rented out near City Hall. He shared that he had went to the Assessor's office and pulled information on the properties that the city owns. He also expressed the possibilities of looking at what it costs the City to do business and if some of those services could be looked at to become more efficient.

Council Member Yoder gave brief thoughts of the distributed budget, sharing he had read it and felt it was well crafted. He then expressed that he felt the attorney fees were surprising to him as he thought with both the marijuana and basin street needs it would have been higher. He then shared that he agreed with his fellow Council Members on the Unfunded Liability.

He then requested that he thought the discussion with the properties would be a good idea. Getting some appraisals on them to see what we could do with them and if it would be beneficial to the City.

Vice Mayor Mello started his thoughts with mutual feelings for the unfunded liability. But then went on to elaborate on the properties. Sharing he thought it would be beneficial that the City follow through with a past plan and purchase the remaining one house next to City Hall for future expansion. More conversation was had on the properties leading to consensus on requesting that staff look into the purchase of the house next to City Hall.

Vice Mayor Mello then asked staff if any marijuana licenses have been given from the City. Staff shared that there are zero applications submitted.

Mayor Warren Concluded comments with very brief thoughts. Agreeing with Council Member Yoder she too felt the City Attorney Fees looked to be low.

By consensus, Council would like the budget to move forward though the process and see it at the next meeting for a Public Hearing.

Administrative Analyst-Finance and Human Resources- By Motion, Approve the Updated Job Description and Re-Establish Wage Scale to \$3,930-\$4,778 per month, to Coincide with other Administrative Positions in the City Employ.

Administrative Services director introduced the topic sharing the highlighted reasons as to why staff felt that the Administrative Analyst-Finance and Human Resources wage should be reestablished. Including that this request was factored into the budget as proposed to you.

Council had brief discussion regarding the topic, Council Member Williams and Council Member Yoder both expressing concerns for the raise. While the others expressed the benefits of the decision.

Action:

Motion: Council Member Hansen/ Second: Vice- Mayor Mello.

Moved to approve the Consent Agenda as presented above and the following item(s). The motion

passed 4/1 carried by the following voice vote:

AYES: Hansen, Yoder, Vice-Mayor Mello, Mayor Warren

NOES: Williams

ABSENT: ABSTAIN:

Adjournment:

The Meeting was adjourned at 4:06 p.m.

Dated: May 24, 2018

Robyn Johnson, City Clerk

AGENDA ITEM

TO:

Wayne Peabody, Interim City Manager

FROM:

Tim Sailsbery, Finance Director

SUBJECT:

Adoption of 2018/19 City of Willows Budget

RECOMMENDATION

Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows Adopting the 2018/19 City of Willows Budget

SITUATION (or BACKGROUND):

The City Council conducted a budget review and analysis session workshop on May 23, 2018. As part of the budget workshop sessions, the Council received input from staff in an open, public session. As a result, Council, by consensus, approved the preliminary 2018/19 budget and forwarded it to a June 12 public hearing for final adoption.

The budget, as presented for adoption, includes the following expenditure levels:

	2018/19
General Fund	\$ 3,926,215
Special Revenue Funds	\$ 693,763
Sewer Enterprise Fund	\$ 1,976,119
Water Enterprise Fund	\$ 7,692

Total Expenditures

\$ 6,603,789

The proposed budget carries a General Fund operating deficit 2018/19 of \$97,945 to be covered by General Fund Reserves currently estimated to be at \$1,094,241.

This Budget is presented for adoption without consideration of actions recently taken by the State of California or yet to be taken by the County of Glenn regarding their respective 2018/19 budgets. Should actions taken by these agencies have an impact on the financial status of the City of Willows, Staff will return to the City Council for further budgetary action.

Access to the 2018/19 Preliminary budget (up for consideration in this public hearing) is available at www.cityofwillows.org. Scroll down on the left hand side of the home page and click on the "Budget Documents and Financial Statements" tab and select the 2018/19 budget. It is also available as part of the May 23, 2018 agenda under the City Council tab. Select the 2018 Meeting Agendas tab and locate the May 23, 2018 meeting.

FINANCIAL CONSIDERATION

As noted, total appropriation of \$6,603,789 for 2018/19

NOTIFICATION

-Notice of Public Hearing posted in newspaper of general circulation

ALTERNATE ACTIONS

- 1. Approve by Resolution
- 2. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Conduct a public hearing and adopt the Resolution of the City Council of the City of Willows Adopting the 2018/19 City of Willows Budget

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery Administrative Services Director

Attachments:

Resolution of the City Council of the City of Willows Adopting the 2018/19 City of Willows Budget

RESOLUTION NO. XX-2018

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE 2018/19 CITY OF WILLOWS ANNUAL BUDGET

WHEREAS, the Willows City Council has reviewed and analyzed the preliminary budget for fiscal year 2018/19 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 2018/19 budget; and

WHEREAS, these policies will be reflected in the document entitled 2018/19
Adopted Budget with 2019/20 Projections: and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby adopts the 2018/19 annual budget in the amount of \$6,603,789

BE IT FURTHER RESOLVED that the budget as detailed is a guide to the annual revenue and expenditures, and the City Manager may exceed the expenditures from a particular line item account when, at the City Manager's discretion, it is deemed prudent and efficient for the general operation of the City. However, in no event is the City Manager authorized to exceed the total amount of budget without approval of the City Council.

PASSED AND ADOPTED by the City Council of the City of Willows this 12th day of June, 2018, by the following vote:

	AYES:	
	NOES:	
	ABSENT:	
	ABSTAIN:	
APPROVED:		ATTEST:
KERRI WARRE	N, MAYOR	ROBYN JOHNSON, CITY CLERK

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: ANNUAL RESOLUTION CONSENTING TO THE IMPOSITION OF Fiscal Year 2018/2019

SOLID WASTE MANAGEMENT PARCEL FEE

RECOMMENDATION

Adopt a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2018/2019 for the use and/or ability to use the Glenn County Solid Waste System.

SITUATION (or BACKGROUND):

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

Sections 5470 -5473 of the California Health and Safety Code provide for the Board of Supervisors of any county to establish a schedule of fees to be imposed for the operation and maintenance of county waste disposal sites. Section 5471 also provides that prior to imposing this fee, the Board of Supervisors shall obtain the consent of the legislative bodies of the cities.

For the fiscal year 2018/2019 the parcel fee is proposed to be \$42.74 per unit. This reflects no increase from the previous year.

FINANICAL CONSIDERATIONS

None

ALTERNATE ACTIONS

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

RECOMMENDATION

Adopt a resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for Fiscal Year 2018/2019 for the use and/or ability to use the Glenn County Solid Waste System.

Respectfully submitted,

Attachments:

Exhibit A:

Resolution XX-2018

Wayne Peabody Interim City Manger

RESOLUTION NO. XX-2018

ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2018/2019 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM

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

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

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

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

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

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

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

THIS RESOLUTION was passed by the Willows City Council this 12th day of June, 2018 by the following roll call vote

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
APPROVED:	ATTEST:
9	S
Kerri Warren, Mayor	Robyn Johnson, City Clerk