



# Willows City Council Regular Meeting

August 28, 2018  
Willows City Hall  
7:00 p.m.

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

City Clerk  
Tara Rustenhoven

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

## Agenda

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- 1. CALL TO ORDER- 7:00 p.m.**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. 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)
- 5. 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 (36130-36168)
  - b. Approval of minutes of the Regular City Council Meeting held on August 14, 2018
- 6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION**
  - a. By Motion, Authorize the Interim City Manager, Fire Chief, and/or Mayor, as Appropriate to Sign and Submit the Responses to the Glenn County Grand Jury.
  - b. Adopt the Resolution of the City Council of the City of Willows Authorizing Investment of Monies in the Local Agency Investment Fund.

**7. COUNCIL/ STAFF REPORTS/COMMENTS**

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

**8. ADJOURNMENT**

**This agenda was posted on August 22, 2018**



Tara Rustenhoven, 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](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.

*The City of Willows is an Equal Opportunity Provider*



# CONSENT AGENDA



Period

8/11/2018 TO 8/22/2018

General Checking 36130 TO 36168

Payroll Direct Deposit NA TO NA (TO BE POSTED NEXT MEETING)

Payroll Checks NA TO NA (TO BE POSTED NEXT MEETING)

APPROVAL DATE 8/28/2018

APPROVED \_\_\_\_\_

REPORT: Aug 11 18 Saturday  
 UN...: Aug 09 18 Time: 13:21  
 un By.: JANE COLLINS

CITY OF WILLOWS  
 Automatic Check Listing/Update  
 Control Date.: 08/11/18 Cash Account No.: 000 1045

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

Invoice No	Description	Invoice Date	Actual Period	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Yr					
Check #: 036130 Check Date.: 08/11/18 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)								
B80809-	JUNE STMT PER ATTACHED	07/27/18	08-18			322.44	.00	322.44
		08/11/18	02-19					
Check #: 036131 Check Date.: 08/11/18 Vendor I.D.: CSF00 (CSFEWBC-VLSA)								
1303-	FIREFIGHTER LENGTH OF SERVICE AWARD	07/27/18	08-18			12300.00	.00	12300.00
		08/11/18	02-19					
Check #: 036132 Check Date.: 08/11/18 Vendor I.D.: SEV00 (INFRAMARK, LLC)								
30204-	WILLOWS WASTEWATER PASS THRU APRIL 2018	05/07/18	08-18			56100.00	.00	56100.00
		08/11/18	02-19					
Check #: 036133 Check Date.: 08/11/18 Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)								
B80809-	GAP COVERAGE JUNE 2018	06/30/18	08-18			2600.57	.00	2600.57
		08/11/18	02-19					
Check #: 036134 Check Date.: 08/11/18 Vendor I.D.: WIL17 (WILLDAN)								
712524-	CONTRACT PLANNING SERVICES THROUGH 4/27/18	05/22/18	08-18			5048.25	.00	5048.25
		08/11/18	02-19					
** Total Checks Paid ----->						76371.26	.00	76371.26

REPORT.: Aug 13 18 Monday  
 UN....: Aug 13 18 Time: 11:50  
 un By.: JANE COLLINS

CITY OF WILLOWS  
 Automatic Check Listing/Update  
 Control Date.: 08/13/18 Cash Account No.: 000 1045

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

Invoice No	Description	Check #.	Check Date.	Vendor I.D.	Actual Period	Discount		Gross Amount	Discount Amount	Net Amount
						G/L Account No	Account No			
Due Date	Fiscal Tm									
-----										
		036135	08/13/18	AME02						
		(AMERIPRIDE UNIFORM SVCS.)								
B80810-	JULY STMT PER ATTACHED				07/31/18	08-18		225.94	.00	225.94
					08/13/18	02-19				
-----										
		036136	08/13/18	BAK06						
		(BAKER & TAYLOR BOOKS)								
01227308-	NEW PRINT MAT. LIBRARY				07/17/18	08-18		18.68	.00	18.68
					08/13/18	02-19				
-----										
		036137	08/13/18	ESP03						
		(ESPLANADE OFFICE)								
944-1-	OFFICE FURNITURE				08/15/18	08-18		1351.02	.00	1351.02
					08/13/18	02-19				
-----										
		036138	08/13/18	FGL00						
		(FGL ENVIRONMENTAL)								
875464A-	ORGANIC ANALYSIS				08/02/18	08-18		138.00	.00	138.00
					08/13/18	02-19				
-----										
		036139	08/13/18	GAN01						
		(GANDY-STALEY OIL CO.)								
B80810-	JULY STMT PER ATTACHED				07/31/18	08-18 A		3028.41	.00	3028.41
					08/13/18	02-19				
-----										
		036140	08/13/18	GLE53						
		(GLENN GROUDWATER AUTHORITY)								
18GGA03-	GGA MEMBER FUNDING QTR 1				07/12/18	08-18		4124.00	.00	4124.00
					08/13/18	02-19				
-----										
		036141	08/13/18	HOF02						
		(SARAH HOFFMAN)								
B80810-	MILEAGE				08/10/18	08-18		85.02	.00	85.02
					08/13/18	02-19				
-----										
		036142	08/13/18	INK01						
		(THE INKWELL)								
1622-	JULY STMT PER ATTACHED				08/01/18	08-18 A		94.11	.00	94.11
					08/13/18	02-19				
-----										
		036143	08/13/18	INT16						
		(INTERSTATE BATTERY SYSTEM OF REDDING)								
30051673-	BATTERY				08/02/18	08-18		101.76	.00	101.76
					08/13/18	02-19				
-----										
		036144	08/13/18	ITF01						
		(INDUSTRIAL TRUCK & FARM)								
B80810-	JULY STMT PER ATTACHED				07/31/18	08-18 A		158.97	.00	158.97
					08/13/18	02-19				
-----										
		036145	08/13/18	JER00						
		(JEREMY'S PEST STOMPERS)								
86181-	PEST CONTROL FD AUGUST 2018				08/06/18	08-18		35.00	.00	35.00
					08/13/18	02-19				
-----										
		036146	08/13/18	LIN01						
		(LINCOLN AQUATICS)								
B80813-	JULY STMT PER ATTACHED				07/31/18	08-18 A		2477.48	.00	2477.48
					08/13/18	02-19				
-----										
		036147	08/13/18	MAT01						
		(MATSON & ISOM TECHNOLOGY CONSULTING INC)								
64581-	WEBSITE REDESIGN				07/31/18	08-18		10178.76	.00	10178.76
					08/13/18	02-19				
-----										
		036148	08/13/18	MEN02						
		(MENDES SUPPLY COMPANY)								
029244-0-	PAPER PRODUCTS				07/25/18	08-18		138.50	.00	138.50
					08/13/18	02-19				

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
									Due Date
Check #.: 036149 Check Date.: 08/13/18 Vendor I.D.: MJB01 (MJB WELDING SUPPLY, INC.)									
01213118-	CYLINDER RENTAL	07/31/18	08-18	A		38.00	.00	38.00	
		08/13/18	02-19						
Check #.: 036150 Check Date.: 08/13/18 Vendor I.D.: NOR18 (NORTHERN CALIF. GLOVES)									
508103-	GLOVES	07/24/18	08-18			116.63	.00	116.63	
		08/13/18	02-19						
Check #.: 036151 Check Date.: 08/13/18 Vendor I.D.: NOR43 (ACCESS)									
2742035-	SHREDDING SERVICES JULY 2018	07/31/18	08-18			27.75	.00	27.75	
		08/13/18	02-19						
Check #.: 036152 Check Date.: 08/13/18 Vendor I.D.: NOR50 (NORTHWEST PAVING, INC)									
B80810-	W SYCAMORE ST REHAB #2	08/03/18	08-18			188682.30	.00	188682.30	
		08/13/18	02-19						
Check #.: 036153 Check Date.: 08/13/18 Vendor I.D.: NSW00 (NSWTS )									
1493-	MONTHLY SERVICE JULY 2018	08/09/18	08-18			100.00	.00	100.00	
		08/13/18	02-19						
Check #.: 036154 Check Date.: 08/13/18 Vendor I.D.: OCL00 (OCLC, INC.)									
613458-	WORLDSHARE SUBSCRIPTION-ANNUAL	07/31/18	08-18			925.13	.00	925.13	
		08/13/18	02-19						
Check #.: 036155 Check Date.: 08/13/18 Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)									
4528001-	OFFICE SUPPLIES	07/26/18	08-18	A		11.35	.00	11.35	
		08/13/18	02-19						
36331001-	OFFICE SUPPLIES	07/27/18	08-18	A		49.32	.00	49.32	
		08/13/18	02-19						
47497001-	OFFICE SUPPLIES	07/26/18	08-18	A		243.74	.00	243.74	
		08/13/18	02-19						
00967001-	OFFICE SUPPLIES	07/19/18	08-18	A		377.21	.00	377.21	
		08/13/18	02-19						
35792001-	OFFICE SUPPLIES	08/26/18	08-18	A		37.08	.00	37.08	
		08/13/18	02-19						
36330001-	OFFICE SUPPLIES	07/27/18	08-18	A		9.21	.00	9.21	
		08/13/18	02-19						
						** Vendor's Subtotal ----->	727.91	.00	727.91
Check #.: 036156 Check Date.: 08/13/18 Vendor I.D.: PGE01 (PG & E)									
B80813-	P.G. & E. 1600 S TEHAMA 7/3-8/1/18	08/02/18	08-18	A		19.71	.00	19.71	
		08/13/18	02-19						
Check #.: 036157 Check Date.: 08/13/18 Vendor I.D.: RAY03 (RAY MORGAN COMPANY)									
2147435-	PROF. SERVICES GENERAL OFFICE	08/20/18	08-18	A		63.28	.00	63.28	
		08/13/18	02-19						
Check #.: 036158 Check Date.: 08/13/18 Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)									
15491-	CLASSIFIED AD-CLERK	08/05/18	08-18	A		144.40	.00	144.40	
		08/13/18	02-19						
Check #.: 036159 Check Date.: 08/13/18 Vendor I.D.: SEV00 (INFRAMARK, LLC)									
32743-	WILLOWS OPERATION AUGUST 2018	08/03/18	08-18			54219.41	.00	54219.41	
		08/13/18	02-19						

Invoice No	Description	Check #.	Check Date.	Vendor I.D.	Actual Date	Fiscal Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
												Due Date
Check #.: 036160 Check Date.: 08/13/18 Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)												
B80810-	GAP COVERAGE 71-7/31/18				07/25/18	08-18			2539.52	.00	2539.52	
					08/13/18	02-19						
Check #.: 036161 Check Date.: 08/13/18 Vendor I.D.: THR00 (3CORE )												
2162-	EDA SUPPORT JULY 2018				07/31/18	08-18			510.00	.00	510.00	
					08/13/18	02-19						
Check #.: 036162 Check Date.: 08/13/18 Vendor I.D.: TRA02 (TRACTOR SUPPLY CREDIT PLAN)												
131195-	WORK BOOTS				07/12/18	08-18			171.58	.00	171.58	
					08/13/18	02-19						
Check #.: 036163 Check Date.: 08/13/18 Vendor I.D.: USB02 (US BANK)												
62916181-	EQUIP. LEASE 7/20-8/20/18				07/26/18	08-18			683.76	.00	683.76	
					08/13/18	02-19						
Check #.: 036164 Check Date.: 08/13/18 Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)												
B80813-	JULY STMT PER ATTACHED				07/23/18	08-18			5015.77	.00	5015.77	
					08/13/18	02-19						
Check #.: 036165 Check Date.: 08/13/18 Vendor I.D.: VAL14 (VALLEY TRUCK & TRACTOR CO.)												
826862-	#31 JD MOWER REPAIR				08/06/18	08-18			70.02	.00	70.02	
					08/13/18	02-19						
Check #.: 036166 Check Date.: 08/13/18 Vendor I.D.: VER02 (VERIZON WIRELESS)												
B80810-	TELEPHONE EXP. 6/27-7/26/18				07/26/18	08-18			286.44	.00	286.44	
					08/13/18	02-19						
Check #.: 036167 Check Date.: 08/13/18 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)												
B80810-	JULY STMT PER ATTACHED				07/31/18	08-18 A			486.01	.00	486.01	
					08/13/18	02-19						
Check #.: 036168 Check Date.: 08/13/18 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)												
B80810-	JUNE/JULY STMT PER ATTACHED				07/31/18	08-18			699.64	.00	699.64	
					08/13/18	02-19						
									** Total Checks Paid ----->	277682.91	.00	277682.91



## SUMMARY MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD AUGUST 14, 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](http://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 Council Member Yoder.

### **Roll Call:**

**Council Members Present:** Council Members Williams, Yoder and Hansen and Vice-Mayor Mello and Mayor Warren.

**Council Members Absent:**

**Staff Present:** Administrative Services Director Sailsbery, Interim City Manager Peabody, and Recreation Coordinator Hoffman.

### **Public Comment/ Written Communications:**

No public comments or written communications.

### **Consent Agenda:**

- a. Approval of general checking, payroll & direct deposit check registers (36069-36128, Z09343-Z09402, 37506-37563).
- b. Approval of minutes of the Regular City Council Meeting held on July 10, 2018
- c. Approval of minutes of the Regular City Council Meeting held on July 24, 2018

Council Member Williams inquired on Check # 3601, in the amount of \$9,817.50 spent on the redesign of the website. City Manager Peabody replied the amount was within the budget approved by Council.

Council Member Williams requested amending the July 10<sup>th</sup> minutes to indicate he recused himself from the Closed Session item due to a family member conflict.

### **Action:**

Motion: First: Yoder /Second: Hansen

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

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. Open the public hearing and upon conclusion, it is recommended that Council read by title only, pass second reading, and adopt the following three (3) Ordinances:

b. An Ordinance of the City Council of the City of Willows amending Chapter 18.60.030 Cg General Commercial District of the Willows Municipal Code of the City of Willows specifically to add Section 18.60.030(11) Cannabis Retail Dispensary Business as a use with all other text to remain unchanged.

City Planner Mantele reported on the text amendments, stating the first reading was approved by Council at the July 24<sup>th</sup> meeting.

Public Hearing opened at 7:05 pm with the following comments:

Doug Ross with Valley Mirror commented on the Cannabis Retail Dispensary Businesses.

Public Hearing closed at 7:10 pm

**Action:**

Motion: First: Hansen/Second: Yoder

*Moved to adopt the Ordinance of the City Council of the City of Willows amending Chapter 18.60.030 Cg General Commercial District of the Willows Municipal Code of the City of Willows specifically to add Section 18.60.030(11) Cannabis Retail Dispensary Business as a use with all other text to remain unchanged.*

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

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

NOES:

ABSENT:

ABSTAIN:

c. An Ordinance of the City Council of the City of Willows amending Chapter 18.65.030 Highway Commercial District of the Willows Municipal Code of the City of Willows specifically adding Section 18.65.030(3) Cannabis Retail Dispensary Business to the Code with all other text to remain unchanged.

**Action:**

Motion: First: Hansen/Second: Yoder

*Moved to adopt the Ordinance of the City Council of the City of Willows amending Chapter 18.65.030 Highway Commercial District of the Willows Municipal Code of the City of Willows specifically adding Section 18.65.030(3) Cannabis Retail Dispensary Business to the code with other text to remain unchanged.*

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

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

NOES:

ABSENT:

ABSTAIN:

d. An Ordinance of the City Council of the City of Willows amending Chapter 9.20.070 of the Willows Municipal Code of the City of Willows specifically Section 9.20.070(1) to add language where Cannabis Retail Dispensary Businesses are allowed with all other text to remain unchanged.

**Action:**

Motion: First: Williams/Second: Yoder

*Moved to adopt the Ordinance of the City Council of the City of Willows amending Chapter 9.20.070 of the Willows Municipal Code of the City of Willows specifically Section 9.20.070(01) to add language where cannabis retail dispensary businesses are allowed with all other text remain unchanged.*

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. By motion, declare unused sporting equipment as surplus and allow the Recreation Department to sell some items and donate or discard the items that won't sell.

Recreation Coordinator Hoffman reported on the cleanup in her department.

**Action:**

Motion: Yoder/Second: Hansen

*Moved to declare unused sporting equipment as surplus and sell, donate, discard remainder of the items.*

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. By consensus, give direction to staff provide in regards to a letter of opposition to proposed changed to Proposition 64.

City Manager Peabody discussed the letter staff prepared for the Mayor's signature in opposition of the proposed change to Proposition 64.

**Action:**

*There was Council consensus directing City Manager Peabody to send the letter.*

## Council/Staff Reports/Comments:

### a. Staff Reports/Comments:

City Manager Peabody provided an update on the completion of the Sycamore Street project. He introduced Tara Rustenhoven as the newest staff member. As Fire Chief, he provided an update in his department and the status of area fires.

Administrative Services Director Sailsbery provided an update on the election process.

### b. City Council Reports/Comments:

#### Council Member Hansen:

- Attended a Glenn County Fire Chief's meeting August 8<sup>th</sup> in regards to the purchase of Engine 3 for The Elk Creek Fire Department.
- Attended the Museum Society of Willows Board meeting and wanted to thank Sheriff Warren and Lieutenant Dahl for helping with the display of Police Chief David A. Markham who was shot and killed in the line of duty on February 19, 1940.
- Attended the Glenn Groundwater monthly meeting where they selected a funding source for property related fees for water service.

#### Council Vice Mayor Mello:

- Commented on the AUMA Adult use of Marijuana Act website.
- Suggested having the Code Enforcement Officer quarterly, at City Council meetings to answer any questions the public may have. Following commentary, a monthly report showing the fire prevention work and code enforcement will be provided by Interim City Manager Peabody.

#### Council Member Williams:

- Wanted to announce that he will recuse himself from the Closed Session regarding the purchase of 153 N. Lassen property due to family member conflict.
- Attended the Open House on August 3<sup>rd</sup> for Northern Valley Indian Health's new administration building. It was well attended and a very nice building.
- Attended a small get together for Robyn Johnson's last day with the City of Willows.
- Welcomed Tara Rustenhoven to the City of Willows Family.
- August 13<sup>th</sup> attended the Social Services of Transportation meeting. There was discussion on a new route going from Orland to Corning up to Red Bluff and is called Tehama Rural Area Express for \$2.50 one way.
- Wanted to mention the opening of Town Central Deli owned by Shawn and Angela Long. Their hours are 7am-3pm M-F. Also wanted to add that the food was good and it was crowded.
- Wanted to follow up on the 211 Culver Street, owned by Ruth Ewing. The debris has been cleared from the alley. Suggested placing a motion on future agendas new ways of weed abatement of before and after photos. Other Councilmembers responded that potential changes, if any, can be handled administratively.

**Mayor Warren:**

- Also went to the new Deli in town and it was very good.
- Also attended the open house for the Northern Valley Indian Health's new administration building. She also said the building was beautiful and if you haven't gone in to see it, you should.
- Announce that our first home game for the High School will be on August 24<sup>th</sup>.
- Attended the LAFCO Meeting.

**Recess to closed sessions:**

- a. PUBLIC COMMENT-Pursuant to Government Code Section 54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS, pursuant to Gov. Code Section 54956.8:

Property: 153 N. Lassen Street

Agency negotiators: Wayne Peabody, Tim Sailsbery

Negotiating parties:

Cathy Baroni-Briggs

Under negotiations: Price

Council reconvened into open session at 8:05 pm

**Announcement of any action taken in closed session:**

Mayor Warren stated that there was no reportable action.

**Adjournment:**

The meeting was adjourned at 8:05 pm

Dated: August 20, 2018

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Tara Rustenhoven, City Clerk



# REGULAR BUSINESS

REGULAR BUSINESS ITEM A

**AGENDA ITEM**

**TO:** Wayne Peabody, Interim City Manager  
**FROM:** Tim Sailsbery, Administrative Services Director  
**SUBJECT:** Grand Jury Responses

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**RECOMMENDATION**

By Motion, Authorize the Interim City Manager, Fire Chief, and/or Mayor, as Appropriate to Sign and Submit the Responses to the Glenn County Grand Jury

**SITUATION (or BACKGROUND):**

The Glenn County Grand Jury released its 2017-18 Final Report on June 28. The City of Willows, or a component thereof, was requested to respond to the following-

- Cal PERS and the Unfunded Liability
- The Effectiveness of the Willows/Rural Fire Protection District

Attached for Council review is the draft responses to both items. Please note that the recommendations regarding the CalPERS item were not directed at the City of Willows, so a requested response is not a typical request.

**FINANCIAL CONSIDERATIONS:**

None

**NOTIFICATION**

Presiding Superior Court Judge upon Approval and Signature

**ALTERNATE ACTIONS**

- Approved as Recommended
- Edit Responses and Approve as Edited
- Reject or Table

**RECOMMENDATION**

By Motion, Authorize the Interim City Manager, Fire Chief, and/or Mayor, as Appropriate to Sign and Submit the Responses to the Glenn County Grand Jury

REGULAR BUSINESS ITEM A

Respectfully submitted,

/S/ Tim Sailsbery

Tim Sailsbery  
Administrative Services Director

Attachment:

- Response Letter- Cal PERS and the Unfunded Liability
  - Response Letter-The Effectiveness of the Willows/Rural Fire District
-



**DRAFT**

August 28, 2018

Presiding Judge  
Superior Court, County of Glenn  
526 West Sycamore St.  
Willows, CA 95988

SUBJECT: Requested Response of Willows City Manager  
CAL PERS AND THE UNFUNDED LIABILITIES

Dear Presiding Judge and Grand Jury Members:

**The City of Willows offers the following response to the Grand Jury Report for CALPERS AND THE UNFUNDED LIABILITIES, and, more specifically, the recommendations noted on pages 65 and 66 of the report-**

Please note that all four recommendations were directed to the Glenn County Board of Supervisors and are not specifically relevant to the City of Willows. Also, the City of Willows extends its appreciation to the Grand Jury for its commendation to the City for addressing the unfunded liability in our budget.

The City of Willows does share the Grand Jury's concern over this significant, and potentially damaging, liability that most, if not all, California local jurisdictions face. A number of political and financial decisions during the very late 1990's and early 2000's at the State level, and, subsequently, at the local level have led us to where we are today. Unfortunately, this dilemma will face California jurisdictions for the better part of a generation, and it will be a major challenge going forward.

The Council and Staff at the City of Willows have reviewed and discussed this problem, both in its current state and moving forward a number of times, and the City is continuing to deal with and monitor the situation as follows-

**Recognizing and paying our annual obligation-**The Council is diligent in its budget review to not only look at the upcoming fiscal year, but also project forward another year to recognize patterns and fiscal challenges facing the City. By looking beyond the current year, the City is better prepared to recognize what this liability is doing to the operational effectiveness of the City

**-Partner with our employees to reduce other costs-**Our Employee Labor Groups partnered with the City to create cost savings in other benefit areas (primarily health care) to assist in providing funds for pension liability costs. The City is very grateful to the employees for their willingness to partner on this front.

**Restructure the organization—**The City has taken a more vertical approach to City management, reducing the number of Department Heads and contracting for services rather than adding to the pension burden of in house employment where possible. The City sees this as an opportunity to lessen the future burden of pension liabilities.

**Movement to PEPRA status employees**-As our employees under the traditional PERS formulas depart the City, their replacement employees generally fall under less generous (and less expensive) retirement formulas under the Public Employees Pension Reform Act ("PEPRA"). Unfunded liabilities are also happening under PEPRA, but at a much lower cost than previous formulas.

**Economic growth**-The City continues in its efforts of the development of the South Willows Corridor, recognizing that is the area with the greatest potential for community and economic growth. Unfortunately, a portion of that growth will be utilized to meet these obligations.

**Engagement with political partners**-The City remains a staunch supporter of the Sacramento Valley Division of the League of California Cities in its effort to push for legislative change and identifying strategies to control future pension related costs.

Respectfully submitted,

***DRAFT***

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Wayne Peabody  
Interim City Manager

**DRAFT**

August 28, 2018

Presiding Judge  
Superior Court, County of Glenn  
526 West Sycamore St.  
Willows, CA 95988

SUBJECT: Requested Response of the Willows City Fire Chief and the City Council of the City of Willows-  
THE EFFECTIVENESS OF THE WILLOWS/RURAL FIRE DISTRICT

Dear Presiding Judge and Grand Jury Members:

**The Willows City Fire Chief and the Willows City Council offer the following response to the Grand Jury Report for THE EFFECTIVENESS OF THE WILLOWS/RURAL FIRED DISTRICT, and, more specifically, the recommendations noted on pages 50 and 51 of the report-**

**R1. The Glenn County Grand Jury recommends that the Willows Fire Department work with the Sheriff's Department and the Board of Supervisors to Fund two Dispatchers on each shift to answer all emergency calls as they are received. This would allow the most critical emergency to be dispatched as quickly as possible while still meeting the needs of each call.**

Conceptually, we concur with the recommendation with the desire to bolster staffing at the dispatch center, but the overall need for expanded dispatch personnel and capability needs to be addressed beyond just the City of Willows and the Glenn County Board of Supervisors. Numerous Fire Districts, Law Enforcement Agencies, and other Emergency Services utilize the dispatch services provided by the Glenn County Sheriff. Each entity has limited financial resources, and, absent an increased revenue stream, and a commitment from all involved to prioritize this as a use of that additional revenue stream, significant expansion of dispatch personnel will be a difficult, if not impossible task.

**R2. The Glenn County Grand Jury recommends looking at other dispatch offices in California to gather information on current systems used in areas that may help Glenn County find a solution for a more efficient working model meeting our rural needs. Funding is always a problem and especially for the small county, but our needs for emergency response are equally as important as in the larger counties.**

The concept of a unified, consolidated dispatch effort, and the efficiencies that would be gained from a county-wide dispatch JPA have been discussed among public safety officials for several decades. In fact, the Cities of Orland and Willows, and the County of Glenn, entered into a joint funding agreement in the late 2000's to fund a study to develop a consolidated model. Unfortunately, the parties involved could not reach agreement on interim recommendations, and the project was stopped before completion.

The Willows Fire Department continues to review a number of other dispatch models, but financial constraints and a unified commitment, County-wide, to a new model is necessary to move forward.

Respectfully submitted,

On Behalf of the Willows City Fire Chief

***DRAFT***

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Wayne Peabody  
Fire Chief

On Behalf of the Willows City Council

***DRAFT***

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Kerri Warren  
Mayor

**AGENDA ITEM**

**TO:** Wayne Peabody, Interim City Manager  
**FROM:** Tim Sailsbery, Administrative Services Director  
**SUBJECT:** Local Agency Investment Fund

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**RECOMMENDATION**

Adopt the Resolution of the City Council of the City of Willows Authorizing Investment of Monies in the Local Agency Investment Fund

**SITUATION (or BACKGROUND):**

One of the City's investment sources is the Local Agency Investment Fund ("LAIF"), a pooled money market account sponsored by the California State Treasurer's Office. In reviewing past documents regarding authorized signors, in addition to removing Robyn Johnson and adding Tara Rustenhoven, job titles of authorized signors need to be updated to changes established under the 2017 reorganization.

The attached resolution will allow for Tara to become an authorized signor on the account and update said job titles.

**FINANCIAL CONSIDERATIONS:**

None

**NOTIFICATION**

Local Agency Investment Fund upon Approval and Signature

**ALTERNATE ACTIONS**

- Adopt as Recommended
- Decline Resolution

**RECOMMENDATION**

Adopt the Resolution of the City Council of the City of Willows Authorizing Investment of Monies in the Local Agency Investment Fund

Respectfully submitted,

/S/ Tim Sailsbery

Tim Sailsbery  
Administrative Services Director

Attachment:

- Resolution
-

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

**Resolution of the City Council of the City of Willows Authorizing Investment of Monies In the Local Agency Investment Fund**

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code Section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council of the City of Willows hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the City of Willows,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows hereby authorizes the deposit and withdrawal of City of Willows monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code Section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following City of Willows offices holding the titles specified therein below **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

*Wayne Peabody*  
*City Manager*

*Timothy Sailsbery*  
*Administrative Services*  
*Director*

*Tara Rustenhoven*  
*Administrative Analyst-*  
*City Clerk*

Section 2. This resolution shall remain in full force and effect until rescinded by the City Council of the City of Willows by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED by the Willows City Council this 28th day of August, 2018  
by the following vote:

AYES:  
NOES:  
ABSENT:

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Kerri Warren, Mayor

ATTEST:

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Tara Rustenhoven, City Clerk