



Willows City Council Regular Meeting

March 10, 2020
Willows City Hall
7:00 p.m.

City Council
Kerri Warren, Mayor
Larry Domenighini, Vice Mayor
Gary Hansen, Council Member
Lawrence Mello, Council Member
Joe Flesher, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

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

Agenda

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) 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 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, payroll & direct deposit check registers 37650-37685, Z10565-Z10595, 38508-38526
- b. Approval of minutes of the Special City Council Mid-Year Budget Meeting held on February 25, 2020.
- c. Approval of the Appropriations directed by the City Council to be brought forward for formal action as result of the February 25, 2020 Mid-Year Budget Review.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings or any 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.

6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. By motion, Authorize the Administrative Services Director to Engage HdL Companies for Ongoing Sales and Use Tax Management Services and for Assistance in Developing a Revenue Estimate Associated with the Proposed District Sales Tax Measure.
- b. By motion, approve the Opening of Contract Negotiations with the Willows Employees' Association and the Willows Public Safety Association.
- c. Set date and time for Proposition 218 Public Protest Hearing-Sewer Rates.

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. ADJOURNMENT

This agenda was posted on March 5, 2020



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.

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. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). 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

2/8/2020 TO 3/6/2020

General Checking 37650 TO 50035

Payroll Direct Deposit Z10565 TO Z10633

Payroll Checks 38508 TO 38556

APPROVAL DATE 3/10/2020

APPROVED _____

REPORT.: Feb 06 20 Thursday
 RUN...: Feb 06 20 Time: 09:38
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 02-20 Bank Account.: 1045

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
037650	02/08/20	4LE00	4LEAF INC	5690.50	.00	5690.50	J3693M SOUTH WILLOWS INFRASTRUCT
037651	02/08/20	KNI03	KNIFE RIVER CONSTRUCTION	430438.21	.00	430438.21	G00206 SOUTH WILLOWS INFRASTRUCT
				72437.50	.00	72437.50	BC00206 SOUTH WILLOWS INFRASTRUCT
Check Total.....:				502875.71	.00	502875.71	
Cash Account Total.....:				508566.21	.00	508566.21	
Total Disbursements.....:				508566.21	.00	508566.21	

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
037652	02/11/20	AMA00	AMAZON.COM	483.58	.00	483.58	C00210	JAN STMT PER ATTACHED
037653	02/11/20	AME02	AMERIPRIDE UNIFORM SVCS.	1262.56	.00	1262.56	C00210	DEC/JAN STMT PER ATTACHED
037654	02/11/20	ATT01	A.T.& T.	1036.25	.00	1036.25	C00210	TELEPHONE EXP.12/19/19-1/
037655	02/11/20	BID01	BIDWELL H2O	90.00	.00	90.00	5750	COOLER RENTAL
037656	02/11/20	CAL03	CALIF. ENGINEERING CO.	182.00	.00	182.00	10499	LARGE FORMAT COPIES
037657	02/11/20	CHI07	CHICO IMMEDIATE CARE	165.00	.00	165.00	952040	DMV PHYSICAL
037658	02/11/20	COM16	COMCAST CABLE	150.94	.00	150.94	C00210	FD INTERNET 1/19-2/18/20
037659	02/11/20	COR02	CORBIN WILLITS SYSTEMS	416.03	.00	416.03	C00210	CONT.SERV. FINANCEFEB 202
037660	02/11/20	COR10	CORNING LUMBER CO., INC.'	136.55	.00	136.55	C00210	JANUARY STMT PER ATTACHED
037661	02/11/20	CUR01	L.N. CURTIS & SONS	380.00 238.10 139.43	.00 .00 .00	380.00 238.10 139.43	358854 358966 359492	FLOW TEST SERVICE CALIBRATION GAS LENS-HUD
Check Total.....				757.53	.00	757.53		
037662	02/11/20	GAN01	GANDY-STALEY OIL CO.	6574.71	.00	6574.71	C00210	DEC/JAN STMT PER ATTACHED
037663	02/11/20	GLE23	GLENN CO. PLANNING & PUB.	1319.74	.00	1319.74	C00210	I-5 SEWER CONNECTION ANNU
037664	02/11/20	INK01	THE INKWELL	374.31	.00	374.31	C00210	DEC/JAN STMT PER ATTACHED
037665	02/11/20	INT01	INTERSTATE SALES	182.33	.00	182.33	4567	PARTS
037666	02/11/20	INT16	INTERSTATE BATTERY SYSTEM	331.72	.00	331.72	960023510	BATTERIES
037667	02/11/20	ITF01	INDUSTRIAL TRUCK & FARM	49.67	.00	49.67	540202	STOP SIGN
037668	02/11/20	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	23208	PEST CONTROL FEB 2020
037669	02/11/20	KNI03	KNIFE RIVER CONSTRUCTION	332.53	.00	332.53	225188	WET PATCH
037670	02/11/20	MID03	MIDWEST TAPE	23.58 32.16	.00 .00	23.58 32.16	98543847 985104016	DVD'S DVD'S
Check Total.....				55.74	.00	55.74		
037671	02/11/20	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1282347	CYLINDER RENTAL
037672	02/11/20	NOR43	ACCESS	71.00 71.00	.00 .00	71.00 71.00	7879384 7922579	SHREDDING SERVICES DEC 20 SHREDDING SERVICES JAN 20
Check Total.....				142.00	.00	142.00		
037673	02/11/20	O'R01	O'REILLY AUTO PARTS	24.25	.00	24.25	270938	#14 BACKHOE REPAIR
037674	02/11/20	OFF05	OFFICE DEPOT, INC.	43.02	.00	43.02	653014200	OFFICE SUPPLIES
037675	02/11/20	PGE01	PG & E	25.46	.00	25.46	C00210	P.G. & E. 1600 S TEHAMA
037676	02/11/20	RAK00	MIKE RAKESHAW	600.00	.00	600.00	C00210	FIRE SHELTERS
037677	02/11/20	SCO00	SCOTTY'S ELECTRIC MOTOR R	418.08	.00	418.08	64268Q	SYCAMORE LIFT STATION
037678	02/11/20	SIL01	SILKE COMMUNICATIONS INC	446.53	.00	446.53	C00210	MICROPHONE
037679	02/11/20	SUC01	SUCCESS PRINTING	18.02	.00	18.02	60374	COPIES
037680	02/11/20	TRA02	TRACTOR SUPPLY CREDIT PLA	85.79	.00	85.79	200215969	BOOTS
037681	02/11/20	USB04	U.S. BANK CORPORATE PAYME	6810.31	.00	6810.31	C00211	JANUARY STMT PER ATTACHED
037682	02/11/20	VER02	VERIZON WIRELESS	731.21	.00	731.21	C00211	TELEPHONE EXP. 12/27-1/26
037683	02/11/20	WILHD	WILLOWS HARDWARE, INC.	473.04	.00	473.04	C00210	DEC/JAN STMT PER ATTACHED
037684	02/11/20	WILHI	WILLOWS ACE HARDWARE	405.27	.00	405.27	C00210	DEC/JAN STMT PER ATTACHED
037685	02/11/20	WILHQ	WILLOWS AUTO PARTS	447.15	.00	447.15	C00210	JANUARY STMT PER ATTACHED
Cash Account Total.....				24644.32	.00	24644.32		
Total Disbursements.....				24644.32	.00	24644.32		

REPORT.: Feb 26 20 Wednesday
 RUN....: Feb 26 20 Time: 09:47
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 02-20 Bank Account.: 1045

PAGE: 001
 ID #: PY-DP
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
037657	02/24/20	CHI07	CHICO IMMEDIATE CARE	-165.00	.00	-165.00	952040u	Ck# 037657 Reversed
050000	02/26/20	ABO00	STEVE ABOLD	200.00	.00	200.00	C00225	DUR. WKS. TOOL PARKS/DUB.
050001	02/26/20	ADA02	ADAMS ASHBY GROUP INC	3100.00	.00	3100.00	2984	HOME LTM 2020
050002	02/26/20	ATT01	A.T. & T.	1039.53	.00	1039.53	C00225	TELEPHONE EXP.1/19-2/18/2
050003	02/26/20	BAK06	BAKER & TAYLOR BOOKS	168.07	.00	168.07	35084319	NEW PRINT MAT. LIBRARY
				436.95	.00	436.95	35285283	NEW PRINT MAT. LIBRARY
			Check Total.....:	605.02	.00	605.02		
050004	02/26/20	BID01	BIDWELL H2O	90.00	.00	90.00	6120	COOLER RENT
050005	02/26/20	CAL01	CALIFORNIA WATER SERVICE	1613.53	.00	1613.53	C00225	WATER EXPENSE1/11-2/11/20
050006	02/26/20	CAL61	CAL FIRE	8748.22	.00	8748.22	1265285	COOPERATIVE AGREEMENT 10/
050007	02/26/20	CLE03	CLEARWAY ENERGY LLC	5059.94	.00	5059.94	286256	SOLAR ELECTRICITY JAN 202
050008	02/26/20	COA00	COASTLAND CIVIL ENGINEERI	2722.50	.00	2722.50	47854	WILLOWS 2020 RFP FOR WWTP
				5308.75	.00	5308.75	47855	WWTP OPERATIONS EVALUATIO
				1729.80	.00	1729.80	47915	MCDONALDS
				1633.75	.00	1633.75	47919	RUMIANO CHEESE
				831.25	.00	831.25	47923	EDA
				46.25	.00	46.25	47930	STARKWEATHER DEVELOPMENT
				977.50	.00	977.50	47942	WILLOWS CITY ENGINEERING
			Check Total.....:	13249.80	.00	13249.80		
050009	02/26/20	COM16	COMCAST CABLE	160.94	.00	160.94	C00225	INTERNET FD 2/19-3/18/19
050010	02/26/20	COR02	CORBIN WILLITS SYSTEMS	416.03	.00	416.03	C002151	CONT.SERV. FINANCE MAR 20
050011	02/26/20	CUR01	L.N. CURTIS & SONS	321.59	.00	321.59	696995	VALVE/SEAL
050012	02/26/20	DOW01	DOWN RANGE INDOOR TRAININ	47.15	.00	47.15	299750	FIRE AWARDS
050013	02/26/20	FGL00	FGL ENVIRONMENTAL	22.00	.00	22.00	070913A	BACTI ANALYSIS
050014	02/26/20	GLE09	GLENN CO. OFFICE OF EDUCA	12062.00	.00	12062.00	C00225	LITERACY PASS THROUGH
				434.00	.00	434.00	2020210	LIVE SCAN
			Check Total.....:	12496.00	.00	12496.00		
050015	02/26/20	GLE53	GLENN GROUNDWATER AUTHORITY	1.64	.00	1.64	20GGA15	FUND OPERATION OF GGA
050016	02/26/20	GRA00	GRAY ROCK TRUCKING	110.00	.00	110.00	5227	PRODUCT DELIVERY
050017	02/26/20	HOF02	SARAH HOFFMAN	100.00	.00	100.00	C00225	MILEAGE ALLOWANCE MAR 202
050018	02/26/20	JON00	JON'S BACKFLOW	871.00	.00	871.00	396	TEST/REPAIR VALVES
050019	02/26/20	MAT01	MATSON & ISOM TECHNOLOGY	13408.69	.00	13408.69	24144	WORKSTATION REFRESH
				2965.00	.00	2965.00	73008	MANAGED PARTNER AGREEMENT
				100.00	.00	100.00	73068	OFFSITE BACKUP FEB 2020
			Check Total.....:	16473.69	.00	16473.69		
50020	02/26/20	MUN05	MUNICIPAL EMERGENCY SERVI	92.76	.00	92.76	1423799	HIGH-RISE HOSE STRAP
50021	02/26/20	MYR01	MYRECDEPT.COM	2340.00	.00	2340.00	3214706N	MYREC SYSTEM 3/1/20-2/28/
50022	02/26/20	NEC00	NEC FINANCIAL SERVICES LL	268.08	.00	268.08	2283897	TELEPHONE LEASE
50023	02/26/20	NOR18	NORTHERN CALIF. GLOVES	115.83	.00	115.83	523012B	GLOVES
50024	02/26/20	OFF05	OFFICE DEPOT, INC.	18.00	.00	18.00	398154001	OFFICE SUPPLIES
				35.38	.00	35.38	698189001	OFFICE SUPPLIES
				4.41	.00	4.41	698190001	OFFICE SUPPLIES
			Check Total.....:	57.79	.00	57.79		
50025	02/26/20	PEA00	WAYNE PEABODY	200.00	.00	200.00	C00225	TECHNOLOGY ALLOWANCE MAR
50026	02/26/20	PGE01	PG & E	9028.91	.00	9028.91	C00225	P.G. & E. 1/14-2/12/20
50027	02/26/20	SAC08	SACRAMENTO VALLEY MIRROR	235.02	.00	235.02	16369	CLASSIFIED AD MAINT WKR/L
50028	02/26/20	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	C00225	VEHICLE ALLOW. FINANCE MA
50029	02/26/20	STA01	STANDARD INSURANCE CO.	484.10	.00	484.10	C00225	LIFE INSURANCE
50030	02/26/20	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	C00225	RENT EC LIBRARY MAR 2020
50031	02/26/20	SUC01	SUCCESS PRINTING	109.40	.00	109.40	6049	INFORMATION SHEETS

REPORT.: Feb 26 20 Wednesday
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 Run By.: JANE COLLINS

CITY OF WILLOWS
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PAGE: 002
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Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
050031	02/26/20	SUC01	SUCCESS PRINTING	623.12	.00	623.12	6059	CITY POOL MAILER
			Check Total.....	732.52	.00	732.52		
050032	02/26/20	SYK01	GENE SYKES	165.00	.00	165.00	C00225	REIMBURSE DRIVER EXPENSE
050033	02/26/20	THR00	3CORE	812.50	.00	812.50	10197	CDBG CONTRACT DEC 2019-JA
050034	02/26/20	VAL01	VALLEY ROCK PRODUCTS	267.94	.00	267.94	1136605	BASE ROCK
050035	02/26/20	WAL07	WAL-MART COMMUNITY	294.86	.00	294.86	C00225	JANUARY STMT PER ATTACHED
			Cash Account Total.....	79956.39	.00	79956.39		
			Total Disbursements.....	79956.39	.00	79956.39		
			Cash Account Total.....	.00	.00	.00		

REPORT.: Feb 24 20 Monday
RUN....: Feb 24 20 Time: 09:12
Run By.: JANE COLLINS

CITY OF WILLOWS
Check Reversal/Replacement for 02-20
Vendor: CHI07 - Cash Acct: 000 1045
Check# 037657 - Date: 02/11/20

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

Invoice #	Date	Account Number Information	Amount	Comment/Description	C Per	I Per
952040	02/05/20	Exp/Dist Acct: 301 4030 150	-165.00	DMV PHYSICAL	02-20	02-20
Check Total.....			-165.00			



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD FEBRUARY 25, 2020

*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 5:30 p.m.

The meeting opened with the Pledge of Allegiance led by Council Member Gary Hansen.

Roll Call:

Council Members Present: Council Members Flesher arrived at 5:31 p.m., Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Community Development Services Director Steve Soeth, Library Director Jody Meza and City Clerk Tara Rustenhoven

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

Fiscal Year 2019/2020 Mid-Year Budget Review:

- **General Fund Revenue Projection**
- **General Fund Expenditures by Department and vs. 2018/2019**
- **Appropriation Request**
- **Enterprise Funds**
- **Status of Trees-Lassen Street Project**

Administrative Services Director Tim Sailsbery noted he wanted to point out some revisions to the report. He then gave an overview of the 2019/2020 Mid-Year Budget.

Discussion was made between staff and council regarding items on the report.

Tim Sailsbery gave a brief overview of the Enterprise Funds reflecting the sewer funds.

Community Development Services Director Steve Soeth went over the Status of trees on the upcoming Lassen Street Project. Approximately 24 trees on the east side of Lassen Street will be removed and replaced. Staff will bring back to council at a regular city council meeting for discussion and direction from council.

Interim City Manager wanted to give council heads up that he has spoken with the city attorney to have a conversation in open session about the legalities of sidewalks.

Adjournment:

The Meeting was adjourned at 6:15 p.m.

Dated: March 3, 2019

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Appropriation Requests-Mid Year Review

RECOMMENDATION

Approve, by motion, the appropriations as noted in Exhibit 1

SITUATION (or BACKGROUND):

At the mid-year budget review, held on February 25, Staff presented several items to Council for requested appropriation. Those items are noted on Exhibit 1. Council, by consensus, instructed staff to return to a regularly scheduled City Council meeting to vote on the items noted.

FINANCIAL CONSIDERATIONS:

General Fund- \$202,533
Lost and Damaged Trust- (\$1,533)
Sewer Enterprise-(\$7,000)

ALTERNATE ACTIONS

1. Approve appropriations and provide direction to staff.
2. Request additional information from staff.
3. Reject items.

RECOMMENDATION

Approve, by motion, the appropriations as noted in Exhibit 1

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachments:

- Exhibit 1 Items for Appropriation-General Fund
-

**City of Willows
Items for Appropriation/Transfer Request
FY 2019/20 Mid Year Presentation**

Exhibit 1
Attachment

		<u>Appropriation Request</u>	
City Attorney	Additional legal counsel to assist with the code enforcement process.	301.4122.020	\$ 5,000
Planning	Remove General Fund Allocation for General Plan as HCD grant award was received	301.4130.060	\$ (50,000)
Library	Additional Print material from General Fund-Late Fine Revenue Elimination	301.4933.120 202.4933.120	\$ 1,533 \$ (1,533)
Pool	Utility Cost- Budget projections have not kept up with rates	301.4080.135	\$ 2,000
Public Works	Overtime Weekend Duty follows classification of employee	301.4002.138 318.4002.180	\$ 7,000 \$ (7,000)
Parks	Utility Cost- Budget projections have not kept up with rates	301.4080.140	\$ 2,000
Fire	Backfill temp wages and OT personnel cost for firefighter out on 4850 leave	301.var.150	\$ 25,000
Capital	Augment Finance, HR, Community Development Software original funding (Will also need to add \$1,500 per month(\$18,000) in annual professional services for software hosting, maintenance and licensing starting in 2020-21	301.7234.400	\$ 50,000
Capital	California Water Service Company payment for engineering and inspection services pertaining to the South Willows Infrastructure Project. General Fund appropriation pending outcome of final funding of this item	301.7281.400	\$ 160,000



REGULAR BUSINESS

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: HdL Sales and Use Tax Management Services

RECOMMENDATION

By Motion, Authorize the Administrative Services Director to Engage HdL Companies for Ongoing Sales and Use Tax Management Services and for Assistance in Developing a Revenue Estimate Associated with the Proposed District Sales Tax Measure

SITUATION (or BACKGROUND):

The City has utilized HdL for sales tax audit and monitoring services since 2011, on a contingency basis. HdL has been a solid partner in providing these services. Staff is seeking to expand these services to include:

Small City Sales and Use Tax Management Services with Annual Summary Meeting and Annual Client Newsletter- This service provides ongoing access to HdL's data base of Willows specific sales and use tax data, which will allow for historical review of sales tax data as well as providing forecasting tools and trend analysis of sales and use tax data. In addition, an HdL staff member will meet with City Staff annually to provide a detailed analysis of trends, business retention focuses, and budget implications. This service will be charged at a rate of \$350 per month.

Development of Revenue Estimates Associated with a Sales Tax Measure-As the City is considering placing a sales tax measure on the ballot in November, 2020, HdL will provide an onsite analysis and presentation to City Staff of potential revenue levels that will be derived from various percentages associated with the sales tax measure. The cost of this service is a one-time fee of \$1,500.

Staff has reached out to neighboring cities who have utilized these services for some time, and those cities have endorsed the services as a major asset in forecasting/budgeting sales tax revenues as well as determining historical trends in sales tax revenue by both industry and individual business.

FINANCIAL CONSIDERATIONS:

No Additional Appropriation Requested-Existing funds already appropriated from the Community Development Fund to be used.

ALTERNATE ACTIONS

1. Authorize as requested.
2. Table and seek further information
3. Reject authorization

RECOMMENDATION

By Motion, Authorize the Administrative Services Director to Engage HdL Companies for Ongoing Sales and Use Tax Management Services and for Assistance in Developing a Revenue Estimate Associated with the Proposed District Sales Tax Measure

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment-Letter of Transmittal-Sales and Use Tax Management Service

I. LETTER OF TRANSMITTAL

ATTACHEMENT

February 19, 2020

Timothy L. Sailsbery, CPA
Administrative Services Director
City of Willows
201 North Lassen
Willows, California 95988

RE: Sales, Use and Transactions Tax Services

As President of Hinderliter, de Llamas and Associates (HdL), I currently have over 27 years of experience working with local agencies on proactive programs for revenue enhancement, business cooperation, revenue forecasting and analyzing legislative proposals that would impact local agencies receipts of taxes and fees.

Founded in 1983, HdL has been providing revenue management services to California local governments for 37 years. The firm currently serves over 500 local government agencies in 11 states and has recovered more than \$2 billion in revenue for our clients. Our team has extensive finance, economic development, and local government experience. We use this expertise to analyze the City's tax data in detail and provide relevant, useful and timely information to support your financial strategies and business retention/expansion programs. Our highly focused and accurate budget forecasts have proven to be particularly valuable for financial planning.

HdL's approach to maximizing local revenues offers the following advantages:

- HdL's sales and use tax forecasts that result in estimates that fall within 1% of actual receipts two-thirds of the time.
- A sophisticated economic support program providing special reports and data to assist the City in monitoring and leveraging existing economic programs, identify new revenue opportunities and maximizing use tax revenues.
- Relevant, timely and ongoing staff support by a team with decades of experience in municipal finance and budgeting, economic development and maximization of sales and use tax revenues.
- The largest and most complete sales tax database in California structured in a manner to allow more thorough revenue audits, accurate budget forecasts and identification of emerging economic trends and opportunities.
- A user-friendly web-based sales tax application and reporting capability that provides clients with immediate and convenient access to the most up-to-date sales tax information available.
- An unparalleled reputation for providing quality services promptly and efficiently. A review of our performance with the included references will affirm HdL's reputation for providing business-friendly and cost-effective recovery of misallocated or uncollected revenues, as well as, timely and relevant reports, analysis and management support.

In addition to audit recovery services that you currently have with HdL, which are billed on a contingency fee basis of **15%** of revenue recovered for eight consecutive reporting quarters, we are pleased to offer additional tiers of service for management reports, sales tax software and consulting services to the City of Willows:

- **Full Service:** The fee for this option is **\$550 per month** and includes access to the City's sales tax database through our web-based software and **quarterly meetings** with one of our principals. In preparation for each meeting, a principal of the firm analyzes the City's data in detail and meets with appropriate City officials to review trends, point out businesses that should be contacted as part of the City's business retention program and discuss and make recommendations regarding the economic and budget implications of the quarter's data. Also included is a non-confidential newsletter that can be shared with your council and the public.
- **Small City:** The fee for this option is **\$300 per month** and includes access to the City's sales tax database through our web-based software and a basic set of quarterly management reports and revenue estimates.
- **Small City with Annual Summary Meeting with Annual Client Newsletter:** One of HdL's Principals will meet with the City once a year to review the City's sales tax data in detail. In preparation for the meeting, a principal of the firm analyzes the City's data in detail and meets with appropriate City officials to review trends, point out businesses that should be contacted as part of the City's business retention program and discuss and make recommendations regarding the economic and budget implications of the year's data. Also included is a non-confidential newsletter that can be shared with your council and the public. HdL will bill **\$350 per month** for this service level.
- **Transactions Tax Services:** HdL can also monitor and report on this additional source of revenue for **\$100 per month**. Should the City desire HdL to audit its transactions and use taxes, the charge would be a **25%** contingency fee against retroactive adjustments only (no prospective billing). Audit fees are billed only after the completion of the audit, submittal of corrections to the CDTFA and receipt of revenue by the City.

Nearby agencies that use HdL's sales tax program include:

Chico	Scott Dowell, Administrative Services Director	530.879.7301
Clearlake	Alan Flora, City Manager	707.994.8201
Marysville	Marti Brown, City Manager	530.749.3901
Paradise	Lauren Gill, City Manager	530.872.6291
Red Bluff	Rick Crabtree, City Manager	530.527.2605
Yuba City	Michael Rock, City Manager	530.822.4602

We look forward to reviewing the proposal with you in more detail and demonstrating how HdL can enhance the City's bottom line. Please feel free to call if you have questions or need additional information. I can be reached at 714.879.5000 or by email at anickerson@hdlcompanies.com.

Sincerely,



Andy Nickerson

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Contract Negotiations Regarding Labor Agreements

RECOMMENDATION

Approve, by motion, the Opening of Contract Negotiations with the Willows Employees' Association and the Willows Public Safety Association

SITUATION (or BACKGROUND):

Both the Willows Employees' Association ("WEA") and Willows Public Safety Association ("WPSA") entered into labor agreements that ran from 7/1/17 to 6/30/20. With the upcoming expiration of both agreements, it is time to commence negotiations with both labor groups.

Please note that the WPSA is now represented by the United Public Employees of California ("UPEC") Local No. 792 and the WEA remains a self-represented labor association.

FINANCIAL CONSIDERATIONS:

To Be Determined

ALTERNATE ACTIONS

1. Approve opening of negotiations
2. Request additional information from staff.
3. Reject item

RECOMMENDATION

Approve, by motion, the Opening of Contract Negotiations with the Willows Employees' Association and the Willows Public Safety Association

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Set Date and Time For Proposition 218 Public Protest Hearing-Sewer Rates

RECOMMENDATION

Set Date and Time For Proposition 218 Public Protest Hearing-Sewer Rates

SITUATION (or BACKGROUND):

At the January 28 meeting, Council adopted a resolution approving the 5 year rate structure for sewer service fees and authorized Staff to commence with the Proposition 218 process. At that time, Council also directed Staff to conduct two town hall meetings (Feb. 13 and March 9). Both town halls will have been completed by the presentation of this agenda item.

It is now time to set a date and time for the Public Protest Hearing as mandated under the auspices of Proposition 218. Once a date and time has been set, Staff will work toward the process of sending the notification letters to direct paying customers of the sewer system (property owners for residential customers, business operators for commercial customers). Such letters must be mailed a minimum of 45 days before the public hearing.

Staff requests that Council consider the week of May 18 for the public hearing (please note that Tuesday, May 19 is a regularly scheduled City Council meeting). This will allow for Staff to follow up to complete the mailing process and still have room for the 45 day allowance.

FINANCIAL CONSIDERATIONS:

N/A For This Item

ALTERNATE ACTIONS

None Noted

RECOMMENDATION

Set Date and Time For Proposition 218 Public Protest Hearing-Sewer Rates

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director