



Willows City Council Regular Meeting

April 28, 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:**

Pursuant to N-25-20 issued by Governor Gavin Newsom, this City Council meeting will be CLOSED to the public to prevent the transmission of the COVID-19 virus. Members of the public may attend the meeting telephonically by following the instructions below. Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time by stating your name and address. Then please wait until you are recognized by the Mayor or Vice Mayor. No formal action will be taken unless the matter is placed on a future agenda. Each caller will be limited to three (3) minutes.

Dial in Number: (605) 313-5611

Access Number: 404150

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 50190-50211, Z10699-Z10727, 38596-38606.
- b. Approval of minutes of the Regular City Council Meeting held on April 14, 2020.

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. Discussion and possible adoption of a resolution entitled;
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RESPECTING THE RETIREMENT OF JAKE HUTSON.
- b. Discussion and possible adoption of the Resolution declaring weeds, rubbish, refuse and dirt public nuisances and approving the Weed and Rubbish Abatement Schedule for the 2020 fire season.
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS DECLARING PUBLIC NUISANCES.
- c. Discussion and possible action by motion of items associated with COVID-19 budget update.
- d. Amend the Resolution entitled;
A RESOLUTION OF THE CITY OF WILLOWS INCORPORATING INTO THE 2020-21 BUDGET A LIST OF PROJECTS FUNDED BY SB:1 THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO APPROPRIATE SAID FUNDS.

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. RECESS TO CLOSED SESSION

- 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 LABOR NEGOTIATOR: Pursuant to Government Code §54957.6

Agency Negotiators:

Interim City Manager Wayne Peabody
Finance Director Tim Sailsbery
City Attorney Robert Hunt

Employee Organizations:

Willows Public Safety Association
Willows Employee Association
Non-Represented Employees

9. ADJOURNMENT

This agenda was posted on April 23, 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



Period

4/9/2020 TO 4/22/2020

General Checking 50190 TO 50211

Payroll Direct Deposit Z10699 TO Z10727

Payroll Checks 38596 TO 38606

APPROVAL DATE 4/28/2020

APPROVED _____

REPORT.: Apr 17 20 Friday
 RUN.: Apr 17 20 Time: 09:36
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 04-20 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
050190	04/17/20	AME02	AMERIPRIDE UNIFORM SVCS.	537.72	.00	537.72	C00413	MARCH STMT PER ATTACHED
050191	04/17/20	BAK06	BAKER & TAYLOR BOOKS	321.88	.00	321.88	203518201	NEW PRINT MAT. LIBRARY
050192	04/17/20	CAL01	CALIFORNIA WATER SERVICE	84.33	.00	84.33	73309	WATER EXPENSE 120 HARVEST
050193	04/17/20	CAL04	CALIFORNIA DEPT. OF JUSTI	126.00	.00	126.00	437351	FINGERPRINTS
				32.00	.00	32.00	443363	FINGERPRINT
			Check Total.....:	158.00	.00	158.00		
050194	04/17/20	CUR01	L.N. CURTIS & SONS	79.45	.00	79.45	375628	ADAPTERS
				379.77	.00	379.77	550932	FIRE CONTROL FOAM
			Check Total.....:	459.22	.00	459.22		
050195	04/17/20	DEN00	DE NOVO PLANNING GROUP	3835.00	.00	3835.00	2687	GENERAL PLAN UPDATE
050196	04/17/20	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	12820-04	CONTRACTUAL LAW ENFORCEME
050197	04/17/20	GLE42	GLENN COUNTY SOLID WASTE	15.00	.00	15.00	19761	MINIMUM LOAD
050198	04/17/20	GLE53	GLENN GROUNDWATER AUTHORIT	2797.04	.00	2797.04	20-GGA-18	GGA FUNDING OBLIGATION
050199	04/17/20	GLE54	GLENN COUNTY BUILDING DEP	4590.22	.00	4590.22	20-5096	INSPECTION SERVICES 1/1-3
050200	04/17/20	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	482014	PEST CONTROL WD APRIL 202
050201	04/17/20	MAT01	MATSON & ISOM TECHNOLOGY	100.00	.00	100.00	72606	OFFSITE BACKUP JANUARY 20
				1252.50	.00	1252.50	73309	SERVICE TICKETS 573549/57
				2965.00	.00	2965.00	73724	MANAGED PARTNER AGREEMENT
				100.00	.00	100.00	74099	OFFSITE BACKUP APRIL 2020
				3074.00	.00	3074.00	74149	MANAGED PARTNER AGREEMENT
				468.00	.00	468.00	74196	WEBSITE SECURITY PATCH
			Check Total.....:	7959.50	.00	7959.50		
050202	04/17/20	MOR01	MORRISON	362.25	.00	362.25	3248	BIOMASS FEASIBILITY STUDY
050203	04/17/20	NAT26	NATIONAL FIRE SYSTEMS, IN	535.03	.00	535.03	89448	INSPECTION/PARTS
050204	04/17/20	NCC01	NCCSIF	15000.00	.00	15000.00	2227	WORKERS COMP.
050205	04/17/20	OSC01	OSCAR'S	179.94	.00	179.94	547493	JERSEYS
050206	04/17/20	PGE01	PG & E	23.82	.00	23.82	C00413	P.G. & E. 1600 S TEHAMA S
050207	04/17/20	POR00	PORTER SCOTT	1856.00	.00	1856.00	135778	CITY OF WILLOWS VS SPP
050208	04/17/20	SAF03	SAFETY TIRE SERVICE	35.00	.00	35.00	42324	FLAT REPAIR
				404.13	.00	404.13	42450	#4 FLATBED REPAIR
			Check Total.....:	439.13	.00	439.13		
050209	04/17/20	SUN07	SUN LIFE FINANCIAL	2360.63	.00	2360.63	C00413	GAP PREMIUM 3/1-3/31/20
050210	04/17/20	TOT00	TOTAL IMAGING SOLUTIONS,	435.00	.00	435.00	11789	MICROFILM SERVICE COVERAG
050211	04/17/20	WIL17	WILLDAN	74.71	.00	74.71	2-22436	PLAN CHECK SERVICES THROU
				121.50	.00	121.50	2-22437	PLAN CHECK SERVICES THROU
			Check Total.....:	196.21	.00	196.21		
			Cash Account Total.....:	159675.81	.00	159675.81		
			Total Disbursements.....:	159675.81	.00	159675.81		
			Cash Account Total.....:	.00	.00	.00		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD APRIL 14, 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 7:00 p.m.

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

Roll Call:

Council Members Present: Council Members Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Clerk Tara Rustenhoven

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

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 50075-50189, Z10664-Z10698, 38576-38595.
- b. Approval of minutes of the Special Town Hall Meeting-Sewer Rate Adjustment held on February 13, 2020.
- c. Approval of minutes of the Regular City Council Meeting held on March 24, 2020.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

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: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS INCORPORATING INTO THE 2020-21 BUDGET A LIST OF PROJECTS FUNDED BY SB:1 THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO APPROPRIATE SAID FUNDS.

Action:

Motion: Council Member Mello/Second: Council Member Flesher

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS INCORPORATING INTO THE 2020-21 BUDGET A LIST OF PROJECTS FUNDED BY SB:1 THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO APPROPRIATE SAID FUNDS.

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

AYES: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

b. Adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING SUBMITTAL OF A RURAL BUSINESS DEVELOPMENT GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR ECONOMIC EXPANSION PROGRAM FOR THE CITY OF WILLOWS.

Action:

Motion: Council Member Hansen/Second: Council Member Mello

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING SUBMITTAL OF A RURAL BUSINESS DEVELOPMENT GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR ECONOMIC EXPANSION PROGRAM FOR THE CITY OF WILLOWS.

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

AYES: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

c. Informational item; Expenditure Cut COVID-19

Short discussion was had between council and staff.

d. Adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE POLICY AND STANDARD PRACTICE ENTITLED "COVID-19 EMPLOYEE PAY"

Action:

Motion: Council Member Hansen/Second: Vice Mayor Domenighini

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE POLICY AND STANDARD PRACTICE ENTITLED "COVID-19 EMPLOYEE PAY"

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

AYES: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Weed abatement has begun, so be on the look-out. They will be looking at the over-grown trees in alley ways.
- Tim announced that the Resolution for Jake Hutson will have to be revisited due to PERS notifying that since the last time the City has gone through this process there has been an update in the process/resolution format.
- If council has questions regarding the Glenn County's Monthly Report, email Wayne and he will forward on to Sheriff Warren.

b. City Council Reports Comments: Council gave comments/reports on activities and various meetings they attended.

Recess to Closed Session:

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 LABOR NEGOTIATOR: Pursuant to Government Code §54957.6.

Agency Negotiators:

Interim City Manager Wayne Peabody
Finance Director Tim Sailsbery
City Attorney Robert Hunt

Employee Organizations:

Willows Public Association
Willows Employee Association
Non-Represented Employees

Council recessed into closed session at 7:39 p.m.

Council reconvened into open session at 8:01 p.m.

Announcement of any action taken in closed session:

Mayor Warren reported no reportable action.

Adjournment:

The Meeting was adjourned at 8:02 p.m.

Dated: April 16, 2019

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Industrial Disability Retirement-Jake Hutson

RECOMMENDATION

Adopt the Resolution of the City Council of the City of Willows Respecting the Retirement of Jake Hutson

SITUATION (or BACKGROUND):

This is a re-do of the retirement resolution brought to Council at the March 24 meeting. Upon submittal of the application and resolution, we were notified by PERS of an updated process/resolution format that has been implemented since the last time that the City went through the process.

The re-application process has been completed (special thanks to Jake, as much of it fell on him to complete), and CalPERS has notified Staff that the resolution is now appropriate to adopt and submit.

Staff requests that the Council adopt the resolution as re-submitted.

FINANCIAL CONSIDERATIONS:

The retirement will be factored into future actuarial costs to be borne by the City with CalPERS

NOTIFICATION

CalPERS

ALTERNATE ACTIONS

1. Adopt by Resolution
2. Request additional information from staff

3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

Resolution

RESOLUTION NO. _____

Resolution of the City Council of the City of Willows Respecting the Industrial Disability Retirement of Jake Hutson Under Government Code Section 21156

WHEREAS, the City of Willows (hereinafter referred to as Agency) is a contracting agency of the California Public Employees' Retirement System:

WHEREAS, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member is disabled for purpose of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law:

WHEREAS, an application for industrial disability retirement of leukemia from Jake Hutson, employed by the Agency in the position of Firefighter/Engineer has been filed with CalPERS; And

WHEREAS, the City Council of the City of Willows has reviewed the medical and other evidence relative to such alleged disability.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows find and determine and does hereby find and determine that Jake Hutson is incapacitated within the meaning of the California Public Employees' Retirement Law for performance of his duties in the position of Firefighter/Engineer for leukemia and does hereby certify under penalty of perjury that this determination was made on the basis of competent medical opinion and was not used as a substitute for the disciplinary process in accordance with Government Code section 21156(a)(2).

Jake Hutson had filed a Workers' Compensation claim for his disabling condition. The Workers' Compensation claim was accepted.

BE IT FURTHER RESOLVED THAT THE City Council of the City of Willows find and determine and it does hereby find and determine that the disease is arising out of and in the course of employment.

Neither Jake Hutson nor the City of Willows has applied to the Workers' Compensation Appeals Board for a determination pursuant to Government Code Section 21166 whether such disability is industrial, AND

BE IT FURTHER RESOLVED that the member was separated from his employment in the position of Firefighter/Engineer after expiration of his rights under Government Code Section 21164, effective April 25, 2020 and that no dispute as to the expiration of such leave rights is pending. His last day on pay status was April 25, 2020.

There is not a possibility of third-party liability.

Advanced Disability Pension Payments will not be made.

The primary disabling condition is leukemia.

The duration of the disabling condition is expected to last at least twelve consecutive months from the date of the application for benefit

PASSED AND ADOPTED by the Willows City Council, this 28th day of April, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Kerri Warren, Mayor

ATTEST:

City Clerk

April 28, 2020

AGENDA ITEM

TO: Honorable Mayor Hanson and Members of the City Council
FROM: Wayne Peabody, Fire Chief
Subject: Annual Weed & Rubbish Abatement

RECOMMENDATION

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2020 fire season.

SITUATION (or BACKGROUND):

Each year the Willows Fire Department abates weeds, rubbish, refuse and dirt from different lots and alleyways. In order to commence this process, it is necessary for the City Council to adopt the attached resolution. This resolution declares that weeds, rubbish, refuse and dirt are a public nuisance and sets a date for a hearing. Attached is a list of dates that indicate the time frame we will be working in 2020.

FINANCIAL CONSIDERATIONS:

Unknown, dependent upon responsiveness of public and contractor cost of services.

Notification:

Willows Journal
Willows PSA
Willows Public Works

ALTERNATE ACTIONS:

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

RECOMMENDATION:

Adopt a resolution declaring weeds, rubbish, refuse and dirt public nuisances, approve the attached Weed and Rubbish Abatement Schedule for the 2020 fire season.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Wayne Peabody". The signature is fluid and cursive, with the first name "Wayne" and last name "Peabody" clearly distinguishable.

Wayne Peabody
Interim City Manager

Attachments:

- Exhibit A: 2020 Weed Abatement Schedule
- Exhibit B: Resolution
- Exhibit C: Initial Weed Abatement Survey (Given the Night of Council meeting)

WEED AND RUBISH ABATEMENT

2020 FIRE SEASON

Initial weed abatement survey to be completed and ready for submission by: April 27th.

- | | |
|----------------|--|
| April 28, 2020 | Council Adopts resolution declaring weeds and rubbish a nuisance. Approves May 26 th , 2020 as the date for the Hearing to Protest and July 28 th , 2020 as the date for Hearing to confirm cost and declare costs as a lien against the property as of August 7 th , 2020. |
| April 29, 2020 | Begin to solicit bids for 2020 Weed Abatement Contractor. Publish at least three times. (Publish May 2, May 6 & May 9) |
| May 8, 2020 | Bid opening-2:00 p.m. |
| May 8, 2020 | Last day to mail the Notice of Public Hearing to protest to the paper for the May 28 th Council Meeting. (Publication date will be May 16, 2020 – 10 days prior to the public hearing). |
| May 26, 2020 | 7:00 p.m.-Hearing on protest. Council orders abatement. Award contract to abate. |
| May 27, 2020 | Resurvey-Start abatement |
| June 7, 2020 | Last date for property owner to do own abatement |
| July 8, 2020 | Last day to mail Notice of Public Hearing to protest to the paper for the July 28 th Council Meeting. (Publication Date will be July 11 – 10 days prior to the public hearing). |
| July 22, 2020 | Posting of individual abatement cost list outside door at least 3 days prior to hearing to confirm report and declare cost lien. |
| July 28, 2020 | Public Hearing to Protest. Adopt Resolution confirming costs and declaring costs a lien against property as of August 7, 2020. |
| August 7, 2020 | Transmit abatement cost to auditor's office for inclusions on taxes. Owner as 10 days from date of hearing (July 28 th) to pay assessment directly to the City prior to transmittal to the auditor. |

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF WILLOWS DECLARING PUBLIC NUISANCES**

WHEREAS, there exists in the City of Willows private property upon which there are growing weeds and upon which there exists weeds, rubbish, refuse, and dirt; and

WHEREAS, the City Council of the City of Willows has determined that such weeds, rubbish, refuse and dirt constitute public nuisances and should be abated;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. That all weeds growing upon private property and all rubbish, refuse and dirt upon private property within the City of Willows are hereby declared to be public nuisances.
2. That such weeds, rubbish, refuse and dirt are growing upon or are upon the parcels of private property described in the report attached hereto and marked Exhibit C and by this reference made a part hereof.
3. That said nuisances shall be abated as provided by Section 39560 and 39588 of the Government Code of the State of California, and pursuant thereto the Fire Chief of the City of Willows shall give notice as provided by Section 39564 through 39567, inclusive of said Government Code.
4. That the City Council of the City of Willows hereby fixes Tuesday, May 26, 2020, at 7:00 p.m. in the City Council Chambers, Civic Center, Willows, California, as the time and place of hearing any objections to the proposed removal of weeds, rubbish, refuse, and dirt hereinabove declared to be public nuisances.

PASSED AND ADOPTED by the City Council of the City of Willows this 28th day of April 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Keri Warren, Mayor

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: COVID-19 Budget Update and Requested Council Action

RECOMMENDATION

It is recommended, by motion, to approve-

- Approve the 10% furlough for the Positions of Administrative Analyst-City Clerk, Administrative Analyst-Finance/Human Resources, and Community Development Technician and Corresponding 4/9 weekly work schedule
- Approve the temporary change to City Hall Office hours to Monday through Thursday, 7:30 am to 5:00 pm Monday through Thursday, with closure on Friday.
- Approve an appropriation reduction of General Fund Capital Expenditures in the amount of \$127,000 (301.var.400)
- Approve a Hiring Freeze through 6/30/2020, postpone current recruitments, and direct Staff to return to Council for approval of any and all recruitments/possible hirings.

SITUATION (or BACKGROUND):

Please note that this discussion and request for action is for the remainder of fiscal year 2019-20 and may not be the final requested action item(s) for this fiscal year. As the implications of the COVID-19 outbreak remain fluid, further actions may be requested.

Staff has, via a number of sources of interaction (other City Managers and finance staffs, League of California City updates, various revenue and forecasting models, and observation of our Community's activity) developed revenue estimates for the balance of 2019-20. Staff invites you to review the attachment entitled "City of Willows-General Fund Revenue 2019/20-COVID 19 REVISE" for a detailed analysis of projected General Fund Revenues. Please also refer to the notes on the pages following this analysis. Further, please note, in detail, Item 3 (Sales Tax) and Item 4 (Transient Occupancy Tax-"Hotel Tax"), as these are two of the three largest sources of General Fund revenue for the City, and, in our case, our significant reliance on Transient Occupancy Tax. Please note that, by the way that we recognize TOT revenue, most of the 2019-20 revenue has already been collected, and the real impact will spill into 2020-21. The size and scope of the shortfall of the business for our lodging owners, and the TOT that follows, is going to be greatly dependent upon when travel restrictions are lifted. The same goes for a significant segment of our local business owners outside of lodging owners, as well, and the sales tax that follows.

The bottom line is a revenue estimate for the General Fund that has been revised downward by \$160,277 for the balance of 2019-20. Again, the more significant impact of General Fund Revenues will be in 20-21, and Staff is working as part of the budget forecasting process for 2020-21 to come up with estimates (unfortunately, guesses, in many cases) regarding these revenue items.

Actions Taken at This Point

Under the authority granted to the Interim City Manager under the COVID 19 Emergency Employee Policy, a number of actions have/will be taken regarding positions that have previously been deemed as non-essential under the current circumstances-

Part Time Positions- Our part time staff in the library were placed on furlough effective April 13. No part time recreation positions were active at the time that recreation programs were shut down. Other part time positions will be furloughed effective 4/26 or have hours reduced by Interim City Manager authority.

Library-The full time Library Aid is placed on furlough status effective 4/26.

Recreation-The full time Recreation Coordinator is placed on furlough status effective 4/26.

Management Wage/Benefit Cuts-It was noted at the 4/14 City Council meeting that that CM/Director level staff members have taken wage and/or benefit cuts.

What is Requested of Council

As noted in the recommendations, staff request that Council take action to affirm/approve the following-

Approve the 10% furlough for the non-represented positions of Administrative Analyst-City Clerk, Administrative Analyst-Finance/Human Resources, and Community Development Technician. These staff members have been consulted and are agreeable to the concession. Staff also requests that Council approve the 4/9 weekly work schedule (36 hours a week) and adjusted hours to City Hall.

Approve the reduction in appropriation for Capital Expenditures by \$127K. This consists of a reduction in IT Items/new accounting/HR/Building ERP software of \$70K and Public Works related items of \$57K.

Approve a hiring freeze and temporary postponement of current recruitments. Further, it requires staff to seek specific approval from Council to "unfreeze" positions. This is

asked for the balance of this fiscal year at this time, but it can be renewed as part of the adoption of the 20-21 budget.

Council took a leap of faith in approving a number of items at mid-year review that increased the projected deficit, and the completed/propose items do not get the City back to mid-year numbers.

FINANCIAL CONSIDERATIONS:

Varies, depending upon Council action taken

NOTIFICATION

None

ALTERNATE ACTIONS

1. Approve items, (some or all), as presented
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

It is recommended, by motion, to approve-

-Approve the 10% furlough for the Positions of Administrative Analyst-City Clerk, Administrative Analyst-Finance/Human Resources, and Community Development Technician and Corresponding 4/9 weekly work schedule

-Approve the temporary change to City Hall Office hours to Monday through Thursday, 7:30 am to 5:00 pm Monday through Thursday, with closure on Friday.

-Approve an appropriation reduction of General Fund Capital Expenditures in the amount of \$127,000 (301.var.400)

-Approve a Hiring Freeze through 6/30/2020, postpone current recruitments, and direct Staff to return to Council for approval of any and all recruitments/possible hirings

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

- Updated General Fund Budget Projection 2019-20
- General Fund Revenue COVID 19 REVISE
- Notes to General Fund Revenue COVID 19 REVISE

City of Willows
Updated General Fund Budget
Fiscal Year 2019-20

ATTACHMENT A

	Original Adopted Budget FY 2019-20	Mid Year Budget Review Revisions/Appropriations	Revised General Fund Budget As of Mid Year Review	Projected COVID-19 Revisions	Revised General Fund Projection	NOTES
General Fund Revenue	\$ 4,098,470	\$ 65,055	\$ 4,163,525	\$ (160,277)	\$ 4,003,248	
General Fund Appropriations By Department						
City Council	\$ 25,982		\$ 25,982		\$ 25,982	
City Attorney	\$ 45,000	\$ 5,000	\$ 50,000		\$ 50,000	
City Manager	\$ 47,591		\$ 47,591		\$ 47,591	
Finance	\$ 269,490		\$ 269,490	\$ (3,204)	\$ 266,286	1
Planning	\$ 106,005	\$ (50,000)	\$ 56,005		\$ 56,005	
General Office	\$ 163,428		\$ 163,428		\$ 163,428	
Civic Center	\$ 37,500		\$ 37,500	\$ (1,091)	\$ 36,409	
Building	\$ 192,348		\$ 192,348	\$ (1,341)	\$ 191,007	
Police	\$ 1,548,820		\$ 1,548,820		\$ 1,548,820	
Engineering	\$ 10,000		\$ 10,000		\$ 10,000	
Library	\$ 209,093	\$ 1,533	\$ 210,626		\$ 210,626	
Recreation	\$ 99,220		\$ 99,220		\$ 99,220	
Swimming Pool	\$ 38,627	\$ 2,000	\$ 40,627		\$ 40,627	
P&PW	\$ 358,000		\$ 358,000	\$ (1,332)	\$ 356,668	1
Parks	\$ 45,873		\$ 45,873		\$ 45,873	
Mall Maint	\$ 9,000		\$ 9,000		\$ 9,000	
Museum Maint	\$ 2,500		\$ 2,500		\$ 2,500	
Fire Dept	\$ 897,390	\$ 25,000	\$ 922,390	\$ (2,762)	\$ 919,628	1
Public Works	\$ 52,821		\$ 52,821		\$ 52,821	
Storm Drain	\$ 7,824		\$ 7,824		\$ 7,824	
Capital Outlay	\$ 120,000	\$ 210,000	\$ 330,000	\$ (127,000)	\$ 203,000	2
General Fund Expenditures	\$ 4,286,512	\$ 193,533	\$ 4,480,045	\$ (136,730)	\$ 4,343,315	
General Fund Deficit	\$ (188,042)		\$ (316,520)		\$ (340,067)	

Notes

- 1 Management and volunteered non-represented admin 10% concession/furlough.
- 2 Defunding capital expenditures for accounting/HR/Building software and public works related items

City of Willows - General Fund Revenue
 2019/20 Projection
 COVID 19 REVISE

ATTACHMENT B

Revenues:	2018/19 Actual	2019/20 Projection	2019/20 Mid Year Revision	COVID-19 REVISE	NOTES
PROPERTY TAX	\$ 809,929	\$ 792,000	\$ 820,000	\$ 805,000	1
PG&E FRANCHISE	\$ 49,724	\$ 50,000	\$ 50,000	\$ 54,920	2
WATER FRANCHISE	\$ 45,834	\$ 46,000	\$ 48,055	\$ 48,055	
CABLE TV FRANCHISE	\$ 34,519	\$ 32,500	\$ 32,500	\$ 32,500	
GARBAGE FRANCHISE	\$ 72,216	\$ 62,000	\$ 62,000	\$ 62,000	
SALES TAX	\$ 1,477,295	\$ 1,380,000	\$ 1,400,000	\$ 1,273,692	3
TRANSFER TAX	\$ 18,749	\$ 19,000	\$ 19,000	\$ 19,000	
OCCUPANCY TAX	\$ 861,879	\$ 725,000	\$ 725,000	\$ 725,000	4
BUSINESS LICENSE	\$ 20,820	\$ 21,000	\$ 21,000	\$ 21,000	
BUILDING PERMITS	\$ 51,419	\$ 95,000	\$ 95,000	\$ 87,000	5
ENCROACHMENT PERMITS	\$ 11,266	\$ 6,000	\$ 6,000	\$ 6,000	
FINES & FORFEITURES	\$ 12,981	\$ 2,500	\$ 2,500	\$ 11,000	6
GENERAL INTEREST	\$ 16,191	\$ 22,000	\$ 22,000	\$ 19,000	7
RENTAL OF PROPERTY	\$ 22,946	\$ 27,000	\$ 27,000	\$ 27,000	
MOTOR VEHICLE IN LIEU	\$ 577,461	\$ 575,000	\$ 595,000	\$ 595,000	
PLANNING FEES	\$ 16,401	\$ 6,000	\$ 6,000	\$ 6,000	
PLAN CHECK FEES	\$ 20,962	\$ 20,000	\$ 20,000	\$ 50,000	8
FIRE DEPARTMENT FEES	\$ 36,986	\$ 40,000	\$ 40,000	\$ 40,000	
SEWER ADMIN FEE	\$ 77,234	\$ 77,234	\$ 77,234	\$ 39,440	9
OTHER REV & FUNDS	\$ 4,695	\$ 50,000	\$ 50,000	\$ 45,000	10
WEED ABATEMENT	\$ 10,305	\$ 8,000	\$ 3,500	\$ 3,500	
CAL TRANS STREET SWEEP	\$ 4,919	\$ 3,936	\$ 3,936	\$ 3,936	
DIF ADMINISTRATION	\$ 807	\$ 1,500	\$ 1,500	\$ 1,500	
PARKING, AVA & VEH RELEASE	\$ 11	\$ 500	\$ -	\$ -	
SWIM POOL RECEIPTS	\$ 26,042	\$ 20,000	\$ 20,000	\$ 8,500	11
PARK PERMITS	\$ 2,963	\$ 1,300	\$ 1,300	\$ 1,155	
PUB SAFETY SALES TAX	\$ 18,260	\$ 14,500	\$ 14,500	\$ 17,500	12
BOOKING FEES	\$ 1,165	\$ 500	\$ 500	\$ 550	
TOTAL GENERAL REVENUES	\$ 4,303,979	\$ 4,098,470	\$ 4,163,525	\$ 4,003,248	

- 1 **Property Tax**-Given the timing of property tax payments due to the County, 2019-20 effect is considered to be minimal. The projection has been reduced by \$15,000 for 2019-20. **Please be advised that this is an area of potential major reduction for 2020-21 based the length of business closure and high unemployment in our community.**

- 2 **PG&E Franchise**-Has now been received in total for 2019-20 and came in about \$5K higher than originally projected.

- 3 **Sales Tax**- The City had started to fall into a pattern of monthly sales tax revenue being roughly 8.5% lower than the same periods the year before (as a reminder, CAMP Fire and Cal Plant activity boosted sales tax last year. In addition, an estimate of 20% sales tax shortfall is used for the balance of the fiscal year. The resulting calculation is as follows-

Prior Year Sales Tax Revenue from April to June 2019	\$ 425,658
Projected Slowdown before COVID 19 (8.5%)	91.5%
Projected Remaining Revenue for April to June 2020	\$ 389,477
Before COVID 19 Impact	
Projected COVID 19 Impact (20%)	80.0%
Projected Sales Tax April to June under COVID 19	\$ 311,582
<hr/>	
Sales Tax Received July to March	\$ 962,110

Revised 2019-20 Sales Tax Revenue Estimate \$ 1,273,692

The second issue is when will we receive the sales tax? Governor Newsome has issued two directives that will impact when these funds are received. The Jan.to March sales and use tax return, normally due and payable on April 30, have been moved to July 31. In addition, he also is allowing for payments at least for this period to be made in 12 monthly installments.

Statewide projections are for a 36% drop in sales tax revenue for the upcoming fiscal year. While the nature of local sales tax transactions will continue to be under review, the number will be significant.

- 4 **Transient Occupancy Tax-** The City records TOT on a cash rather than accrual basis, meaning that we already have the revenues for balances due in July (for April-June of 2019), October (for July-September, 2019) and January (for Oct-Dec.2019). Balances due from the hotel/motel owners are due at the end of April for the period from Jan-Mar. 2020) and that will be the last installment for the 2019-20 fiscal year.

Travel restrictions did not begin in earnest until March, leaving Jan.-and Feb. as fairly typical travel months. As this period last year was outside normal occupancy patterns due to the CAMP Fire and Cal Plant, the three preceeding years (Jan-Mar, 2018, 2017, and 2016) are used for comparison. If it is assumed that, again, Jan-Feb were fairly typical, then March would be the portion with significant drop off.

Average of 3 years of TOT for Jan-Mar (2016, 2017, 2018)	\$ 125,984
<u>Assume 25% overall reduction due to Mar. 2020 COVID 19</u>	<u>75%</u>
Projected Jan-Mar 2020 TOT Revenue	\$ 94,488
TOT already received for 2019-20	<u>\$ 632,328</u>
Revised 2019-20 TOT Projection	\$ 726,816

Please note that, due to timing of receipts and recording, this will become a major revenue shortfall for 2020-2021. April-June, 2020 activity will be a 20-21 revenue and will have a major impact on our Genral Fund prjections. Statewide projections are for an 85% reduction in TOT during the period of shelter in place and Phase 1 of reopening. These are devastating forecasts, given the City's reliance on TOT as the third largest source of General Fund revenue.

- 5 **Building Permits-**The original building permit projections contains some amounts that should be classified as Plan Check (See #8). There has been a revision downward to reflect this.
- 6 **Fines & Forefetures-**Reflect activitiy for 2019-20 as has been received from the Superior Court
- 7 **Interest-**Falling interest rates and reduction in cash available to invest has led to a reduction in interest/
- 8 **Plan Check-** As noted in #5, some plan check related forecast numbers were originally placed in Building Permits. Also, plan check activity has been greater than anticipated during the first 1/2+ of 2019/20.
- 9 **Sewer Admininstration Fee-**Originally to be recommended as part of the 20/21 budget, the nexus calculation performed previously included positions that should be removed. Staff is requesting that this be implemented in 2019-20.

- 10 **Other Revenue and Refunds**-The various miscellaneous items that Staff was anticipating have been received. We do not anticipate additional such revenue this year, so the projection is revised downward.

- 11 **Swim Pool Receipts**-This consists of both post 7/1/19 swim season revenue and pool donations received thus far for the 2020 swim season. The Interim CM has set 5/15 as the decision date as to whether the pool will open. If it does not open, then Staff will work to communicate with pool donors, where possible to do so, to determine whether they want a refund or to roll the donation to next year. Those that choose to roll to next year will be transferred out of the General Fund into a Special Revenue Fund to hold until next year.

- 12 **Pub. Saf. Sales Tax**-Receipts to date via the County have been greater than originally projected.

April 28, 2020

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager

FROM: Steve Soeth, Community Development Services Director
Tim Sailsbery, Administrative Services Director

SUBJECT: Adding **Estimated useful life 10 to 30 years** in section 2 paragraph 2 of the attached resolution. Project List- SB 1 Transportation Funds

RECOMMENDATION:

Amend the Resolution of the City of Willows Incorporating into the 2020-21 Budget a List of Projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate Said Funds

SITUATION (or BACKGROUND):

The State Legislature approved, and the Governor Signed, Senate Bill 1, the Road Repair and Accountability Act of 2017. This bill is a tax measure that creates the following

-12 cent per gallon increase in gasoline tax that will be inflation adjusted annually, but will move to 17.3 cents per gallon on 7/1/19.

-20 cent per gallon increase in diesel excise tax, subject to inflation adjustment in 2020.

-4% increase in diesel sales tax.

-\$25-\$175 increase in vehicle registration, based upon the vehicle's value.

The funds received from these various tax increases will be divided into various transportation, highway, and road funds, with \$1.5 billion going to local street and road rehabilitation. This is further broken down into a per capita funding, with the City of Willows slated to receive \$102,742.00 during 2020-21 fiscal year.

What makes this funding different from other forms of "gas tax" received at the local level is that projects must be specifically identified and incorporated into the City's adopted budget, and these projects must be submitted to the California Transportation Commission on an annual basis.

April 28, 2020

The Community Development Services Director has identified three projects for submittal to the CTC-

-Supplemental funds for the STIP project on N. Lassen Street from Sycamore Street to Wood Street (\$100K)

-Sidewalk renovation on Birch from Butte to Tehama and on Tehama from Birch to Cedar (\$61.2K)

-Sidewalk renovation on Walnut from Shasta to Butte and on Butte from Walnut to Sycamore (\$70K)

While the list far exceeds the allotment for 2020-21, it provides the Community Services Director some flexibility to prioritize the funds as the projects materialize, it provides notice and communication of the projects as priorities in case other funding sources become available, and it provides communication to the CTC that by the time the funds are trickled down to the local level, the needs far exceed the funding.

As noted, there are additional requirements regarding accessing these funds compared to existing gas tax funds. The City will also be required to certify a "maintenance of effort" in that General Fund expenditures on street related public works activity will be at or greater than the average of expenditures in the FY 2009-10 through FY 2011-12. Based upon the approved budget for 2020-21, Staff sees no problem with certifying that "maintenance of effort" will be maintained.

Upon adoption of the budget resolution, the Community Development Services Director will complete the necessary documentation and submit (along with the resolution) to the CTC by 5-1-2020. The Administrative Services Director will submit the Maintenance of Effort Documentation by the same deadline.

FINANCIAL CONSIDERATIONS:

Appropriation of \$154,945.00 of SB 1 Funds

NOTIFICATION:

California Transportation Commission and California State Controller's Office upon passage of resolution

ALTERNATE ACTIONS:

1: Request additional information from Staff

April 28, 2020

- 2: Reject Staff recommendation and/or direct Staff to return with further information.

RECOMMENDATION:

Amend the Resolution of the City of Willows Incorporating into the 2020-21 Budget a List of Projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate Said Funds

Respectfully Submitted

/s/ Steve Soeth

Steve Soeth
Community Development
Services Director

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

ATTACHMENT:

-Resolution

**CITY OF WILLOWS
RESOLUTION NO. XX-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
INCORPORATING INTO THE 2020-21 BUDGET A LIST OF
PROJECTS FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO
APPROPRIATE SAID FUNDS**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of Willows are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Willows must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City of Willows budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Willows, will receive an estimated \$154,945 in RMRA funding in Fiscal Year 2020-21 from SB 1; and

WHEREAS, the funding from SB 1 will help the City of Willows maintain and rehabilitate selected streets/roads and active transportation infrastructure throughout the City of Willows this year and many similar projects into the future; and

WHEREAS, without revenue from SB 1, the City of Willows, would have otherwise been canceling or delaying projects throughout the community; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Willows, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City of Willows budget for fiscal year 2020-21 will incorporate the following list of projects planned to be funded with Road Maintenance and Rehabilitation Account revenues:
-Supplement the replacement of sidewalks and ADA ramps in conjunction with the North Lassen Street Rehabilitation Project PPNO 1323. Estimated useful life 10 to 30 years. Construction anticipated in 2020-21
3. The following previously proposed and adopted projects may utilize fiscal year 2020-21 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Willows is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Originally Listed in FY 2019-20

-Apply 2600 linear feet of rubberized cape seal to Sycamore Street from Lassen Street to Villa Avenue. Sycamore Street's PCI is 72 this cape seal will protect and add additional years of service. Estimated useful life of 8-15 years with anticipated year of construction 2020-21.

Originally Listed in FY 2019-20

-Removal of broken and uneven sidewalks that are trip and fall hazards or force pedestrian traffic to leave the sidewalk and travel in the street, with repair/replace of these segments. Repair and/or replace curb and gutter, where needed. Connect sections to encourage pedestrian travel and bring sidewalk system into ADA compliance. South side of Birch Street from Butte St. to Tehama St. West side of Tehama St. from Birch St. to Cedar St. Estimated useful life of 20-50 years with anticipated year of construction 2020-21.

Originally Listed in FY 2018-19

-Removal of broken and uneven sidewalks that are trip and fall hazards or force pedestrian traffic to leave the sidewalk and travel in the street, with repair/replace of these segments. Repair and/or replace curb and gutter, where needed. Connect sections to encourage pedestrian travel and bring sidewalk system into ADA

compliance. South side of Walnut Street from Shasta St. to Butte St. West side of Butte St. from Walnut St. to Sycamore St. Estimated useful life of 20-50 years with anticipated year of construction 2020-21.

4. The City of Willows budget for fiscal year 2020-21 will incorporate as follows:

Appropriation of RMRA funding, currently estimated at \$154,945

PASSED AND ADOPTED by the City Council of the City of Willows, on this day of , by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Kerri Warren, Mayor

Tara Rustenhoven, City Clerk