



# Willows City Council Special Budget Meeting

June 10, 2021  
Willows City Hall  
1:00 p.m.

City Council  
Larry Domenighini, Mayor  
Gary Hansen, Vice Mayor  
Kerri Warren, Council Member  
Joe Flesher, Council Member  
Jeff Williams, 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- 1:00 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. **DISCUSSION OF RESTORATION PROPOSED BY COUNCIL**
6. **DIRECT STAFF REGARDING BUDGET STATUS**
7. **ADJOURNMENT**

**This agenda was posted on June 7, 2021**

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. 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*

As Directed at the May 26<sup>th</sup> budget workshop, staff has restored into the budget the city manager position, Management/Non represented furloughs, and City Council salary. The original deficit before the restorations was projected to be \$178,617 after the restorations are in effect the new projected deficit is \$429,054. The cost breakdown per department is below:

- City Council: \$ 16,150
- City Manager: \$208,872
- Finance: \$ 1,100
- General Office: \$ 10,194
- Building: \$ 5,731
- Fire Dept: \$ 8,390

The following list are items that are still open for restoration:

- |  |               |          |
|--|---------------|----------|
| • Public Works Maintenance One           | June 30,2020  | \$75,000 |
| • Firefighter/Engineer                   | December 2020 | \$95,000 |
| • Community Service Director Recruitment | July 2020     | \$28,000 |
| • Administrative Director Recruitment    | July 2020     | \$28,000 |
| • Recreation Coordinator                 | July 2020     | \$65,000 |
| • Code Enforcement Officer               | April 2020    | \$75,000 |

Staff Request that council provide direction on proposed budget, budget changes and on the request for restorations.

CITY OF WILLOWS  
 Preliminary Budget  
 2020-2021 and 2021-2022 BUDGET YEARS  
 BUDGET RECAP

DEPARTMENT-OPS/MAINT.	FY 2019/2020 BUDGET	ADOPTED FY 2020/2021 BUDGET	Page	PROPOSED FY 2021/2022 BUDGET	2021/22 FUND SUPPORT GENERAL	2021/22 FUND SUPPORT OTHER
CITY COUNCIL	8403		2-1	26933	26933	
CITY ATTORNEY	40000		2-3	45000	45000	
CITY MANAGER	44035		2-5	260207	260207	
FINANCE DEPARTMENT	262247		2-7	315481	315481	
PLANNING	44929		2-10	56089	56089	
GENERAL OFFICE	167369		2-12	180724	180724	
COMMUNITY ACTIVITIES		105454	2-15	96000		96000
CIVIC CENTER MAINT.	29174		2-17	29213	29213	
BUILDING	182897	1000	2-19	195217	194217	1000
POLICE SERVICES	1607044	120000	2-22	1794224	1674224	120000
ENGINEERING	10000	2000	2-25	12000	10000	2000
LIBRARY	198527	119500	2-27	347880	228380	119500
LIBRARY-BAYLISS		7500	2-30	7500		7500
LIBRARY-ELK CREEK		10500	2-30	10500		10500
RECREATION	52969	30922	2-33	140211	109289	30922
SWIMMING POOL	19731		2-36	38966	38966	
PARKS & PUBLIC WORKS-GENERAL	379782	31329	2-39	477412	446083	31329
PARKS DIVISION	48838		2-42	46367	46367	
MALL DIVISION		8800	2-44	8800		8800
MUSEUM DIVISION	2500		2-46	2500	2500	
FIRE DEPARTMENT	752236		2-48	858127	858127	
PUBLIC WORKS/STREETS DIVISION	53709	104140	2-51	169574	55317	114257
STORM DRAINS DIVISION	7451		2-53	7613	7613	
TOTAL O & M EXPEND.	3911841	541145		5126538	4584730	541808
SPECIAL PROJECTS						
PI ACTIVITY		0		4100		4100
TOTAL SPECIAL PROJECTS		0		4100		4100
CAPITAL						
INFORMATION TECHNOLOGY	5000			5000	5000	0
PUBLIC WORKS		492257		495000		495000
FIRE						
INFRASTRUCTURE						
DEBT SERVICE		194189		65938		65938
TOTAL CAPITAL	5000	686446		500000	5000	560938
TOTAL EXPENDITURES	3916841	1227591		5630638	4589730	1106846
ESTIMATED REVENUES & TRANSFERS	3797876	1227591		5267522	4180676	1106846
ESTIMATED DEFICIT	-118965	0			-429054	0
Projected General Fund Reserve, July 1		1111438			959159	
Estimated General Fund Reserve, June 30		1111438			530105	

CITY OF WILLOWS  
PRELIMINARY BUDGET

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FY 2020-21    ADOPTED  
FY 2021-22    PROPOSED

SOURCE OF FUNDS:

ACCT: 10  
DEPT: CITY COUNCIL

	2020/21		2020/21
GENERAL	\$ 8,403	\$	26,933

ACCT.# DESCRIPTION	FY 2019/2020 BUDGET	ADOPTED FY 2020/2021 BUDGET	PROPOSED FY 2021/2022 BUDGET	2021/22 FUND SUPPORT GENERAL	2021/22 FUND SUPPORT OTHER
301.4004.010 SALARIES	15000	0	15000	15000	
301.4008.010 FICA	1148	0	1150	1150	
301.4009.010 WORKERS COMPENSATION	416	496	521	521	
301.4030.010 SPECIAL DEPARTMENTAL	1250	500	1250	1250	
301.4140.010 INSURANCE	1668	2107	2212	2212	
301.4150.010 TRAVEL & MEETINGS	2000	500	2000	2000	
301.4160.010 DUES	4500	4800	4800	4800	
TOTAL	25982	8403	26933	26933	0

EXPLANATION OF ACCOUNTS

	FY 2020/2021	FY 2021/2022
4004 SALARIES	Unfunded	15000
4030 SPECIAL DEPT. EXPENSE Plaques, awards, Council specific supplies	500	1250
4140 INSURANCE FIRE, THEFT, LIABILITY	2107	2212
4150 TRAVEL, CONFERENCES & MEETINGS Council Related Travel and Meetings	500	2000
4160 DUES & MEMBERSHIPS NORTHERN DIVISION-LEAGUE OF CA CITIES	4800	4800

CITY OF WILLOWS  
 PRELIMINARY BUDGET  
 FY 2020-21    ADOPTED  
 FY 2021-22    PROPOSED

SOURCE OF FUNDS:

	2020/21	2021/22
GENERAL	\$ 44,035	\$ 260,207

ACCT: 30  
 DEPT: CITY  
 MANAGER

ACCT.# DESCRIPTION	FY 2019/2020 BUDGET	ADOPTED FY 2020/2021 BUDGET	PROPOSED FY 2021/2022 BUDGET	2021/22 FUND SUPPORT GENERAL	2021/22 FUND SUPPORT OTHER
301.4001.070 SALARIES			140,000	140000	
301.4006.070 PERS			35,762	35762	
301.4007.070 HEALTH INSURANCE			20,000	20000	
301.4008.070 FICA			10,710	10710	
301.4009.070 WORKERS COMPENSATION			2,300	2300	
301.4013.070 UNEMPLOYMENT				0	
301.4014.070 LIFE INSURANCE			100	100	
301.4006.030 PERS	36695	40439	40439	40439	
301.4007.030 HEALTH INSURANCE	1596	1596	1596	1596	
301.4030.030 SPECIAL DEPARTMENTAL	1500	1000	1500	1500	
301.4120.030 PROFESSIONAL SERVICES	4800	0	4800	4800	
301.4150.030 TRAVEL AND MEETINGS	3000	1000	3000	3000	
TOTAL	47591	44035	260207	260207	0

PERSONNEL:            CITY MANAGER

0                      0                      1

EXPLANATION OF ACCOUNTS

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4006 PERS PERS ALLOCATION OF UNFUNDED LIABILITY	40439	40439
4007 HEALTH INSURANCE CITY PORTION OF RETIREE HEALTHCARE	1596	1596
4120 PROFESSIONAL SERVICES NO. STATE EMPLOYEE RELATIONS CONSORTIUM GRANT PREPARATION	0	4800

CITY OF WILLOWS  
PRELIMINARY BUDGET

FY 2020-21 ADOPTED  
FY 2021-22 PROPOSED

SOURCE OF FUNDS:

GENERAL      2020/21    2021/22  
                  \$ 262,247    \$ 315,481

ACCT: 50  
DEPT. FINANCE

ACCT.# DESCRIPTION	FY 2019/2020 BUDGET	ADOPTED FY 2020/2021 BUDGET	PROPOSED FY 2021/2022 BUDGET	2021/22	2021/22
				FUND SUPPORT GENERAL	FUND SUPPORT OTHER
301.4001.050 SALARIES	144600	131884	142500	142500	
301.4006.050 PERS	56860	60866	67500	67500	
301.4007.050 HEALTH INSURANCE	21064	21543	22306	22306	
301.4008.050 FICA	11189	10217	11000	11000	
301.4009.050 WORKERS COMPENSATION	6801	8761	9199	9199	
301.4014.050 LIFE INSURANCE	126	126	126	126	
301.4110.050 VEH. ALLOWANCE	2600	2600	2600	2600	
301.4115.050 EQUIPMENT MAINTENANCE	250	250	250	250	
301.4130.050 CONTRACTUAL SERVICES	26000	26000	60000	60000	
TOTAL	269490	262247	315481	315481	0

PERSONNEL:

ADMINISTRATIVE SERVICES DIRECTOR	1	10% Furlough	1
ADMINISTRATIVE ANALYST	1	10% Furlough	1

EXPLANATION OF ACCOUNTS

	FY 2020/2021	FY 2021/2022
4130 CONTRACTUAL SERVICES	26000	60000
COMPUTER SOFTWARE MAINT. CONTRACT		
ANNUAL FINANCIAL AUDIT		
PERS ACTUARIAL COSTS		
OPEB ACTUARIAL COSTS		
CONTRACTED SERVICES, OTHER		

CITY OF WILLOWS  
PRELIMINARY BUDGET  
FY 2020-21 ADOPTED  
FY 2021-22 PROPOSED

SOURCE OF FUNDS:

	<u>2020/21</u>	<u>2021/22</u>
GENERAL	\$ 167,369	\$ 180,724

ACCT: 70  
DEPT. GEN. OFFICE

ACCT.# DESCRIPTION	FY 2019/2020 BUDGET	ADOPTED FY 2020/2021 BUDGET	PROPOSED FY 2021/2022 BUDGET	2021/22 FUND SUPPORT GENERAL	2021/22 FUND SUPPORT OTHER
301.4001.070 SALARIES	48140	44561	54578	54578	
301.4006.070 PERS	18666	20422	20422	20422	
301.4007.070 HEALTH INSURANCE	5772	5772	5772	5772	
301.4008.070 FICA	3683	3409	3800	3800	
301.4009.070 WORKERS COMPENSATION	2485	2960	3108	3108	
301.4013.070 UNEMPLOYMENT	6000	0	0	0	
301.4014.070 LIFE INSURANCE	63	62	62	62	
301.4020.070 OFFICE EXPENSE	8000	6000	8000	8000	
301.4021.070 POSTAGE EXPENSE	1500	1000	1800	1800	
301.4060.070 ADVERTISING	1500	1000	1500	1500	
301.4071.070 TELEPHONE	5500	4000	4500	4500	
301.4110.070 VEH. ALLOWANCE	200	200	200	200	
301.4115.070 EQUIPMENT MAINTENANCE	6000	6000	6000	6000	
301.4120.070 PROFESSIONAL SERVICES	40000	52000	50000	50000	
301.4140.070 INSURANCE	15919	19983	20982	20982	
<b>TOTAL</b>	<b>163428</b>	<b>167369</b>	<b>180724</b>	<b>180724</b>	

PERSONNEL:

ADMINISTRATIVE ANALYST-CITY CLERK	1	10% Furlough	1
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**EXPLANATION OF ACCOUNTS**

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	<b>FY 2020/2021</b>	<b>FY 2021/2022</b>
<b>4020 OFFICE SUPPLIES</b>	<b>6000</b>	<b>8000</b>
<b>LETTERHEAD, FORMS, COMPUTER SUPPLIES</b>		
<b>MISC. OFFICE SUPPLIES, RECORD BOOKS</b>		
<b>4021 POSTAGE</b>	<b>1000</b>	<b>1800</b>
<b>GENERAL OFFICE POSTAGE</b>		
<b>4060 ADVERTISING</b>	<b>1000</b>	<b>1500</b>
<b>LEGAL NOTICE PUBLICATIONS-NON PLANNING ITEMS</b>		
<b>4071 TELEPHONE</b>	<b>4000</b>	<b>4500</b>
<b>TELEPHONE IN GENERAL OFFICE AREA</b>		
<b>4110 VEHICLE ALLOW.</b>	<b>200</b>	<b>200</b>
<b>MILEAGE REIMB. PERSONAL VEHICLE</b>		
<b>4115 EQUIPMENT MAINTENANCE</b>	<b>6000</b>	<b>6000</b>
<b>ELECTRONIC OFFICE EQUIPMENT</b>		
<b>4120 PROFESSIONAL SERVICES</b>	<b>52000</b>	<b>50000</b>
<b>NETWORK MAINTENANCE CONTRACT AND</b>		
<b>T-1 NETWORK INTERNET LINE SERVICE</b>		
<b>PARCEL SOFTWARE</b>		
<b>4140 INSURANCE - LIABILITY, FIRE AND THEFT</b>	<b>19983</b>	<b>20982</b>



**CITY OF WILLOWS  
PRELIMINARY BUDGET**

FY 2020-21 ADOPTED  
FY 2021-22 PROPOSED

**SOURCE OF FUNDS:**

	2020/21	2021/22
GENERAL	#REF!	\$ 194,217
CERTIFIED ACCESS	#REF!	\$ 1,000
	#REF!	\$ 195,217

ACCT: 90  
DEPT. BUILDING

ACT.# DESCRIPTION	FY 2019/2020 BUDGET	ADOPTED FY 2020/2021 BUDGET	PROPOSED FY 2021/2022 BUDGET	2021/22 FUND SUPPORT GENERAL	2021/22 FUND SUPPORT OTHER
301.4001.090 SALARIES	55968	51602	60790	60790	
301.4006.090 PERS	29723	31917	32000	32000	
301.4007.090 HEALTH INSURANCE	22577	23217	24213	24213	
301.4008.090 FICA	4678	4344	5000	5000	
301.4009.090 WORKERS COMPENSATION	2706	3428	3599	3599	
301.4014.090 LIFE INSURANCE	63	62	62	62	
301.4020.090 OFFICE EXPENSE	400	400	400	400	
301.4021.090 POSTAGE EXPENSE	50	50	50	50	
301.4030.090 SPECIAL DEPARTMENTAL	1000	1000	1000	1000	
307.4030.090 SPEC. DEPT.-CERTIFIED ACCESS	1000	1000	1000		1000
301.4120.090 PROFESSIONAL SERVICES	72000	62000	62000	62000	
301.4140.090 INSURANCE	3582.6	4527	4753	4753	
301.4150.090 TRAINING & TRAVEL	500	250	250	250	
301.4160.090 DUES & MEMBERSHIPS	100	100	100	100	
<b>TOTAL</b>	<b>194347.6</b>	<b>183897</b>	<b>195217</b>	<b>194217</b>	<b>1000</b>

**PERSONNEL:**

Community Development Technician 1.0 10% Furlough 1

**EXPLANATION OF ACCOUNTS**

	FY 2020/2021	FY 2021/2022
4120 PROFESSIONAL SERVICES	62000	62000
CONTRACT BUILDING INSPECTION AND PLAN CHECK SERVICES (large project requiring contract inspection in 2019-20)		
4160 DUES & MEMBERSHIPS	100	100
I.C.B.O., I.A.P.M.O., CALBO, CA. BLDG. OFFICIALS, SAC. VALLEY, MISC.		

**CITY OF WILLOWS  
PRELIMINARY BUDGET**

PG 2-47

FY 2020-21 ADOPTED  
FY 2021-22 PROPOSED

**SOURCE OF FUNDS:**

	<u>2020/21</u>	<u>2021/22</u>
<b>GENERAL</b>	\$ 752,236	\$ 858,127

ACC. 150  
DEPT. FIRE

ACCT.# DESCRIPTION	FY 2019/2020 BUDGET	ADOPTED FY 2020/2021 BUDGET	PROPOSED FY 2021/2022 BUDGET	2021/22 FUND SUPPORT GENERAL	2021/22 FUND SUPPORT OTHER
301.4001.150 SALARIES	328,651	215,473	275,000	275,000	
301.4002.150 OVERTIME	20,000	30,000	15,000	15,000	
301.4004.150 TEMP WAGES	40,000	30,000	30,000	30,000	
301.4005.150 HOLIDAY PAY	8,206	5,584	7,973	7,973	
301.4006.150 PERS	192,179	192,959	215,293	215,293	
301.4007.150 HEALTH INSURANCE	107,600	65,689	90,445	90,445	
301.4008.150 FICA	29,653	22,706	24,000	24,000	
301.4009.150 WORKERS COMPENSATION	18,403	17,276	18,139	18,139	
301.4010.150 CALL BACK	10,000	5,000	5,000	5,000	
301.4014.150 LIFE INSURANCE	315	186	248	248	
301.4020.150 OFFICE EXPENSE	1,700	1,500	1,500	1,500	
301.4021.150 POSTAGE	250	250	250	250	
301.4030.150 SPECIAL DEPARTMENTAL	11,500	11,500	11,500	11,500	
301.4040.150 SMALL TOOLS	5,000	5,000	5,000	5,000	
301.4050.150 UNIFORM EXPENSE	3,500	2,500	2,500	2,500	
301.4071.150 TELEPHONE	6,650	6,650	6,650	6,650	
301.4080.150 PG&E	17,000	17,000	17,000	17,000	
301.4081.150 WATER AND SEWER	1,500	2,006	2,100	2,100	
301.4100.150 BUILDING MAINT.	10,000	7,000	10,000	10,000	
301.4110.150 VEHICLE ALLOWANCE	2,400	2,400	2,400	2,400	
301.4111.150 VEHICLE MAINT.	10,000	10,000	10,000	10,000	
301.4113.150 VEHICLE-FUEL	8,500	8,500	8,500	8,500	
301.4115.150 EQUIP. MAINT.	9,000	9,000	9,000	9,000	
301.4120.150 PROFESSIONAL SERVICES	300	300	300	300	
301.4130.150 CONTRACTUAL SERVICES	50,000	45,000	50,000	50,000	
301.4140.150 INSURANCE	21,983	31,457	33,029	33,029	

<b>301.4150.150 TRAVEL &amp; TRAINING</b>	<b>2,500</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	
<b>301.4160.150 DUES &amp; MEMBERSHIPS</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>	<b>1,100</b>	
<b>301.5306.150 VOLUNTEER PERS</b>	<b>4,500</b>	<b>4,200</b>	<b>4,200</b>	<b>4,200</b>	
<b>TOTAL</b>	<b>922,390</b>	<b>752,236</b>	<b>858,127</b>	<b>858,127</b>	<b>0</b>

**PERSONNEL:**

<b>CHIEF</b>	<b>1</b>	<b>10 % Furlough</b>	<b>1</b>
<b>ENGINEER/FIREFIGHTERS</b>	<b>2</b>		<b>2</b>
<b>ENGINEER/FIREFIGHTER</b>	<b>1 Unfunded</b>		
<b>CODE ENFORCEMENT OFFICER</b>	<b>1 Unfunded</b>		

**EXPLANATION OF ACCOUNTS**

**FY 2020/2021    FY 2021/2022**

<b>4030</b>	<b>SPECIAL DEPT. EXPENSE REFERENCE BOOKS, FIRE CODES, FIREFIGHTING SUPPLIES PROTECTIVE CLOTHING</b>	<b>11,500</b>	<b>11,500</b>
<b>4040</b>	<b>SMALL TOOLS RADIOS AND PAGERS ARE NOW CLASSIFIED AS SMALL TOOLS RATHER THAN CAPITAL ITEMS</b>	<b>5,000</b>	<b>5,000</b>
<b>4130</b>	<b>CONTRACTUAL SERVICES WEED ABATEMENT ADVERTISING, SMALL OFFICE ITEMS PHONE SYSTEM MAINTENANCE, LEXUS NEXIS</b>	<b>45,000</b>	<b>50,000</b>
<b>5306</b>	<b>ANNUAL PERS CONTRIBUTION TO PERS VOLUNTEER FUND</b>	<b>4,200</b>	<b>4,200</b>