

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
July 14, 2015

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Williams, Hansen, Mello & Mayor Domenighini.
Absent: Yoder
4. **Agenda Review:**
 - a) City Manager Steve Holsinger explained the order of tonight's agenda and how items have been placed out of order compared to how the agenda is normally presented. The reason for this deviation is because there are two items for which the City's contracted Engineer, John Wanger, will be presenting to the Council and the agenda was created as such for Mr. Wanger to get his two items acted on by the Council early in the meeting so he can depart to his resident City of Santa Rosa immediately thereafter. **M/S – Hansen/Williams** to accept the July 14, 2015 City Council agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:** Emily [no last name given], April Hine and Kristin Cushman, representing the Glenn County Office of Education, presented information to the Council about the Glenn County Friday Night Live Partnership. Friday Night Live's vision is to work with young people so they are both problem-free and fully prepared. Their mentoring programs are continually evolving and adapting to the latest trends and issues affecting youth, responding to current prevention and youth development research and addressing the unique needs of each community served. Membership reflects the diversity of California's population and the program has been implemented in nearly all of California's 58 counties. They announced that Friday Night Live will be hosting "Summer Movies in the Park" on July 25 at Vinsonalhr Park in Orland (Big Hero 6) and on August 8, 2015 at Central Park in Willows (Night at the Museum 3).

Jamie Millen, President of the Willows Chamber of Commerce gave the Council an update about recent, current, and upcoming events, activities and fundraisers of the Chamber. She also thanked the City for their \$2500.00 contribution toward the Fourth of July Fireworks display.
7. **Consent Agenda:**

M/S – Hansen/Mello to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved:

- a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit.
- b) Approval of City Council Minutes of the June 30, 2015 special City Council Budget Meeting.
- c) Adoption of a Resolution authorizing the Fire Chief to sign an application for Federal Excess Personal Property for continued use of a loaned vehicle.

8. Public Hearings:

- a) Conduct a public protest hearing and consider adoption of a resolution approving the Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for the Fiscal Year 2015-2016 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village & Zone B – Walmart (Continued from the June 23, 2015 City Council Meeting):

Just to clear the record, City Manager Steve Holsinger explained that in previous years he has always had to recuse himself from items on the agenda pertaining the Landscaping and Lighting District assessments due to the fact that he owned property in the district. He announced that he no longer owns property in this district and therefore he would not be recusing himself this evening.

City Engineer John Wanger briefly outlined the staff report to the City Council. He outlined the costs from fiscal year 2014-15, summarized the projected costs for fiscal year 2015-16 and provided the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2014) of +2.80% for Zones A and B. The raised maximum annual assessment for Zone A is now \$449.65 per parcel, and the raised maximum assessment for Zone B is now \$6387.58 per parcel.

While the estimated maximum annual assessment will increase for Zone A, the actual amount that will be levied and collected during fiscal year 2015-16 is reduced from the 2014-15 fiscal year assessment to \$143.00 per parcel due to the use of excess reserves.

The estimated maximum annual assessment will increase for Zone B, and the actual amount that will be levied and collected during fiscal year 2015-16 will be increased from the fiscal year 2014-15 assessment to \$5305.88 per parcel due to various increased costs. This amount is below the allowed maximum annual assessment for Zone B.

During fiscal year 2008-09, the Council implemented a minimum reserve balance of between ten (10%) and twenty percent (20%). By using some of the Zone A reserves to balance the budget in Zone A, it is noted that the projected assessment district reserve balances for both zones at the end of fiscal year 2015-16 are within that range.

The rules governing this type of assessment district in the Streets and Highways Code require that a public protest hearing be held to hear any comments or concerns from property owners within the district. At the close of the hearing, if the Council finds the report acceptable, the Council should adopt the resolution approving the Engineer's Report and authorizing the levy of assessments per the Engineer's Report. The assessment information will then be transmitted to the County for the inclusion on the tax rolls.

Mayor Domenighini opened the Public Hearing at 7:16 p.m. and hearing no comments, subsequently closed the hearing at 7:16 p.m. **M/S – Mello/Williams** to adopt a Resolution approving the annual Engineer's Report, confirming the assessment diagram and the annual assessment amounts and authorizing the levy and collection of assessments for fiscal year 2015-16 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village and Zone B – Walmart. The motion unanimously passed.

9. New Business:

a) Award of the Tehama Street Reconstruction Project:

On June 9, the City Council directed staff to publicly bid the Tehama Street Reconstruction Project and appropriated \$225,000 from Gas Tax 2103 Funds (Fund 372). Based on this direction, staff advertised the project in accordance with the Public Contract Code in June, with a bid opening date of July 7, 2015. The Engineer's estimate for the base bid of the project was \$222,167.

Bids were opened on July 7, 2015. Four bids were received ranging from a low base bid of \$237,127.76 to a high of \$287,887. The low bid was received from Knife River Corporation. Based on the bids received, staff has completed a check of Knife River's bid and found that their contractor's license is active and valid, that they possess a Class A license as required by bid documents, that Knife River and their two proposed subcontractors are registered with the Department of Industrial Relations, that the bid submitted is mathematically correct and that the bid contained the required information per the bid documents.

Based on information contained in Knife River's bid, staff has determined that it satisfies the bidding requirements for the project. Accordingly, staff is recommending award of the project to Knife River.

At the time of requesting authorization to bid this project, the estimate provided was for estimated construction costs only. The proposed budget is for construction, contingency, construction management, inspection and testing. Note that this is more than was in the authorization to bid the project; however there are sufficient funds in Fund 372 to support these costs, and an additional appropriation of \$66,361 is proper. Based on analysis of the bids received and the funds available, staff is recommending that the Council award the project to Knife River Corporation and approve the overall proposed budget for the project.

M/S – Hansen/Williams to approve a resolution awarding a construction contract for the Tehama Street Reconstruction Project to Knife River Corporation in the amount of \$237,127.76

and that an overall budget of \$291,361.00 be established for this project. The motion unanimously passed.

M/S – Hansen/Mello to appropriate \$66,361 from Gas Tax funds (Fund 372) to supplement the reconstruction project overall budget. The motion unanimously passed.

- b) Consider adoption of a Resolution directing the termination of any remaining furlough program for all Unrepresented City Employees, City Council Members and all other Elected or Appointed Members of the City of Willows Boards and Commissions and adoption of a newly created Compensation Plan & Wage Schedule for Unrepresented Employees and authorizing the implementation of a wage adjustment for Unrepresented Employees, to be retroactively effective on July 1, 2015:

The City Manager has previously informed the Council that he will retire in December and he advised the Council that they needed to address the salary level of the City Manager position prior to commencing recruitment efforts for his replacement. He also informed the Council that it would be essential to increase the wages of the Management & Unrepresented Employees Team, in an effort to retain corporate knowledge, skilled professional staff providing community services and ensure a smooth transitional appointment of a new City Manager later this year.

The Council indication a high level of skepticism regarding the City Manager's advisement that most management staff members were perhaps as much as thirty percent (30%) below the typical market compensation rate compared to similar staff in other similarly situated municipal organizations. However, the Council prudently directed staff to complete a comprehensive salary survey; judiciously critiquing each position in the group individually to reasonably similar positions existing in other municipal organizations in the expanded Northern California regional area. Over a dozen municipalities were invited to participate in the survey process. With majority participation from neighboring communities, the results indicated that on average, compensation rates for Willows Management Professionals was twenty-nine percent (29%) below the median point for comparable positions. The actual range of compensation points compared to the median values in comparison cities revealed a low of 17% below market to a high of 52% below market for specific position comparisons among Willows staff members. The City Manager's position was below the comparable market by 25% based upon survey results. Although the recruitment materials currently advertising for a new City Manager will reflect a Council preference to correct this compensation deficiency, the current City Manager's position is not included in the wage adjustment proposal, nor will any additional compensation be paid to the current City Manager during the balance of his tenure with the City of Willows. The City Manager will retire in December at his current salary level.

The last serious conversations about recruitment of key personnel for the City of Willows and the deficiency of the Willows salary schedule for professional management staff started in March of 2006. At that time, following more than seven months of reviews and discussions, the compensation levels for Management & Unrepresented Employees were adjusted upward by an across the board increase of approximately eighteen percent (18%) of base wages. Since that single adjustment to wage scales in November 2006, this group of employees has never witnessed any consideration for wage adjustments in almost nine full years. Although it is fair to

say many municipal agencies during this timeframe were seriously constrained when addressing compensation and benefit issues in the respective jurisdictions. Despite the financial constraints forced upon the city leaders during this nine year challenging period, the majority of other city employees did realize double-digit percentage increases in base wage earnings.

Additionally, it is important to note that this group of management and unrepresented employees, immediately following their last salary adjustment, voluntarily stepped forward to offer wage & benefit concessions to the City of Willows during this very difficult and challenging fiscal crisis. The record demonstrates that as early as February 2009, a mere 27 months following the November 2006 wage increase, this group voluntarily forfeited a full 10% of their wages to help maintain a consistent level of city services during the last quarter of Fiscal Year 2008/09; an estimated savings of just over \$15,000 during that initial period. Moreover, this group of employees continued this voluntary concession of wages and benefits at a 10% savings level through the next 5 fiscal cycles; ultimately agreeing to a furlough termination agreement in September 2013. This concession exemplified the dedication, loyalty and professionalism of each member of this employee group. After all calculations were complete, it was evident that this group averaged budgeted savings of just over \$60,000 each of four straight fiscal years. Additionally, during the initial quarter in 2009 and last furlough quarter of 2013 a minimum of another \$30,000 in savings were preserved for uncompromised professional services delivery to the citizens of the Willows community.

Furthermore, when the ultimate furlough cancellation agreement was ratified by this group in early Fiscal 2013/14, activating September 1, 2013, a full restoration of the 10% voluntary wage reductions was never implemented. Instead, as required by newly created State Legislation in conjunction with pension reforms, this group forfeited a majority of restoration potential to ultimately assume full responsibility for the Employee portion of PERS pension costs. The projected saving as a result of this agreement was estimated at approximately \$148,000 in ultimate savings to the community. Therefore during the past nine year wage adjustment drought directly impacting this group, the total savings generated on behalf of the Willows Community was approximately four hundred twenty thousand (\$420,000) taxpayer dollars.

Following months of thorough review by the Council, staff was directed to provide a reasonable salary adjustment proposal with specific focus points. First, the Council wanted individual positions analyzed thoroughly among compatible positions across the entire survey spectrum of similar agencies and classifications. Second, the Council wanted to evaluate an equitable adjustment for city employees to a mid-point or median point of the survey range by position/classification. And last but not least, the Council wanted staff to incorporate a reasonable rate of recovery to the increased expense of wage and benefit costs. Most specifically, the Council wanted a balanced recovery of wage increase expenses; to be recovered through the future reduction of benefit cost(s) escalation.

After multiple attempts to incorporate all the recovery elements sought by the City Council, staff was effective in developing a reasonable compensation range schedule for all Management & Unrepresented employees. One specific element to facilitate ultimate recovery of wage increase expense was integrated into the salary range table for this employee group. Foregoing the heretofore practice of annual step increases on employee anniversary dates, the City Manager, in

response to Council requests, proposed an extension on “step-increase” frequency by eliminating employee anniversary dates and locking in a specific wage adjustment step interval at an eighteen month frequency. Therefore, the ultimate time elapsed between first wage adjustment and final step increase within the newly created range is six years; as opposed to the typical five-step/five-year cumulative impact. Councilors appreciated the effort and in particular the deviation from historic lock-step traditions of municipal wage and benefit administrative routines.

Lastly, the City Manager developed a long-term cost recovery method to ensure substantial benefit cost reductions on an annual assessment interval. The proposal if approved will require each employee to forfeit twenty percent (20%) reductions in the annual cafeteria plan contributions currently made by the City of Willows. Therefore,, commencing January 1, 2016, each employee in this group will receive a benefit capped at approximately eighty percent of the current Cafeteria Plan payment. Thereby generating savings anticipated to be in excess of forty five thousand (\$45,000) over four out of the next five years scheduled after approval. The first year savings will have less budgeting impact; simply because the wage adjustment is proposed for July 1, 2015, and the Cafeteria Recovery trigger commences on January 1, 2016, whereupon half the fiscal budgeting period is without any recovery mechanism. This is not anticipated to create any future fiscal distress for the city’s budgeting cycles. Because the recovery triggers are annual (i.e. each January 1) and the wage adjustments are deferred on eighteen month intervals; a full five recovery periods will occur prior to final step increase in the newly proposed salary schedule six years out in July 2021.

Therefore the proposal as introduced will allow the City of Willows to recover a balanced portion of the wage increases throughout the salary increase administration period. The plan will provide this City Council opportunity to achieve its goals with all of the aforementioned focal points incorporated into the proposed salary plan. Thereby establishing a threshold for future labor negotiations expected to commence in January 2017. It is important to note, that although management was able to recommend this as an equitable wage adjustment proposal for both parties involved, it is important that the City Council establish clearly attainable goals for the next City Manager regarding salary administration. And, that a comprehensive effort to review and adjust the proposed schedule be completed prior to July 1, 2021, the date of the final step increase due under the proposed plan.

This subject matter and timeframe is rapidly approaching a year in the works. Almost one year ago in August 2014 the City Manager formally announced his intent to retire during the 2015 calendar year. This announcement set in motion the steps taken hence to review salary information and commence the recruitment efforts for a new City Manager later this year. This is the final phase of the process; acknowledging the need to complete wage adjustments for the senior most management and corporate-knowledge think group in the City’s employ. As has already been mentioned, this proposal does not include the current City Manager and no compensation adjustment is under consideration for the current manager. However, all other members of the executive management staff are included in the proposed salary administration plan and adjustment schedule.

Based upon the City Council's priority directives articulated earlier, an across-the-board type of wage adjustment proposal was prohibited. Therefore, based upon the survey information received from around our region, the proposal was developed according to Council directives. An attempt was made to accommodate reasonable adjustment in wage to allow employees advancement opportunity to achieve compensation levels commensurate with the mid-points of the classifications compared. When all is said and done concerning salary administration, the bottom line is simply, what is it going to cost?

The adjustment ranges identified earlier vary significantly position by position. Not every survey agency has the identical classification schemes or salary administration goals. Staff attempted to the greatest degree possible to compare all of the Willows positions with those in the survey region. For the majority of their efforts, this was exceedingly successful; however, there is always one or two that simply does not fit. Therefore, management based upon experience and intuitive knowledge of the Willows organization, placed positions according to the principle of Best Management Practice. Not every employee is thrilled with the proposal and not every Council Member finds it to be perfect. However, it is fair, and it is based solely on the articulated goals of the Council and it delivers opportunity unilaterally.

Based upon the proposed adjustments to the individual wages within the group; the first year (FY 15/16) increased cost will be approximately \$56,800. This includes reduction for six month benefit recovery. Whereupon based on the annual salary impacts of this group at approximately \$553,000 this increase is equal to 10.3%. (Formula: $56,800/553,000 = 10.27667$).

While a 10% wage increase may appear excessive in today's economy, consider the facts. This is the first of any wage adjustment consideration during the past nine years. If you look at it year-by-year it is just over 1% per annum. During the period April 2006 until April 2015 the California CPI, Urban Wage Earners and Clerical Worker Index increased by 18.4%. In comparison to other city employees and labor groups during the timeframe, the WPSA had wage increases of 15% and the WEA had increases of 8.5% respectively. Additionally, part-time and seasonal employees benefited from mandates in Minimum Wage laws and therefore were the beneficiaries of double-digit wage increases as well. Other responding agencies increased wages during this period as follows: Crescent City increased by 17.5%, Corning increased wages by 28.5%, City of Shasta Lake by 19% and Anderson increased by 19.73%.

Perhaps the most salient point about this group and the period in reference; since 2006, revisit the concessions made over the 54-month period between March 2009 and September 2013. Recall that this group forfeited 10% of wage and benefits during this period amounting to a cost savings of \$420,000 to the City. What that means as a percentage of salary over this specific period, simply stated, the average monthly wages paid this group total approximately \$46,000. That amount times the fifty four months equals \$2,484,000 during those five fiscal periods. Now the formula for percentage of savings established by this group ($\$420,000/\$2,484,000 = 0.1690821$) or 17% of salary was offset by the concessions during the most challenging fiscal period in Willows' municipal history. The City Manager is recommending that the Council approve this wage increase proposal and that they conclude the validations stated here are clearly evident to justify the Council's endorsement.

Council discussion ensued. Council Member Hansen stated that he believes the City has a competent management staff who took a 5 year voluntarily pay cut, saving the City nearly half a million dollars. In past years the Council had to take drastic measures and make cuts, but now the City has a healthy reserve again and he believes now is the time to do this. The City is fiscally sound and he believes that the staff deserves the proposed wage increases because they are professional, loyal and dedicated public servants and it would be prudent of the Council to approve this proposal.

Council Member Mello stated that he did have three versions of what he wanted to say tonight – a long version, a medium version and a short version. He stated that he has reviewed extensively this resolution and has taken into consideration many factors in researching his decision and saying that, he then read what a citizen told him today, which was “this is the right thing for the City and it is the right thing for its employees”, indicating that he was in favor of the proposal.

Council Member Williams stated that he does appreciate what our staff has done in the past because the City was in very difficult financial times, but unfortunately he believes that the size of some of the proposed pay raises are above and beyond what he thinks is reasonable. He looked over the information that was given to the Council and he’s not exactly sure how some of the numbers came by and he would ask that the City Manager go line by line and say what the actual increase percentage is for each unrepresented employee.

The City Manager told Mayor Domenighini that he does not have that information available to him at this time to respond. He stated that he believes he put together a very comprehensive report based on the direction that the Council had provided him. If there was a question, he stated he would have been happy to answer it if somebody had contacted him before now.

Council Member Williams stated that one of the disadvantages that the citizens have that are in the audience is they don’t have a full copy of the whole agenda package, although he stated it is on the website but it is very lengthy. He then stated that he is a Government employee as well and he took a 15% pay cut during hard financial times which was negotiated through their unions and it was not voluntary. He stated that while he admires the fact that the employees stuck together and voluntarily took the furlough, he believes that was the proper thing to do and it kept the City from having to lay off a member of staff. He stated that he believed the wording in the staff report was that this proposed wage adjustment was “fair and equitable” but said that he has a difficult time with some of the numbers and the evaluations that were presented. That is why he was asking what the actual percentages of the increases are for each of the positions.

Mayor Domenighini read the approximate amount of the monthly wage increases for each of the unrepresented employees, which ranged from an additional \$200 per month to \$1500 per month. Council Member Williams then stated that he was looking for the actual percentages of each employee’s position and not the monthly wage increase amount. The City Manager stated that on average the City’s wages were approximately 25% behind the median in comparison to similar Cities that were surveyed.

Mayor Domenighini recapped this item explaining that what the Council is looking at doing is approving the restructuring of wages for the unrepresented employees and bringing the

employees up closer to the median wages for each specific position compared to similar-sized Cities. Although the salaries will be going up, the employees will be giving money back when they will have to begin to pay for 20% of their Cafeteria Plan/Medical Insurance. The City Manager stated that the important point here is the actual cost assessment factor and that for every dollar that the City is investing in their employees, the employees will be returning 50 cents of it. Mayor Domenighini then pointed out that the new proposed wages have five-step increases at 18 month intervals rather than at 12 months and if you read the Resolution it states that the City Council has the discretion to postpone the step increases. When the City Council looks at step-increases, they will have to determine if the City's fiscal health warrants the step increase. The City Manager stated that the Resolution also makes it clear that the Council, each year at its annual budget cycle, will have to consider funding for their next expenditures

The City Manager wrapped up his comments by stating that as directed by the City Council, staff has put together everything that they felt was pertinent that was requested by the Council – including developing the Resolution to make it clear that the Council will always retain the right and the responsibility annually to review and fund the next step increase, which is going to be the next fiscal year out. The Resolution makes it very clear that there are no guarantees and it isn't locking in anything. Tonight the Council is only looking at making their first commitment to a wage adjustment - that hasn't been made in nine years – for a total cost of \$56,800 for Fiscal Year 2015/2016. He once again reiterated that for every dollar the Council will spend on their employees they are getting a fifty cent return and he believes that is a good deal.

Council Member Hansen stated that he wanted to clear the record after hearing Council Member Williams' comments. He stated that he would argue Mr. Williams' comments, in that this was a very complete and comprehensive staff report and all of his questions were thoroughly answered. He stated that it was a very large report and he believes that all of the information was clearly laid out in the Staff Report. Getting to this point has been months in the making for Council and Staff. He stated that he likes that there is a safety valve in place to review the next step increases and the Council clearly has the control and the authority to examine the fiscal health of the City annually and they could put the brakes on at any time. He stated he hopes that won't happen and he believes the economic recovery is here to stay in the City of Willows but in the event that the City faces financial hardship there is a mechanism in place in the Resolution to address that. He also stated that he likes the 18 month step increases as opposed to the 12 month increases because it further softens the financial blow to the City. He believes the proposed wage adjustments are very reasonable and more than fair to the unrepresented employees. He pointed out that this group of individuals took a voluntary 10% pay cut which was a plan implemented by the City Manager which ultimately saved the City \$420,000. He believes that approving the proposed wage adjustments is the right thing to do and the City is in a position to be able to do it now with a healthy 34% reserve. Although this is initially going to cost the City \$56,000, he feels that the Council owes this management team who deliver very efficient and effective services for the City of Willows every day.

M/S – Hansen/Mello to adopt a Resolution of the City Council of the City of Willows directing the termination of any remaining furlough program for all unrepresented City Employees, City Council Members and all other Elected or Appointed Members of the City of Willows Boards and Commissions and adoption of a newly created Compensation Plan & Wage Schedule for

Unrepresented Employees and authorizing the implementation of a wage adjustment for Unrepresented Employees. Mayor Domenighini asked for a roll call vote and the motion passed 3/1 with Council Member Williams voting in opposition.

8. Public Hearings (continued from earlier)

- b) Conduct a Public Hearing and consider adoption of a Resolution adopting the 2015/2016 Annual Budget and designating Sewer Enterprise Fund Debt Reserve.

Finance Director Tim Sailsbery presented this item to the Council and he announced that he needed to make a correction to the General Fund Expenditure amount in the Resolution. He stated that the \$10,000 that the Council directed to be given to the Building Department was not factored into the Expenditure amount and the amount should be \$6,345,010 and needs to be amended in the Resolution. Beyond that, he stated that the Council had a budget review and analysis session workshop on June 30 and they discussed the General Fund, Special Revenue Fund, Sewer Enterprise Fund and the Water Enterprise Fund. During that meeting the Council asked for several augmentations to the budget. One of those augmentations was to add \$15,000 to Community Discretionary Funding to replenish funds for the City's Façade Improvement Program. In addition, Council directed Staff to add capital and/or operational discretionary spending in the amounts of \$20,000 each for Fire, Police and Public Works and \$5000 each for Recreation and Library. The revised budget also includes Council consensus of the net fiscal effect of the wage and benefit adjustments that the Council just adopted by Resolution, and as a part of that Resolution the Council ended any and all remaining furloughs so the budget also includes the net effect of that as well. The net effect of all of those items brings the total spending plan to \$3,335,010 and total expenditures for the fiscal year to \$6,345,010. The General Fund deficit, which will be paid for out of the City's reserves, is estimated to be just over \$219,000.

Brief discussion ensued among the Council and then Mayor Domenighini opened the Public Hearing at 8:11 p.m. and hearing no comments, subsequently closed the Public Hearing.

M/S – Hansen/Williams to adopt a Resolution adopting the 2015/16 annual Budget and designating Sewer Enterprise Fund debt Reserve and amending the total budget amount in the Resolution to \$6,345,010. The motion unanimously passed.

10. Ordinances:

- a) Consider reading by title only and passage of first reading of an Ordinance entitled "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING TITLE II SECTION 2.10.100 OF CHAPTER 2.10; CITY MANAGER, OF THE WILLOWS MUNICIPAL CODE".

This ordinance is being introduced to correct an overlooked erroneous section of the Willows Municipal Code in conjunction with the City Clerk Position. At some point during the evolution of the Willows Municipal Organization, the City Clerk was formerly an "elected" city official; a practice not uncommon in many small general law cities across the

state. Just as common in many cities was the practice to “sunset” those elected positions and create an appointed position within the organizational structure. This likely occurred in Willows around the time the City Manager form of government was adopted by the City Council. Typically in smaller cities the early city managers wore numerous hats and shouldered the responsibility for multiple organizational roles. As organizations grew in complexity and size; many specific position classifications were developed to fulfill more specialized requirements of municipal government and community services.

This is precisely the evolution status of the City Clerk Classification within the city’s workforce structure. Although the City Manager was once upon a time, also the City Clerk; at some point the position evolved to become an independent contributing member of the City’s Executive Management Staff. Unfortunately, the WMC was not completely corrected to coincide with this evolution, nor was the compensation structure ever properly evaluated until recently. Therefore, as part of the previously reviewed salary & compensation survey issue discussed during this meeting, the Council directed staff to review the Municipal Code and introduce any necessary corrections. It was noted that Section 2.10.100 contained language that was consistent with an elected clerk position. This correction will properly place the classification as a subordinate employee of the City Manager. Administratively, the City Manager will authorize this position to be included as an FLSA Exempt Employee Class, prohibited from earning over-time pay and recognizing the position as equivalent to director status among the executive management team, thereby entitled to all the rights & privileges common among this group, including but not limited to the entitlement to Administrative Leave Benefit, equal to others in the management staff. Staff is recommending approval of this correction.

M/S – Hansen/Mello to read by title only the Ordinance next in line. The motion unanimously passed. **M/S – Hansen/Williams** to pass first reading of an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS AMENDING TITLE II SECTION 2.10.100 OF CHAPTER 2.10; CITY MANAGER, OF THE WILLOWS MUNICIPAL CODE”. The motion unanimously passed.

- b) Consider reading by title only and passage of first reading of an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING SECTION 15.55.025 TO THE MUNICIPAL CODE RELATING TO EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS”.

Recently city staff learned of new legislation requiring the cities to create an Ordinance for the electronic submittal and expediting approval process of small residential rooftop solar systems. This Ordinance must be in place by September 1, 2015 as required by Code:

WHEREAS, Subsection (a) of Section 65850.5 of the California Government Code provides that it is the policy of the State to promote and encourage the installation and use of solar energy systems by limiting obstacles to their use and by minimizing the permitting costs of such systems; and

WHEREAS, Subdivision (g)(1) of Section 65850.5 of the California Government Code provides that, on or before September 30, 2015, every city, county, or city and county shall adopt an ordinance, consistent with the goals and intent of subdivision (a) of Section 65850.5, that creates an expedited, streamlined permitting process for small residential rooftop solar energy systems.

Therefore staff is recommending introduction by first reading and return for final adoption at the next meeting.

M/S – Hansen/Mello to read by title only the Ordinance next in line. The motion unanimously passed. **M/S – Hansen/Mello** to pass first reading of an Ordinance entitled “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADDING SECTION 15.55.025 TO THE MUNICIPAL CODE RELATING TO EXPEDITED PERMITTING PROCEDURES FOR SMALL RESIDENTIAL ROOFTOP SOLAR SYSTEMS”. The motion unanimously passed.

11. Items introduced by City Council or Administrative Staff for discussion purposes only:

The City Manager thanked the members of the Council for their supporting the new wage adjustments for the unrepresented employees. He also announced that his last official day working for the City of Willows will be November 13 and his retirement party will be held on the evening of November 14 at the Willows Elks Lodge. He will be leaving the City of Willows on November 16 to move to his new residence in Florida. He also gave a reminder that there would be a press conference taking place at noon tomorrow. He reminded the Council that he will be out of state and on vacation from July 29 – August 9 and will be back to work on August 11. He also reminded the Council that interviews of City Manager candidates will be held on August 28 & 29. Lastly, he introduced Steve Soeth as the new Public Works Director and welcomed him to the Management Team.

12. Council Member Reports:

- Council Member Hansen welcomed new Public Works Director, Steve Soeth. He announced that he would be attending Transit and Transportation Meetings tomorrow. He reported that he attended the ribbon cutting ceremony and grand opening of the Willow Springs Senior Apartments. Lastly he announced that this year marks the 17 year anniversary of Glenn Ride.
- Council Member Williams reported that he also attended the ribbon cutting ceremony and grand opening of the Willow Springs Senior Apartments.
- Mayor Domenighini gave an update on Library activities and summer programs. He also reported that he met with Geoff Fulks of Cal-Water and they are coming into compliance with the new Chromium 6 standards. He attended a new State groundwater management act meeting last Thursday. Lastly, he announced that Library Director Jody Meza recently gave birth to a baby girl.

13. **Executive Session:** None

14. **Adjournment:** Mayor Domenighini adjourned the meeting at 8:36 p.m.

Dated: July 14, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider