

CITY COUNCIL

Gary Hansen, Mayor
Vincent Holvik, Vice Mayor
Jeff Cobb, Council Member
Jim Yoder, Council Member
Vacant, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler



201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, November 8, 2011

6:30 p.m.

1. Call to Order Willows City Council Regular Meeting 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Agenda Review: (Requested Changes by Council or Staff)
 - a) Consider acceptance, by motion, of City Council October 25, 2011, Agenda.
5. **City Council Vacancy/Appointment:** Conduct interviews to fill the vacant seat on the City Council and upon conclusion of interviews, hold discussion and consider adoption of a Resolution to appoint one Candidate to fill the vacancy.
 - a) Interview of Council Candidate Larry Domenighini
 - b) Interview of Council Candidate Terry Taylor-Vodden
6. Presentations & Proclamations:
 - a) Police Chief Spears will present Certificates of Appreciation to Round Table Pizza and Casa Ramos Mexican Restaurant for their support of the K-9 Fundraising efforts.
7. Public Comment / Written Communications: Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken unless placed on a future agenda. (*Public Comment is generally restricted to three minutes*).
 - a) Public Comments / Written Communications.
 - b) Mayor Hansen will read into the record a letter submitted on October 13, 2011, by Jennifer Isola regarding the Recreation Department.
8. 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 Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
 - a) Consider approval of General Check Register.
 - b) Consider approval of Payroll & Direct Deposit Check Registers.

- c) Consider approval of the Minutes of the Willows City Council Regular Meeting held September 13, 2011.
 - d) Consider approval of the Minutes of the Willows City Council Regular Meeting held September 27, 2011.
 - e) Consider approval of the Minutes of the Willows City Council Regular Meeting held October 11, 2011.
 - f) Consider cancellation of November 22 & December 27, 2011, City Council Meetings.
 - g) Consider allowing the City Manager to sign and execute all documents related to the completion of the Civic Center Roof Replacement Project.
 - h) Consider approval of four Resolutions affirming and updating cafeteria plan terms with the City of Willows and the Willows Employees' Association, Willows Public Safety Association, Department Heads & Confidential Employees and the City Manager.
 - i) Consider accepting the bid proposal and entering into a contract with Republic ITS for annual preventative maintenance services on the traffic signal at Sycamore and Tehama Streets.
9. **Public Hearings:** *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).*
- a) Conduct a public hearing to receive public input on proposed rate increase for solid waste collection and following closure, consider adoption of a Resolution approving rate increase for solid waste collection services effective December 1, 2011.
10. **Ordinances:** None
11. **Items introduced by City Council or Administrative Staff for discussion purposes only:**
12. **New Business:**
- a) Recommendation of appointment of an individual to fill a vacant seat on the Library Board of Trustees (Council Member Cobb).
13. **Council Member Reports:**
14. **Executive Session:** None
15. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before November 3, 2011.

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. 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.

AGENDA ITEM

November 8, 2011

TO: Honorable Mayor Hansen & Council Members

FROM: Steve Holsinger, City Manager

SUBJECT: Council Discussion and Possible Action to Fill the Current Vacant Seat on the Willows City Council for a Term Ending November, 2014.

RECOMMENDATION:

Staff recommends that the Council conduct interviews of the applicants and upon conclusion, take action by selecting one of the three options listed under the "ACTION" portion of this Staff Report.

- a. Interview of Applicants for Council Vacancy. Applicants will be interviewed in alphabetical order and in open session; however, in deference to others being interviewed, it is asked that the applicants not be present in the Council Chambers to observe other Candidates during the interview process. Each interview is expected to take approximately 15 minutes. Although the interviews are open to the public, no public comments will be accepted during the actual interviewing of the Candidate(s). Following completion of the interview process, Candidates may reenter the Council Chambers while the Council holds discussion and deliberates on the merits of the Candidates, and, if appropriate, Council will appoint the Candidate they deem to be best suited for the position.

Applicants:

1. Larry Domenighini (6:30 p.m.)
2. Theresa (Terry) Taylor-Vodden (6:45 p.m.)

SITUATION/BACKGROUND:

At a regular meeting held on October 11, 2011, Council directed staff to advertise and accept applications for consideration of appointment to fill the City Council seat left vacant due to the resignation of Council Member Sandie Hobbs on September 30, 2011. Per Government Code §36512(b), the Council has 60 days from the creation of the vacancy, **more specifically by November 29, 2011**, to either (1) appoint a Council Member to fill the vacancy for the remainder of the term or (2) call for a special election at which a councilperson would be elected to fill the vacancy.

A Notice of Council Vacancy was published in the Willows Journal on October 19 and October 26, 2011, and in the Sacramento Valley Mirror on October 15, October 22, and October 29, 2011. The vacancy notice was also posted at City Hall, on the City website, and emailed to agenda subscribers. Applications were accepted from

October 12, 2011, through November 1, 2011. Two applications were received and are attached for Council review (Exhibit B). Applicant residency and voter registration within the City of Willows was verified by the City Clerk through the Glenn County Elections Department.

ACTION:

Interview process - Mayor will call on the applicant(s) to give a brief introduction. Council will then ask questions of the applicant(s) and it is requested that the applicants keep their answers brief and fewer than three minutes each.

At the conclusion of the interviews and subsequent discussion, Council will take one of the following actions:

- (1) By motion, Nomination and Selection of a Council Member and adoption of a Resolution making an appointment to fill the vacant seat on the Willows City Council. The appointed Council Member will officially take office at the next Regular City Council Meeting scheduled for December 13, 2011, and the City Clerk will administer the official Oath of Office at that time. ***Council should include in their motion to fill in the name of the selected individual on the adopted Resolution.*** (Exhibit A).

Or

- (2) Defer making an appointment until the City Council Members have had additional time to consider the applicants and set a date and time to conduct a Special Meeting in order to Adopt the Resolution making the appointment to fill the vacant seat. ***(Meeting must be scheduled and the Resolution adopted before November 29, 2011).***

Or

- (3) Council direct Staff to prepare a Resolution Calling for and Giving Notice of a Special Municipal Election to be Held in order to fill the vacancy and set a date and time for a Special Meeting to be held in order to adopt the Resolution. ***(Meeting must be scheduled and the Resolution adopted before November 29, 2011).***

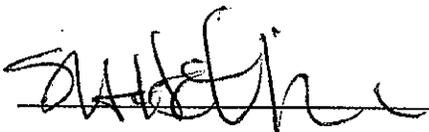
FINANCIAL CONSIDERATIONS: None anticipated unless the Council opts to conduct a Special Election.

NOTIFICATION:

Notice of Council Vacancy published in Sacramento Valley Mirror and Willows Journal.

Larry Domenighini, Applicant, and Theresa (Terry) Taylor-Vodden, Applicant

Respectfully Submitted,



Steve Holsinger, City Manager

EXHIBIT A

RESOLUTION NO. _____-2011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING A MEMBER TO FILL A VACANCY ON THE WILLOWS CITY COUNCIL

WHEREAS, a vacancy was created on the Willows City Council due to the resignation of Council Member Sandie Hobbs on September 30, 2011, and;

WHEREAS, on October 11, 2011, the City Council, pursuant to Government Code §36512, selected the appointment process to fill the remainder of the vacated term ending on September 30, 2011, and;

WHEREAS, at a Regular Meeting on November 8, 2011, the City Council held interviews and selected a candidate to serve said term.

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

1. The above recitals are true and correct.
2. Pursuant to Government Code §36512, _____ is hereby appointed as a member of the City Council and shall serve through the unexpired term of Council Member Sandie Hobbs, which expires November 2014.
3. _____ is a current resident of, and registered voter in the City of The City of Willows.
4. The person appointed shall take office and be officially sworn-in at the next Regular City Council Meeting on December 13, 2011, and serve exactly as if elected at a municipal election for office.

PASSED AND ADOPTED by the City Council of the City of Willows this 8th day of November, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

EXHIBIT B



APPLICATION FOR APPOINTMENT TO THE WILLOWS CITY COUNCIL

****THIS DOCUMENT IS A PUBLIC RECORD****

Name: Larry Domenighini

Residence Address: 606 East Walnut Street

Mailing Address: same

E-Mail Address: larrydom@sbcglobal.net

Home Phone: 934-2084 Business Phone: 570-2084

- * Are you a registered voter? yes
- * Are you 18 years of age or older? yes
- * Are you a U.S. Citizen? yes

Please list all prior experience on City or local service commissions, committees, boards, clubs, etc.:

Willows Young Farmers 1980-1994, Secretary 1984-1990; Glenn County Farm Bureau Board of Directors 1992-2004, served on various committees both state and local, 2nd VP 1998-2000, 1st VP 2000-2002, President 2002-2004; Glenn County Water Advisory Committee, 2000-Present, Vice Chair 2000-2002, Chairman 2002-2006, 2011-present; Colusa Glenn Subwatershed Program Board of Directors 2007-present, President 2007-present; Willows Planning Commission 2006-present, Chairman 2007-2011; Orland Ag Buffers Workgroup 2004-2005; Glenn County General Plan Workgroup 2005-2007, Willows Planning Commission 2006-present, Chairman 2007-2011; Willows Music Boosters 2008-present.

Please provide a statement of interest as to why you wish to serve on the City Council of the City of Willows at this time: (Please attach additional sheet(s) if necessary)

I have a long history of public involvement and believe one should pursue participation in issues when that person can make a contribution to real solutions. I have taken a collaborative approach with my involvement, encouraging a civil, public discourse and respect for all opinions. I believe I can bring these strengths to the tasks at hand.

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request. I further understand that if appointed, I will be required to take the Oath of Office and will be subject to requirements for filing financial disclosure statements.

Signature *[Handwritten Signature]* Date 10-23-11

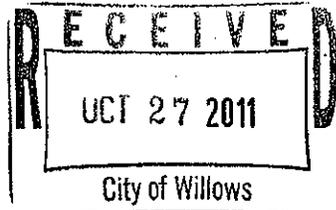
ALL APPLICATIONS ARE DUE TO THE CITY CLERK'S OFFICE, 201 NORTH LASSEN STREET, WILLOWS, CA 95988 BY 5:30 PM ON NOVEMBER 1, 2011. EMAILS, POSTMARKS AND FAXED COPIES WILL NOT BE ACCEPTED.

NOTE: This document is a public record and may be disclosed/released pursuant to the California Public Records Act.

The City of Willows is an Equal Opportunity Provider

THIS AREA FOR CLERK'S USE

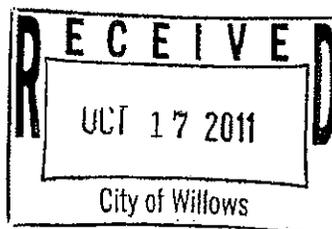
DATE RECEIVED:



8:30 a.m.

TIME RECEIVED: _____

RESIDENCY & VOTER REGISTRATION VERIFIED BY: *Lisa@Elections*



APPLICATION FOR APPOINTMENT TO THE WILLOWS CITY COUNCIL

****THIS DOCUMENT IS A PUBLIC RECORD****

Name: Theresa (Tenny) Taylor - Vodden

Residence Address: 1075 West Ash St. Willows

Mailing Address: P.O. Box 18a, Willows

E-Mail Address: ttaylorvodden@netscape.net

Home Phone: 530-934-9553 Business Phone: 530 934-5588
x 102

- * Are you a registered voter? Yes
- * Are you 18 years of age or older? Yes
- * Are you a U.S. Citizen? Yes

Please list all prior experience on City or local service commissions, committees, boards, clubs, etc.:

- Former Willows City Councilmember & Mayor
- Former Willows Planning Commissioner
- Former Committee Member, Calif. League of Cities, Nor. Valley Division
- Graduate of Great Valley Leadership Institute, 2004
- Current Board Member, G.W.I.H.

Please provide a statement of interest as to why you wish to serve on the City Council of the City of Willows at this time: (Please attach additional sheet(s) if necessary)

This is a time of big challenges for our town and City government, but I believe it also is a time of opportunity for constructive change. As a former Councilmember I have served as the City representative on several committees, including transportation and Economic Development, and understand the commitments required of the position. I would hope to bring all my experience and knowledge from both my private and public service to the benefit of the Council.

AUTHORIZATION AND RELEASE

I understand that in connection with this application for appointment, the information contained herein will be made available to the general public upon request. I further understand that if appointed, I will be required to take the Oath of Office and will be subject to requirements for filing financial disclosure statements.

Signature John J. Ussler Date 10/17/11

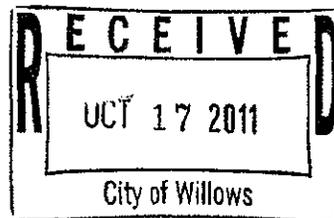
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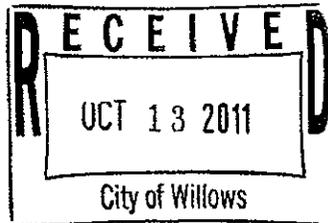
DATE RECEIVED:



TIME RECEIVED: 11:30 a.m.

RESIDENCY & VOTER REGISTRATION VERIFIED BY: Sandy @ Elections

Willows City Hall
201 N. Lassen Street
Willows, CA 95988



23 September, 2011

Dear City Council Members:

I would like to request that this letter be read as part of the minutes at your next City Council meeting.

I am writing to you in regards to the City of Willows Recreation Department. I feel the need to express just how valuable the Recreation Department has been, and continues to be, as a resource for my children, family, friends, and community. From the sports programs like soccer, basketball, tennis and horseshoes, to the learning/developmental programs like Jump Start and Fit Kids, to the more general resources such as our parks, playgrounds, skateboard park, and community swimming pool, the Recreation Department has a direct positive influence on almost every single community member's life.

The Recreation Department's programs have been a HUGE positive influence in my children's lives. Prior to entering into kindergarten, my boys both participated in the Jump Start program each summer. They were given an important introduction on how to separate from Mom and Dad, how to interact with new children, how to behave in a group, how to be a good listener, and how to be a student. The experience was a real confidence-booster for child and parent, alike. As they grew older, they began to participate in team sports. They started soccer in kindergarten, and basketball by 3rd grade. Having grown up in the Bay Area, my own childhood was filled with sports. Entering the small-town sports program was quite different from the large competitive program I was accustomed to. To my delight, what I have found in our program here is a message of equality, acceptance, sportsmanship, and teamwork. No tryouts, no "status", no benched sub-par players. Through these sports programs, my boys have learned to be open-minded, to help their fellow teammates, to put their best effort forward, and to win and lose gracefully (although they do not officially keep score). My boys have also benefited from the collaboration between the City Pool and the Willows Hydro Jets swim team. Without the City, there would be no home for our Hydro Jets! As a result of these positive influences, my kids are motivated, active, and outgoing. Our Recreation Department programs keep them busy, engaged, fit, and happy, which in turn keeps us parents busy, engaged, fit and happy! Practices and games are a great family atmosphere where players, siblings, and parents bond and interact. What a great sense of community this fosters!

I am aware that City funds are currently tight and under scrutiny, but I sincerely hope that the Council realizes that a strong community is built through positive, recurring interaction by its members. Without the programs that the Recreation Department provides, so many kids would likely choose to sit in front of the television, Wii, or internet... physically isolated, with no camaraderie, learning, bonding, leadership, or teamwork. These are all traits that we need and value in adults. This is where that starts.

Thank you for hearing my thoughts. Please consider them when making future decisions regarding the Recreation Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Isola".

Jennifer Isola
754 Green Street
Willows, CA 95988

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
September 13, 2011

1. The meeting was called to order at 7:00 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Council Member Cobb led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Yoder, Cobb, Hobbs, Holvik & Mayor Hansen
Absent: None
4. **Agenda Review:**
 - a) It was **moved** by Council Member Holvik and **seconded** by Council Member Cobb to accept the City Council September 13, 2011, Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:**
 - a) Mayor Hansen presented a Certificate of Appreciation to the Willows Car and Bike Show Committee in appreciation of twenty-five years of dedicated community spirit.
6. **Public Comment/Written Communications:**

Forrest Sprague criticized the Council for the way he believed they mishandled the City Manager's performance evaluation and also because of the way they dealt with the Police Department's vote of no confidence for the City Manager expressed earlier in the year. He wanted to know how the Police Department's letter & vote of no confidence was addressed by the Council. Mayor Hansen explained to Mr. Sprague that the Report-Out from the Closed Session that was held concerning the outcome of the City Manager's performance evaluation was accurate and he cannot speak to any discussion that took place during the Closed Session.

Jeff Williams had a question about residency requirements to serve on the City Council and the Planning Commission. The City Manager addressed Mr. Williams' question, explaining that State Statute requires that in order to sit on the City Council, you must be a resident within the City Limits of the City for which you serve. Residency requirements for the Planning Commission are set by Ordinance, and our current Ordinance states that one member may serve on the Commission if they reside within the City's Sphere of Influence and the other four members must live within the incorporated limits of the City.

Geraldina Parham addressed the Council and stated that Carol Lemenager should continue to be retained as the City's Recreation Director and that the City needs the Pool and it needs Ms. Lemenager.

Gail Green addressed the Council and stated that she believes it is a conflict of interest for both Council Members Yoder and Hobbs to be seated as Council Members, since Council Member Yoder is employed by Council Member Hobbs.

7. Consent Agenda:

It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (23520-23633)
- b) Approval of Payroll & Direct Deposit Check Registers (Z02761-Z02878 & 31384-31456).
- c) Approval of the Minutes of the Willows City Council Regular Meeting held August 9, 2011.
- d) Approval of the Minutes of the Willows City Council Special Meeting held August 16, 2011.
- e) Approval of the City of Willows Statement of Investment Policy.
- f) Approval of the City of Willows Treasurer's Report schedule of cash and investments as of June 30, 2011.
- g) Award of bid for FEMA Grant # AFG EMW-FO-00959 (Fire Department Gym Equipment) to the lowest responsive, responsible bidder, Sacramento Exercise Equipment Center Inc.
- h) Award a Contract for Legal Advertising Services for the City to the lowest responsive, responsible bidder, the Sacramento Valley Mirror.

8. Public Hearings: None

9. Ordinances: None

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

- a) The Economic Development Commission exploratory research ad-hoc subcommittee, consisting of Council Members Hobbs & Yoder, reported out the conclusions of their research on the potential benefits of the creation of an Economic Development Commission for the City. Since their appointment to this subcommittee on April 12, 2011, the subcommittee has conducted extensive research on the formation, responsibilities, pros and cons of an EDC. They attended an Orland EDC meeting and spoke with the Commissioners, they met with representatives of CALED, and have attended EDC workshops and spoken to individual business owners to try to get a better sense of the duties and goals of an EDC. Upon concluding their research it was their recommendation that the City not form its own independent EDC. Currently the Cities of

Orland and Willows and the County of Glenn have been holding meetings discussing the potential formation of a County-wide EDC. Additionally, the Citizens for Economic Stability (CES) have also recently formed a citizen-driven Economic Development Committee. The subcommittee praised the CES for their formation of this committee and they believed that although citizen-driven, it is important that the City has a liaison to their EDC. They are also excited about the potential formation of a County-Wide EDC, as it will benefit everybody in the entire County and not just one region. In essence, they believe it is not necessary to add another layer of bureaucracy at the local government level and believe the formation of a Commission that will benefit a larger number of people and businesses is the best path to choose. Council Member Hobbs stated that she is interested to work with the CES on their EDC as a private individual business owner once she steps down from the Council at the end of September.

- b) Council Member Yoder reported that he is planning to attend the Transit & Transportation Committee Meeting this Thursday and one of the topics of discussion will be mobile advertising on public transportation vehicles.

11. New Business:

- a) Council discussion and direction to Staff concerning identification of "Priority" objectives to facilitate the ongoing development of the Fiscal Year 2012/2013 Budget Process:

In July the Council appointed two members to serve on a budget development subcommittee to commence development of an action plan to serve as the steering guidelines for the Fiscal 2012-2013 budget development process. During an August Council Meeting a goal was adopted for the 2012/2013 budget development process and the Council also reviewed and discussed options and alternatives for specific objectives to facilitate development of the 2012/2013 budget. It was the consensus of the Council that each individual Council Member would review and rank in order of priority, those options and alternatives discussed during the meeting. Council Members submitted their individual ranking of their personal priorities to the City Manager and a summary report has been prepared for discussion at this time.

The items introduced for discussion by the Council for **Potential Revenue Enhancements** were as follows:

1. Review current fee structure to consider adjustment as necessary. Examples:
 - a.) Development fees, building fees, encroachment fees.
 - b.) Park utilization or public facilities fees.
 - c.) Administrative fees (i.e., copy fees, permits, etc.).
 - d.) Business License fees.
2. Review Transient-Occupancy-Tax to consider adjustment as necessary.
 - a.) Authorize an audit of TOT collection.
 - b.) Consider increase of TOT rate by 2%.

3. Consider creation of new Tax model/methods:
 - a.) Consider partnering with Glenn County for specific sales-tax override.
 - b.) Consider creation of parcel tax for Fire Services District.
4. Special Events specific to the identity of the Community. Example:
 - a.) Rice Festival

The items introduced for discussion by the Council for **Potential Expenditure Reductions** were as follows:

5. Thoroughly evaluate any/all shared resources opportunities with Glenn County and/or surrounding cities.
 - a.) Consider a study to look into the possibility to consolidate law enforcement services within the City of Willows with the Glenn County Sheriff.
 - b.) Study opportunities with Orland or neighboring cities for administrative/city management services (i.e. City Manager, Planner, Building Official, City Clerk, Recreation, Parks, etc.).
 - c.) Consider negotiations with the County/Orland/other cities for out-sourcing financial management services.
 - d.) Solicit negotiations with Willows Volunteer Fire Service to assume an all-volunteer fire services unit – similar to Orland, and/or others.
6. Cut programs or eliminate city services. Examples:
 - a.) Closure of the City Library and return branches to Glenn County for operation.
 - b.) Eliminate the Recreation Department & all programming.
 - c.) Eliminate the City Manager & Clerk positions and have Council manage day-to-day operations and maintain/retain all city records, etc. (similar to County model).
7. Maintain the status-quo and reduce the workforce in accordance with City Policy.
 - a.) Prepare a proposed budget and then calculate the exact number of employees possible to retain (i.e. affordable with projected revenue) consistent with available funding. Notify all others of position elimination and/or lay-off.

Discussion ensued among the Council, Staff and interested citizens present at the meeting and each of the above items were discussed in great detail and at length. The outcome of the discussions and the consensus of the Council was as follows:

The Council decided to eliminate entirely items 5(d), 6(a), 6(b), and 6(c) for any further consideration or discussion. They indicated that their priority items they wished to continue to discuss, review & possibly pursue in the future were items 1(c), 2(a), 2(b), 3(a), 4(a), 5(a), and 5(b). Any items not specifically noted here were items in which no direction was specifically given to Staff by the Council.

- b) Library Board Vacancy:

On August 14, 2011, Adele Foley submitted a written letter of resignation to the City, giving up her seat on the Library Board of Trustees effective immediately. The term of this seat is set to expire on June 30, 2012. It has been the City's practice to advertise these positions in order to give citizens an opportunity to participate on the Library Board. Staff has presented a schedule for Council's consideration in order to fill the vacancy and is also asking for two members of the Council to be appointed to a subcommittee to review applications and interview applicants. Applications will be accepted until October 6, 2011, and the subcommittee will subsequently review applications and interview candidates and make their recommendation to the whole Council at the October 25, 2011, City Council Meeting. Council Members Cobb and Hobbs both expressed an interest in serving on the subcommittee. It was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to accept the schedule presented to the Council for appointment of an individual to fill the Library Board vacancy and to appoint Council Members Cobb and Hobbs to the subcommittee to review applications, conduct interviews of applicants, and make their final recommendation to the Council at the October 25, 2011, Council Meeting. The motion unanimously passed.

c) Planning Commission Vacancies:

Three seats on the Willows Planning Commission will become available on December 31, 2011. In accordance with the Willows City Code, appointments to the Planning Commission are made by the Mayor with the approval of the City Council. These appointments are for a four-year period and the three appointments will be for the period of January 1, 2012 through December 31, 2015. Staff has prepared and is presenting to Council for approval a schedule for appointment of three individuals to fill the three available seats. Staff is also asking for two members of the Council to be appointed to a subcommittee to review applications and interview applicants. Applications will be accepted through November 17, 2011, and the subcommittee will subsequently review applications and interview candidates and make their recommendations to the whole Council at the December 13, 2011, City Council Meeting. Council Member Holvik and Mayor Hansen expressed an interest in serving on the subcommittee. It was **moved** by Council Member Yoder and **seconded** by Council Member Hobbs to accept the schedule presented to the Council for appointments of three individuals to fill the upcoming vacancies on the Planning Commission and to appoint Council Member Holvik and Mayor Hansen to the subcommittee to review applications, conduct interviews of applicants, and make their recommendations to the Council at the December 13, 2011, Council Meeting. The motion unanimously passed.

12. Council Member Reports:

Council Member Holvik announced that he would be unavailable to attend the City Council Meetings scheduled for September 27 and October 11.

Mayor Hansen thanked City Staff for flying the flag at half-staff after the recent passing of his father.

13. Executive Session: None

14. **Adjournment:** Mayor Hansen adjourned the meeting at 9:55 p.m.

Dated: September 13, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
September 27, 2011

1. The meeting was called to order at 7:00 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Rob Parsons led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Yoder, Cobb, Hobbs & Mayor Hansen
Absent: Council Member Holvik

4. **Agenda Review:**
 - a) The City Manager suggested that items 10 and 11 on the agenda be reversed and that the Council tend to the New Business (#11), prior to introducing any items for discussion by City Council or Administrative Staff (#10). It was then **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the City Council September 27, 2011, Agenda as amended to reverse items 10 and 11. The motion unanimously passed.

5. **Presentations & Proclamations:** None

6. **Public Comment/Written Communications:**

There was no Public Comment received from the audience. Mayor Hansen then read the following written communication into the record:

“August 23, 2011
To: Willows City Council
Attn: Mayor Gary Hansen

Letter is to be read during City Council meeting and entered into minutes of the meeting.

Mayor Hansen,
I am so very disappointed in you! You have some very good people working for the city, and you don't seem to appreciate them. You have not taken time to see and understand what they have done for the City of Willows, most importantly, for the children of Willows. There is not much for the children of Willows to do in their free time. The Recreation Director, Carol Lemenager, has done so much for this city and the people who live and work here. She deserves to have the chance to be heard about her plans for the next 4 years here in Willows. Give her a chance to share them. We moved here in 1965 and not much was happening until she came. Our 3 kids were able to sign up for tennis, basketball and baseball. Later came tennis, swim lessons, soccer and disc golf. We now have 6 grandchildren playing these sports. She has kept the gym open on Saturday for everyone to use. Our youth are not only learning about sports, but how to interact with other people. Carol gives up many weekends to make these opportunities available to children and adults. People like Judge Don Byrd, Harold Von Bargen, Joe Hinton and Brian Eggly would all be able to say they remember being able to play Basketball in the gym

on a Saturday or Sunday because Carol made it available. Now that my grandchildren need these programs, you are ready to cut Recreation out. Each council member needs to come and check out all the people that coach, participate, or watch the programs Recreation has to offer. Come check out all the people that will be affected by cutting the Recreation program. I realize you must make some cuts, we all know that. Now is the time to take a careful look and check Carol's record. All the people she has coached, helped, mentored, kids she has helped be better people. To her, we give thanks and hope she can reach her goals for the next group of kids and adults that come her way. Please, for the next one's to come, keep her and the Recreation Department intact as a part of the City of Willows. Thank you, The Parham Family / The Foley Family."

7. Consent Agenda:

It was **moved** by Council Member Cobb and **seconded** by Council Member Yoder to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

- a) Approval of General Check Register (23634-23709).
- b) Approval of Payroll & Direct Deposit Check Registers (Z02761-Z02878 & 31384-31456).
- c) Approval of the Minutes of the Willows City Council Regular Meeting held August 9, 2011.
- d) Adoption of a Resolution authorizing the adjustment to the Holiday Schedule and Closure of City Hall for one week between Christmas and New Year's Day.

8. Public Hearings:

- a) Conduct a Public Hearing to receive public comments on the proposed allocation of the 2011/2012 Supplemental Law Enforcement Service Funds:

The City of Willows has received the minimum allocation of \$100,000 for Supplemental Law Enforcement Service Funding (SLESF) for 2011-2012 from the State of California. Government Code Section 30062 requires that the Chief of Police submit a spending plan to the City Council for approval after the public hearing that is required to be held each year. The legislative intent remains the same this year, as in previous years, and that is for the continuation of the SLESF for local agencies for the foreseeable future. The legislative desire for the use of these funds likewise remains the same, in that personnel should be the priority for local agencies.

The plan approved by the Council for 2010/2011 SLES Funds called for using the money to fund the CSO position as well as the majority of the SRO position. Additionally funds were used for D.A.R.E. and other SRO related supplies and activities, training and overtime for the CSO, the SRO or the Administrative Secretary. Ultimately, the CSO position was not filled during the fiscal year, and as such, a portion of the funding that went beyond the cost of maintaining the SRO was utilized to assist with the cost of maintaining a patrol officer.

This year's proposal is to fund a police officer position and restore some of the funding cut from the operational aspects of the Police Department. With that, Staff requested that the Mayor conduct the required public hearing to solicit public comments. Mayor Hansen opened the public hearing at 7:08 p.m., and receiving no public input, subsequently closed the public hearing at 7:08 p.m. It was **moved** by Council Member Yoder and **seconded** by Council Member Hobbs to approve the proposed allocation of the 2011/2012 Supplemental Law Enforcement Service Funds. The motion unanimously passed.

9. **Ordinances:** None

11. **New Business:**

a) PERS "Two Year Additional Service Credit":

Effective July 29, 2011, the City entered into a contract amendment with CalPERS whereby the City may offer, during periods of significant financial hardship, two years additional service credit to employees who are eligible to retire. Said offering may apply to specific positions or to an organizational unit (eligible City employees as a whole in this case as directed by Council). The offering of the retirement incentive is to occur, at Council discretion, when mandatory layoffs, transfers, and/or demotions to at least one percent of the organizational unit become eminent. Such is the case with the passage of the 2011/12 budget. Further, the Council will need to confirm its intent not to fill at least one of the positions vacated by these retirements.

Granting the designated period, or "opening the window", is a two-step process. The estimated cost of offering the two year service credit retirement must be disclosed and reviewed. Once reviewed and directed by Council, Staff may return at a subsequent meeting to provide a Resolution to open the window period for eligible employees to retire and utilize the two years additional service credit. The recommended offering period is from October 12, 2011 to March 9, 2012 (150 days). The period must be a minimum of 90 days and a maximum of 180.

At the June 14 Council meeting it was noted that the additional cost for all eligible employees, amortized over 20 years, of providing the retirement incentive is approximately \$477,937. It is anticipated that a minimum of three, with a possibility of up to six employees may actually elect to retire utilizing the incentive. The 20 year amortized cost of these employees is \$71,005 - \$153,826, depending upon the actual number of retirees. PERS will begin charging the City two years from the opening date of the retirement window (October, 2013). Based upon the 3 committed retirements at this time, with replacement of positions not planned, the anticipated cost savings is \$103,000 in 2011/12 and approximately \$182,000 per year for 2012/13 and beyond. With that, Staff asked that Council consider electing to invoke the Two Year Additional Service Credit provision in the City's PERS contract and direct Staff to return with a Resolution to grant a designated period from October 12, 2011, to March 9, 2012 for eligible employees to retire with the two years additional service credit.

It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to elect to invoke the Two Year Additional Service Credit provision (Public Employment Retirement Law Section 20903) in the City's PERS contract and direct staff to return with a Resolution to grant a

designated period from October 12, 2011 to March 9, 2012 for eligible employees to retire with said two years additional service credit. The motion unanimously passed.

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

Council Member Hobbs stated that she is sad that this is her last meeting and that she has to step down from the City Council due to her relocating to a residence outside of the City limits. She stated that she still owns a business within the City and that she plans to continue to participate with the Citizens for Economic Stability and the County/Cities Economic Development Committees. She is also on a Committee for Regional Branding and she recently attended a meeting with that group that she thought was inspiring, and she is looking forward to continuing to participate in that. She believes that being involved in Economic Development is very important, especially given the current state of the economy. She thanked all of the people that elected her to the Council and said that she was honored to serve. She said that she enjoyed working with everybody on the Council and with staff. She stated that the City has a lot of good employees and that everybody works hard in all of the departments in these very difficult times. She shared that she had the pleasure to work more closely with the Recreation Director Carol Lemenager in her capacity as Library Director prior to her being elected to the Council and that the Council has received many comments and letters regarding the Recreation Department and valiant efforts have been made by the community to assist with keeping the City Pool open and operational. One thing that was brought to her attention that she had conducted some research on and she believes should be re-evaluated or revisited by the Council is the reduction of the Recreation Department's part-time staff by fifty percent. She believes the benefits that the community gets from the Recreation Department programs are very positive but she did think that the adult programs could be enhanced a bit more because the adult softball tournaments and other adult events are the ones that actually help to bring revenue into the city. She believes that the Recreation Department does need that part-time position to help to run effective Recreation programs and to help promote events and reiterated that she thinks this is something the Council should definitely revisit in the future when reviewing the budget.

Police Chief Spears informed the Council that the City was recently notified that they were successfully awarded the USDA K-9 Grant. He also reminded everybody about the upcoming K-9 fundraising events at Casa Ramos and at Round Table Pizza.

Mayor Hansen presented Council Member Hobbs with a Certificate of Appreciation for her time of service on the Council and her dedication to the Community. Mayor Hansen along with his fellow Council Members thanked Council Member Hobbs for her service and said it was a pleasure working with her on the Council and they wished her the best of luck in her future endeavors. The City Manager echoed the Council Members' sentiments and stated that the City has benefited greatly from Council Member Hobbs' service to the City, first in her capacity as serving as the Library Director and then in her capacity as a Council Member. He said that he wished she didn't have to step down, but wished her the best of luck.

At 7:26 Mayor Hansen announced that there would be a short recess in order to hold a small reception for Council Member Hobbs' last City Council Meeting. The Mayor reconvened the meeting at 7:37.

12. Council Member Reports:

Council Member Yoder reported that he attended the most recent Transit and Transportation Meeting.

Council Member Cobb stated that he attended the recent Farmer's Market downtown and he was very impressed with the turnout.

Council Member Hobbs stated that she attended a Regional Branding Committee EDC Meeting and the main topic of discussion was streamlining the permitting process county-wide. She also stated that she was impressed with the State of the City event that recently took place and that it was encouraging to hear about the positive things going on within the City.

Mayor Hansen stated that he attended the most recent Transit and Transportation Meeting and one topic of discussion was the possibility of mobile advertising on the busses. He also stated that he appreciated the Chamber of Commerce hosting the State of the City event and it was nice to hear from the Department Heads about all of the positive things going on in the City.

13. Executive Session: None

14. Adjournment: Mayor Hansen adjourned the meeting at 7:50 p.m.

Dated: September 27, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD
October 11, 2011

1. The meeting was called to order at 7:02 p.m. by Mayor Hansen.
2. **PLEDGE OF ALLEGIANCE:** Fire Chief Peabody led the Pledge of Allegiance.
3. **ROLL CALL:**
Present: Council Members Yoder, Cobb, Hobbs & Mayor Hansen
Absent: Council Member Holvik
4. **Agenda Review:**
 - a) It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to accept the City Council October 11, 2011, Agenda as presented. The motion unanimously passed.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:** None
7. **Consent Agenda:**

It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to approve the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

 - a) Approval of General Check Register (23710-23789)
 - b) Approval of Payroll & Direct Deposit Check Registers (Z02879-Z02913 & 31457-31480).
 - c) Adoption of a Resolution respecting the retirement of Trudy M. DeVoss.
 - d) Acceptance of completion of all projects funded by the State of California Park Bond Act Funds and authorizing the City Manager to sign the Notice of Completion.
8. **Public Hearings:** None
9. **Ordinances:** None
10. **Items introduced by City Council or Administrative Staff for discussion purposes only:** None
11. **New Business:**
 - a) PERS "Two Year Additional Service Credit":

Effective July 29, 2011, the City entered into a contract amendment with CalPERS whereby the City may offer, during periods of significant financial hardship, two years additional service credit to employees who are eligible to retire. Said offering may apply to specific positions or to an organizational unit (eligible City employees as a whole in this case as directed by Council). The offering of the retirement incentive is to occur, at Council discretion, when mandatory layoffs, transfers, and/or demotions to at least one percent of the organizational unit become eminent. Such is the case with the passage of the 2011/12 budget. Further, the Council will need to confirm its intent not to fill at least one of the positions vacated by these retirements.

Granting the designated period, or "opening the window", is a two-step process. Staff provided financial information pertaining to the two year service credit option at the meeting held on September 27. At this time, Staff is seeking adoption of the Resolution to establish the open period for allowing the additional service credit for eligible employees within the organizational unit who choose to retire. At the June 14 Council Meeting, as well as the September 27 Council Meeting, it was noted that the additional cost for all eligible employees, amortized over 20 years, of providing the retirement incentive is approximately \$477,937. It is anticipated that a minimum of 3, with a possibility of up to 6 employees may actually elect to retire utilizing the incentive. The 20 year amortized cost of these employees is \$71,000 to \$153,826 depending upon the actual number of retirees. PERS will begin charging the City two years from the opening date of the retirement window. Based upon the 3 committed retirements at this time, with replacement of positions not planned, the anticipated cost savings is \$103,000 in 2011/12 and approximately \$182,000 per year for 2012/13 and beyond. At this time Staff is requesting that the Council adopt a Resolution to designate the period of time to provide for retirement with the two years additional service credit to be from October 12, 2011 to March 9, 2012. It was **moved** by Council Member Cobb and **seconded** by Council Member Yoder to adopt a Resolution granting a designated period for retirement with two years additional service credit under Public Employee Retirement Law Section 20903. The motion unanimously passed.

- b) Consider approval of a 3-year renewal of the Professional Services Agreement for Operation of the Waste Water Treatment Plant between the City of Willows and Southwest Water Company, Inc.:

In November of 2003, a recommendation was made to the City Council, to enter into a Professional Services Agreement for total operations at the Waste Water Treatment Plant (WWTP). Eco Resources, now known and doing business as Southwest Water Company, has been the contract operator of the city's waste water treatment plant since January 1, 2004.

The original agreement was approved for a period of five years, however was subsequently amended in August 2005, and again in November 2006; including a renewal for an additional five year period, expiring November 1, 2011. There was one subsequent amendment in January 2008; concluding a "re-assignment" of the contract from Eco Resources to Southwest Water Company, the current contract operator. Although a number of amendments and adjustments have occurred over the past seven years, the staffing compliment at the treatment facility has remained consistent and their performance has been nothing less than extraordinary; evidenced by the award of the Northern CA Waste Water Treatment Plan of the year award for the past two consecutive years.

However, several other changing dynamics associated with the Waste Water Treatment Facility, has forced both city staff and Southwest Water to seek specific modifications to the current contract agreement for operations. Therefore staff is recommending a modification of three sections of the original lease agreement. First the term of the lease is proposed to run for a period of three years, with an option for renewal. This change will allow the city to evaluate two very significant and recent changes associated with the treatment plant operation. One change is the switch from PG&E as the primary power provider, to Solar Power Partners via the newly installed solar array; currently providing the majority of power consumed by the WWTP. The second significant change, is legislative in nature and involves the Permitting Process associated with the State Water Resources Control Board. The current operating permit for the WWTP is under review by the Board. Indications at this time suggest the WWTP may have to undergo some significant modifications in the not too distant future, to ensure compliance with newly upgraded Waste Water Treatment regulations. Thus the term of three years should provide an adequate window to assess any necessary changes in operational status or future need to further modify the terms of the current contract.

In addition to those changes noted above, the original agreement required the "Operator", Southwest Water to pay all utility expenses; including the cost of electricity to operate the plant. This cost was currently at approximately, \$130K per year. Since the installation of the Solar array and our (City of Willows) agreement with Solar Power Partners, it was necessary to modify the contract to eliminate the requirement for Southwest Water to provide this utility payment. In addition to these changes, some significant revisions were made to the language concerning the annual CPI assessment in conjunction with compensation adjustments due the "operator" each year.

As a result of these necessary changes and the amendments made in conjunction with this agreement over the past eight years, staff thought it best to rewrite or re-state the entire agreement in this renewal format. Legal reviews were completed by both the City Attorney and Southwest Water and the final draft is now presented for council approval. Staff is recommending approval of the proposed changes in this renewal agreement.

John Dobson, the Facility Manager at the WWTP, addressed the Council briefly to state that he has been involved with the treatment plant since its start-up and he has always had a very positive experience dealing with City Staff. He expressed that he hoped the Council would agree to renew the contract with Southwest Water Company.

It was **moved** by Council Member Yoder and **seconded** by Council Member Cobb to approve a three year renewal of the Professional Services Agreement for Operation of the Waste Water Treatment Plant between the City of Willows and Southwest Water Company, Inc. The motion unanimously passed.

c) City Council Vacancy:

On August 9, 2011, the City received notice of Councilmember Sandie Hobbs' early resignation from her term on the City Council. Her resignation became effective September 30, 2011.

California State law establishes a 60-day time frame for the City Council to take action to fill a vacancy on the City Council. Staff is asking that the Council discuss the options contained in the California Government Code governing the filling of a midterm vacancy on the City Council and also discuss alternative procedures they may want to consider.

Government Code Section 36512 addresses the filling of vacancies in municipal offices. The code mandates that, within 60 days from the commencement of the vacancy, the City Council shall either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent, which in this case would be November 2014.

If the City Council chooses to hold a special election, the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election. There are two potential disadvantages to the election option. They involve the increased cost of conducting an election, and the delay in restoring the City Council to its full membership.

If the City Council wishes to fill the vacancy by appointment, it must appoint a City resident and registered voter by November 29, 2011, by a majority vote of the City Council. This could be done at a regularly scheduled meeting or special meeting between now and November 29, 2011.

State law does not prescribe any procedure for the selection of an appointee. Therefore, the City Council may choose any selection method it desires.

Council discussion ensued and it was the consensus of the Council to make an appointment to fill the vacancy, rather than to incur the costs associated with conducting a special election. Council directed staff to notice the vacancy and accept applications until 5:00 p.m. on November 1 and to agendaize interviews to be completed in open session during the November 8 Council Meeting. It is anticipated that Council will make the appointment after conducting the interviews at that meeting and the appointee will take the Oath of Office.

12. **Council Member Reports:** None

13. **Executive Session:** None

14. **Adjournment:** Mayor Hansen adjourned the meeting at 7:33 p.m.

Dated: October 11, 2011

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

October 25, 2011

CONSENT AGENDA ITEM

TO: Honorable Mayor Hansen and Members of City Council
FROM: Steve Holsinger, City Manager
SUBJECT: Regular Council Meetings of November 22th & December 27, 2011

RECOMMENDATION

Approve cancellation of the fourth Tuesday meetings in both November and December 2011

BACKGROUND

In previous years it has been Council's practice to cancel the second meeting in December. This year staff does not anticipate any pressing business items for late November or late December and Council meetings are scheduled to occur on November 22 (week of the Thanksgiving Holiday) and December 27, 2011 (week of City Hall Closure). Due to the light schedule of activities and staff vacations, etc., typically experienced during these Holidays, it is staff's recommendation that these meetings be cancelled. Should any business item than can not wait until the next subsequent mtg arise or be identified by staff, a Special Meeting will be scheduled with the consensus of the City Council and any item(s) may be addressed at that time.

FINANCIAL CONSIDERATIONS

None.

NOTIFICATION

Appropriate Public Notices will be provided as necessary.

RECOMMENDATION

Approve cancellation of the fourth Tuesday meetings in both November and December 2011

Respectfully submitted,

Stephen Holsinger,
City Manager

November 8, 2011

AGENDA ITEM

TO: Willows City Council

FROM: Public Works Director

SUBJECT: Acceptance of Civic Center Roof Replacement Project Completion

RECOMMENDATION

Adopt by motion to allow City Manager to sign and execute all documents related to project completion of Civic Center Roof Replacement Project.

SITUATION (or BACKGROUND)

The Civic Center Roof Project has been completed by Madsen Roofing & Waterproofing Company as stipulated in the contract documents.

The Public Works Director, City Building Official and a representative from the Garland Company preformed a final inspection on Tuesday November 1, 2011.

The City of Willows provided the roofing materials under the CMAS Contract, purchasing them from the Garland Company which allowed for inspections and the assurance of a twenty year warranty on the roof project.

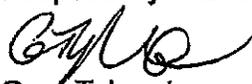
Madsen Roofing also provides a two year warranty on workmanship as to installation of the product and all appurtances related to the re-roof process.

After Notice of Completion is filed and all warranty paperwork is received by the Public Works Director, final payment will be issued.

RECOMMENDATION

Adopt by motion to allow City Manager to sign and execute all documents related to project completion of Civic Center Roof Replacement Project.

Respectfully submitted,


Greg Tyhurst
Public Works Director

Approved by


Steve Holsinger
City Manager

Attachment: Notice of Completion

RECORDING REQUESTED BY:
City of Willows
WHEN RECORDED MAIL TO:
City of Willows, Public Works Director
201 N. Lassen Street
Willows, California 95988

No Recording Fees Payable Pursuant to Government Code Section 27383

NOTICE OF COMPLETION

OWNER: City of Willows, 201 N. Lassen Street, Willows, CA 95988

PROJECT TITLE: City of Willows Civic Center Re-roof Project.

PROJECT LOCATION & DESCRIPTION:

The project location is Willows Civic Center located 201 North Lassen Street.

Work for this project consisted of installation a new roofing membrane and new under-layment over the entire roof area of City Hall.

CONTRACTOR: Madsen Roofing & Waterproofing.
5960 Bradshaw Road
Sacramento, CA 95829

COMPLETION/ACCEPTANCE DATE: November 2, 2011

NATURE OF OWNER'S INTEREST IS: Owner of real property and improvements thereon at the time of commencement of work of improvement.

Authorized representatives of the City and the Contractor have inspected the work performed under this contract and the Project is hereby declared to be completed/accepted on the above date.

On the above date, construction of improvements on the project has been sufficiently completed, in accordance with the contract documents and change orders if any, so that the City can occupy or utilize the project for the use for which it was intended.

The Contractor's two year warranty period begins as of the above-referenced completion date.

The City accepts the project as complete.

I declare under penalty of perjury of laws of the State of California that the foregoing is true and correct.

Steve Holsinger
City Manager

November 9, 2011
Date

November 8, 2011

AGENDA ITEM

TO:  Steve Holsinger, City Manager
FROM: Tim Salsbery, Finance Director
SUBJECT: Updating Cafeteria Plan Terms

RECOMMENDATION

Approve Resolutions Affirming and Updating Cafeteria Plan Terms With the City of Willows and the Willows Employees Association, Willows Public Safety Association, Department Heads and Confidential Employees, and City Manager

SITUATION (or BACKGROUND):

The City has provided various employee benefits via a cafeteria plan since the late 1990's. Part of the process of maintaining the cafeteria plan is to update the terms and conditions of the plan periodically. The attached resolutions provide the proper update to the terms, conditions, and amounts provided to all full-time, benefitted employees through November 30, 2012. Such resolutions will continue on a periodic "housekeeping" basis to reflect terms and conditions of the plan.

Staff acknowledges that four resolutions is somewhat cumbersome. However, each resolution recognizes a distinct group within the City's employ in accordance with the original cafeteria plan resolutions. As such, resolutions are provided for each grouping.

FINANCIAL CONSIDERATIONS:

No additional appropriation currently. The effect of the cafeteria plan and corresponding health insurance rates are already factored into the 2011-12 adopted budget.

NOTIFICATION

N/A

ALTERNATE ACTIONS

November 8, 2011

1. Authorize as presented
2. Reject authorization
3. Request additional information and postpone authorization consideration to a future date.

RECOMMENDATION

Approve Resolutions Affirming and Updating Cafeteria Plan Terms With the City of Willows and the Willows Employees Association, Willows Public Safety Association, Department Heads and Confidential Employees, and City Manager

Respectfully submitted,



Tim Salsbery
Finance Director

Attached: Cafeteria Plan Document
Resolutions (4)

CITY OF WILLOWS' Cafeteria Plan

Willows Employee Association
Willows Public Safety Association
Confidential Employees and Department Heads
City Manager

1. **Term of Agreement:** The agreement is for the period beginning December 1, 2011 and ending November 30, 2012.
2. **Continuation of Existing Agreements:** Except as specifically indicated in this Resolution, the terms and conditions contained in the previously approved MOUs and resolutions between the City and the Association will continue in effect through the duration of this agreement.
3. **Health Insurance:**

Effective December 1, 2011

The City will provide payment for health insurance premiums in the amount of \$112 per employee, per month, towards enrollment in the City's sponsored CalPERS health plan, regardless of the number of dependents the employee has enrolled in the City's sponsored CalPERS health plan.

Employees may choose not to enroll in the City of Willows' sponsored CalPERS health plan. Employees who opt out of enrollment in the City of Willows' sponsored CalPERS health plan will not receive the City's payment for health insurance premiums provided to other employees who are enrolled in the City's sponsored CalPERS health plan. If an employee in this status subsequently elects to be covered by the City's sponsored health plan, they may enter the plan subject to enrollment criteria established by CalPERS.

4. **Employer Contributions to Cafeteria Plan Benefits:**

The City will maintain a Section 125 qualifying Cafeteria Plan which shall provide for the following menu of benefits:

- Balance of premiums for the City's sponsored CalPERS health plan
- AFLAC supplemental insurance
- Dental and vision insurance through Operating Engineers Local No. 3
- Deferred Compensation in a Section 457 plan with ICMA or Nationwide

A benefit under the Cafeteria Plan is contingent upon an understanding that the benefit qualifies as a pre-tax benefit pursuant to State and Federal tax laws. If for any reason State or Federal law precludes one or more of the above listed benefits from the

protection of a Section 125 Cafeteria Plan, the City may remove that benefit from the Plan in order to maintain the City's Cafeteria Plan as a Section 125 qualifying plan.

The City will contribute a flexible benefit allowance to all employees eligible to participate in the Cafeteria Plan. Receipt of any flexible benefit allowance to the Cafeteria Plan shall be in addition to the City's contribution that is provided towards the employee's premiums for the City's sponsored health plan as stated above. The City's flexible benefit allowance provided to an employee shall be determined based on the employee's participation level, as follows:

TIER 1: Eligible Employees who opt-out of enrollment in the City's sponsored CalPERS health plan shall receive a Cafeteria Plan allowance of \$481.00 per month. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan. In order to be eligible for this benefit, the employee must provide written proof of other medical insurance coverage.

TIER 2: Eligible employees who elect to enroll in employee-only medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$592.69 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 3: Eligible employees who elect to enroll in employee-plus-one medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,297.38 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 4: Eligible employees who elect to enroll in employee-plus-two-or-more medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,720.19 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

All MOU changes will be memorialized in a resolution of the City of Willows City Council.

RESOLUTION NO. _____

Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement With the City of Willows and the Willows Employees' Association

WHEREAS, the City endeavors to provide adequate health and welfare benefits for employees and their dependents;

WHEREAS, the City and the Willows Employees' Association ("Association") believe it to be in the best interest of the City and the Association's represented employees to continue to make available quality health insurance, as well as access to other flexible welfare benefits via the City's Cafeteria Plan; and

WHEREAS, the City and the Association have met and conferred to discuss the update of the cafeteria plan amounts,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby approve an agreement between the City and the Association reflecting the following:

1. **Term of Agreement:** The agreement is for the period beginning December 1, 2011 and continue through November 30, 2012.
2. **Continuation of Existing Agreements:** Except as specifically indicated in this Resolution, the terms and conditions contained in the previously approved Memorandums of Understanding and resolutions between the City and the Association will continue in effect through the duration of this agreement.
3. **Health Insurance:**

Effective December 1, 2011

The City will provide payment for health insurance premiums in the amount of \$112 per employee, per month, towards enrollment in the City's sponsored CalPERS health plan, regardless of the number of dependents the employee has enrolled in the City's sponsored CalPERS health plan.

Employees may choose not to enroll in the City of Willows' sponsored CalPERS health plan. Employees who opt out of enrollment in the City of Willows' sponsored CalPERS health plan will not receive the City's payment for health insurance premiums provided to other employees who are enrolled in the City's sponsored CalPERS health plan. If an employee in this status subsequently elects to be covered by the City's sponsored health plan, they may enter the plan subject to enrollment criteria established by CalPERS.

4. Employer Contributions to Cafeteria Plan Benefits:

The City will maintain a Section 125 qualifying Cafeteria Plan which shall provide for the following menu of benefits:

- Balance of premiums for the City's sponsored CalPERS health plan
- AFLAC supplemental insurance
- Dental and vision insurance through Operating Engineers Local No. 3
- Deferred Compensation in a Section 457 plan with ICMA or Nationwide

A benefit under the Cafeteria Plan is contingent upon an understanding that the benefit qualifies as a pre-tax benefit pursuant to State and Federal tax laws. If for any reason State or Federal law precludes one or more of the above listed benefits from the protection of a Section 125 Cafeteria Plan, the City may remove that benefit from the Plan in order to maintain the City's Cafeteria Plan as a Section 125 qualifying plan.

The City will contribute a flexible benefit allowance to all employees eligible to participate in the Cafeteria Plan. Receipt of any flexible benefit allowance to the Cafeteria Plan shall be in addition to the City's contribution that is provided towards the employee's premiums for the City's sponsored health plan as stated above. The City's flexible benefit allowance provided to an employee shall be determined based on the employee's participation level, as follows:

TIER 1: Eligible Employees who opt-out of enrollment in the City's sponsored CalPERS health plan shall receive a Cafeteria Plan allowance of \$481.00 per month. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan. In order to be eligible for this benefit, the employee must provide written proof of other medical insurance coverage.

TIER 2: Eligible employees who elect to enroll in employee-only medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$592.69 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 3: Eligible employees who elect to enroll in employee-plus-one medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,297.38 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 4: Eligible employees who elect to enroll in employee-plus-two-or-more medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,720.19 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

PASSED AND ADOPTED by the Willows City Council this 8th day of
November, 2011, by the following vote:

AYES:

NOES:

ABSENT:

Gary Hansen, Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement With the City of Willows and the Willows Public Safety Association

WHEREAS, the City endeavors to provide adequate health and welfare benefits for employees and their dependents;

WHEREAS, the City and the Willows Public Safety Association ("Association") believe it to be in the best interest of the City and the Association's represented employees to continue to make available quality health insurance, as well as access to other flexible welfare benefits via the City's Cafeteria Plan; and

WHEREAS, the City and the Association have met and conferred to discuss the update of the cafeteria plan amounts,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby approve an agreement between the City and the Association reflecting the following:

1. **Term of Agreement:** The agreement is for the period beginning December 1, 2011 and continue through November 30, 2012..
2. **Continuation of Existing Agreements:** Except as specifically indicated in this Resolution, the terms and conditions contained in the previously approved Memorandums of Understanding and resolutions between the City and the Association will continue in effect through the duration of this agreement.
3. **Health Insurance:**

Effective December 1, 2011

The City will provide payment for health insurance premiums in the amount of \$112 per employee, per month, towards enrollment in the City's sponsored CalPERS health plan, regardless of the number of dependents the employee has enrolled in the City's sponsored CalPERS health plan.

Employees may choose not to enroll in the City of Willows' sponsored CalPERS health plan. Employees who opt out of enrollment in the City of Willows' sponsored CalPERS health plan will not receive the City's payment for health insurance premiums provided to other employees who are enrolled in the City's sponsored CalPERS health plan. If an employee in this status subsequently elects to be covered by the City's sponsored health plan, they may enter the plan subject to enrollment criteria established by CalPERS.

4. **Employer Contributions to Cafeteria Plan Benefits:**

The City will maintain a Section 125 qualifying Cafeteria Plan which shall provide for the following menu of benefits:

- Balance of premiums for the City's sponsored CalPERS health plan
- AFLAC supplemental insurance
- Dental and vision insurance through Operating Engineers Local No. 3
- Deferred Compensation in a Section 457 plan with ICMA or Nationwide

A benefit under the Cafeteria Plan is contingent upon an understanding that the benefit qualifies as a pre-tax benefit pursuant to State and Federal tax laws. If for any reason State or Federal law precludes one or more of the above listed benefits from the protection of a Section 125 Cafeteria Plan, the City may remove that benefit from the Plan in order to maintain the City's Cafeteria Plan as a Section 125 qualifying plan.

The City will contribute a flexible benefit allowance to all employees eligible to participate in the Cafeteria Plan. Receipt of any flexible benefit allowance to the Cafeteria Plan shall be in addition to the City's contribution that is provided towards the employee's premiums for the City's sponsored health plan as stated above. The City's flexible benefit allowance provided to an employee shall be determined based on the employee's participation level, as follows:

TIER 1: Eligible Employees who opt-out of enrollment in the City's sponsored CalPERS health plan shall receive a Cafeteria Plan allowance of \$481.00 per month. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan. In order to be eligible for this benefit, the employee must provide written proof of other medical insurance coverage.

TIER 2: Eligible employees who elect to enroll in employee-only medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$592.69 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 3: Eligible employees who elect to enroll in employee-plus-one medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,297.38 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 4: Eligible employees who elect to enroll in employee-plus-two-or-more medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,720.19 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

PASSED AND ADOPTED by the Willows City Council this 8th day of
November, 2011, by the following vote:

AYES:
NOES:
ABSENT:

Gary Hansen, Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement With the City of Willows and Department Heads and Confidential Employees

WHEREAS, the City endeavors to provide adequate health and welfare benefits for employees and their dependents;

WHEREAS, the City and the Department Heads and Confidential Employees believe it to be in the best interest of the City to continue to make available quality health insurance, as well as access to other flexible welfare benefits via the City's Cafeteria Plan

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby approve an agreement between the City and the Department Heads and Confidential Employees reflecting the following:

1. **Term of Agreement:** The agreement is for the period beginning December 1, 2011 and continue through November 30, 2012..
2. **Continuation of Existing Agreements:** Except as specifically indicated in this Resolution, the terms and conditions contained in the previously approved Memorandums of Understanding and resolutions between the City and the Association will continue in effect through the duration of this agreement.
3. **Health Insurance:**

Effective December 1, 2011

The City will provide payment for health insurance premiums in the amount of \$112 per employee, per month, towards enrollment in the City's sponsored CalPERS health plan, regardless of the number of dependents the employee has enrolled in the City's sponsored CalPERS health plan.

Employees may choose not to enroll in the City of Willows' sponsored CalPERS health plan. Employees who opt out of enrollment in the City of Willows' sponsored CalPERS health plan will not receive the City's payment for health insurance premiums provided to other employees who are enrolled in the City's sponsored CalPERS health plan. If an employee in this status subsequently elects to be covered by the City's sponsored health plan, they may enter the plan subject to enrollment criteria established by CalPERS.

4. **Employer Contributions to Cafeteria Plan Benefits:**

The City will maintain a Section 125 qualifying Cafeteria Plan which shall provide for the following menu of benefits:

- Balance of premiums for the City's sponsored CalPERS health plan
- AFLAC supplemental insurance
- Dental and vision insurance through Operating Engineers Local No. 3
- Deferred Compensation in a Section 457 plan with ICMA or Nationwide

A benefit under the Cafeteria Plan is contingent upon an understanding that the benefit qualifies as a pre-tax benefit pursuant to State and Federal tax laws. If for any reason State or Federal law precludes one or more of the above listed benefits from the protection of a Section 125 Cafeteria Plan, the City may remove that benefit from the Plan in order to maintain the City's Cafeteria Plan as a Section 125 qualifying plan.

The City will contribute a flexible benefit allowance to all employees eligible to participate in the Cafeteria Plan. Receipt of any flexible benefit allowance to the Cafeteria Plan shall be in addition to the City's contribution that is provided towards the employee's premiums for the City's sponsored health plan as stated above. The City's flexible benefit allowance provided to an employee shall be determined based on the employee's participation level, as follows:

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TIER 2: Eligible employees who elect to enroll in employee-only medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$592.69 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 3: Eligible employees who elect to enroll in employee-plus-one medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,297.38 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

TIER 4: Eligible employees who elect to enroll in employee-plus-two-or-more medical coverage under the City's CalPERS sponsored health plan shall receive a Cafeteria Plan allowance of \$1,720.19 per month effective December 1, 2011. The allowance is to be used only towards the purchase of those benefits available through the City's Cafeteria Plan.

PASSED AND ADOPTED by the Willows City Council this 8th day of November,
2011, by the following vote:

AYES:
NOES:
ABSENT:

Gary Hansen, Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

Resolution of the City Council of the City of Willows Affirming and Updating Cafeteria Plan Terms in Agreement With the City of Willows and the City Manager

WHEREAS, the City endeavors to provide adequate health and welfare benefits for employees and their dependents;

WHEREAS, the City and the City Manager believe it to be in the best interest of the City to continue to make available quality health insurance, as well as access to other flexible welfare benefits via the City's Cafeteria Plan

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Willows does hereby approve an agreement between the City and the City Manager following:

1. **Term of Agreement:** The agreement is for the period beginning December 1, 2011 and continue through November 30, 2012.
2. **Continuation of Existing Agreements:** Except as specifically indicated in this Resolution, the terms and conditions contained in the previously approved Memorandums of Understanding and resolutions between the City and the Association will continue in effect through the duration of this agreement.

3. **Health Insurance:**

Effective December 1, 2011

The City will provide payment for health insurance premiums in the amount of \$112 per employee, per month, towards enrollment in the City's sponsored CalPERS health plan, regardless of the number of dependents the employee has enrolled in the City's sponsored CalPERS health plan.

Employees may choose not to enroll in the City of Willows' sponsored CalPERS health plan. Employees who opt out of enrollment in the City of Willows' sponsored CalPERS health plan will not receive the City's payment for health insurance premiums provided to other employees who are enrolled in the City's sponsored CalPERS health plan. If an employee in this status subsequently elects to be covered by the City's sponsored health plan, they may enter the plan subject to enrollment criteria established by CalPERS.

4. **Employer Contributions to Cafeteria Plan Benefits:**

The City will maintain a Section 125 qualifying Cafeteria Plan which shall provide for the following menu of benefits:

- Balance of premiums for the City's sponsored CalPERS health plan
- AFLAC supplemental insurance
- Dental and vision insurance through Operating Engineers Local No. 3
- Deferred Compensation in a Section 457 plan with ICMA or Nationwide

A benefit under the Cafeteria Plan is contingent upon an understanding that the benefit qualifies as a pre-tax benefit pursuant to State and Federal tax laws. If for any reason State or Federal law precludes one or more of the above listed benefits from the protection of a Section 125 Cafeteria Plan, the City may remove that benefit from the Plan in order to maintain the City's Cafeteria Plan as a Section 125 qualifying plan.

The City will contribute a flexible benefit allowance to all employees eligible to participate in the Cafeteria Plan. Receipt of any flexible benefit allowance to the Cafeteria Plan shall be in addition to the City's contribution that is provided towards the employee's premiums for the City's sponsored health plan as stated above. The City's flexible benefit allowance provided to an employee shall be determined based on the employee's participation level, as follows:

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PASSED AND ADOPTED by the Willows City Council this 8th day of
November, 2011, by the following vote:

AYES:
NOES:
ABSENT:

Gary Hansen, Mayor

ATTEST:

City Clerk

November 8, 2011

AGENDA ITEM

TO: Willows City Council

FROM: Public Works Director

SUBJECT: Service Contract for Traffic Signal at Tehama & Sycamore Streets

RECOMMENDATION

Adopt by motion to accept bid proposal and enter into a contract with Republic ITS for annual preventative maintenance services on the traffic signal at Sycamore and Tehama Streets.

SITUATION (or BACKGROUND)

The traffic signal installed at the intersection of Tehama & Sycamore Streets requires maintenance to insure proper operation to both the motoring public as well as pedestrians.

For the last few years minor maintenance repairs have been preformed by Republic ITS and City staff, however the need for an annual inspection would perhaps stave off a future need for a more costly repair.

Under the terms of the contract Republic ITS would provide twenty-four hour emergency response, in addition a complete report shall be provided to the Public Works Director informing of potential problems that need to be addressed during the bi-annual visits.

RECOMMENDATION

Adopt by motion to accept bid proposal and enter into a contract with Republic ITS for annual preventative maintenance services on the traffic signal at Sycamore and Tehama Streets.

Respectfully submitted,



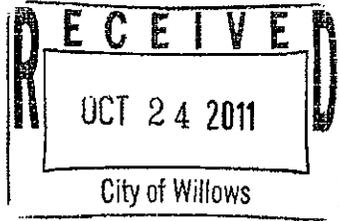
Greg Tyhurst
Public Works Director

Approved by,



Steve Holsinger
City Manager

Attachment: Contract for services from Republic ITS.



A Brighter Solution

371 BEL MARIN KEYS BLVD.
 SUITE 200
 NOVATO, CALIFORNIA 94949
 415.884.3000
 415.884.4800 FAX
 www.republicits.com

LETTER OF TRANSMITTAL

TO: City of Willows
201 N. Lassen Street
Willows, CA95988

DATE: 10/21/11	JOB:
ATTN: Greg Tyhurst	
RE: Traffic Signal Maintenance	

WE ARE SENDING YOU:

- Attached Under separate cover via _____
- Shop drawings Prints Plans Samples Specifications
- Copy of letter Change order _____

Copies	Date	No.	Description
2	10-21-11		Signed Traffic Signal Maintenance Contract
2	10-3-11		Certificates of Insurance

THESE ARE TRANSMITTED AS CHECKED BELOW:

- For approval Approved as submitted Resubmit Copies for approval
- For your use Approved as noted Submit Copies for distribution
- As requested Returned for correction Return Corrected prints
- For review _____
- For bids due PRINTS RETURNED AFTER LOAN TO US

REMARKS:

Please don't hesitate to call with any questions or concerns regarding the enclosed documents.

Regards,

Copy to: _____ Signed: _____

Brooke Sachs
 Brooke Sachs
 Contract Manager



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/03/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH USA, INC. 445 SOUTH STREET MORRISTOWN, NJ 07960-6454		CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:	
100129-REPUB--11/12 RE13M SACHS 1185 NOC60		INSURER(S) AFFORDING COVERAGE	
INSURED REPUBLIC INTELLIGENT TRANSPORTATION SERVICES, INC. DBA REPUBLIC ITS 371 BEL MARIN KEYS BLVD, #200 NOVATO, CA 94949-5699		INSURER A: HDI-Genling America Insurance Company	NAIC # 41343
		INSURER B: Liberty Mutual Fire Ins Co	23035
		INSURER C: Liberty Insurance Corporation	42404
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** NYC-006280422-01 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			GLD11101-03	10/01/2011	10/01/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 100,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 7,500,000 PRODUCTS - COMP/OP AGG \$ INCL
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			AS2-631-004334-211	10/01/2011	10/01/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ N/A BODILY INJURY (Per accident) \$ N/A PROPERTY DAMAGE (Per accident) \$ N/A EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WA7-63D-004334-011 (AOS) WC7-631-004334-021 (OR, WI)	10/01/2011	10/01/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: TRAFFIC SIGNAL MAINTENANCE

SEE ATTACHED

CERTIFICATE HOLDER **CANCELLATION**

CITY OF WILLOWS ATTN: PUBLIC WORKS 201 N. LASSEN STREET WILLOWS, CA 95988	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
--	--

AGENCY CUSTOMER ID: 100129

LOC #: Morristown



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH USA, INC.		NAMED INSURED REPUBLIC INTELLIGENT TRANSPORTATION SERVICES, INC. DBA REPUBLIC ITS 371 BEL MARIN KEYS BLVD, #200 NOVATO, CA 94949-5699
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

RE: TRAFFIC SIGNAL MAINTENANCE

CITY OF WILLOWS IS HEREBY ADDITIONAL INSURED AS OBLIGATED UNDER CONTRACT. SUCH INSURANCE AS IS AFFORDED BY THE ADDITIONAL INSURED ENDORSEMENT SHALL APPLY AS PRIMARY INSURANCE & OTHER INSURANCE MAINTAINED BY THE CERTIFICATE HOLDER SHALL BE EXCESS ONLY & NOT CONTRIBUTING WITH INSURANCE PROVIDED UNDER THIS POLICY.

WAIVER OF SUBROGATION IS EFFECTUAL.

IF THESE POLICIES ARE CANCELLED FOR ANY REASON OTHER THAN NON-PAYMENT OF PREMIUM, THE INSURER WILL DELIVER NOTICE OF CANCELLATION TO THE CERTIFICATE HOLDER UP TO 60 DAYS PRIOR TO THE CANCELLATION OR AS REQUIRED BY WRITTEN CONTRACT, WHICHEVER IS LESS.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – (FORM B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

ANY PERSON OR ORGANIZATION REQUIRED BY WRITTEN CONTRACT

It is agreed that this insurance maintained pursuant to the written contract agreements shall be primary to, and not contribute with any insurance or self-insurance maintained by the above, but only with respect to work performed by or on behalf of the Named Insured.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you:

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

ANY PERSON OR ORGANIZATION REQUIRED
BY WRITTEN CONTRACT

Issued by: LIBERTY INSURANCE CORPORATION

For attachment to Policy No. WAZ-63D-004334-011
Premium \$

Effective Date 10/01/2011

Issued to: SIEMENS CORPORATION

REPUBLIC INTELLIGENT TRANSPORTATION SERVICES, INC

**MUNICIPAL SERVICE CONTRACT
FOR TRAFFIC SIGNAL CONTROL MAINTENANCE**

Contract is signed, this 21st day of october, 2011, with an effective date of October _____, 2011 by and between **REPUBLIC INTELLIGENT TRANSPORTATION SERVICES, INC.**, a California Corporation, with its principal place of business at 371 Bel Marin Keys Blvd., #200, Novato, CA 94949-5699, hereinafter known as "REPUBLIC ITS".

AND

CITY OF WILLOWS, CA, 201 N. Lassen St., Willows, CA 95988 Phone - (530) 934-7041

Herein after known as "CITY";

WITNESSETH:

WHEREAS, CITY and REPUBLIC ITS hereto desire to enter into a contract for the maintenance, service and repair of traffic control signals, situated and located in the City of Willows, California.

WHEREAS, CITY has by official and duly authorized action approved this municipal services contract following a competitive procurement process or through other statute, law or regulation authorizing the services, maintenance and repairs contemplated by this Contract for the benefit of CITY, and REPUBLIC ITS hereby relies upon said representation for the purposes of providing maintenance, service and repair of traffic control signals and devices for the benefit of CITY.

NOW, THEREFORE, it is mutually agreed and represented as follows:

1. REPUBLIC ITS shall be the contractor for the maintenance, service and repair of all traffic control signals within, CITY for the benefit of CITY during the term of this Contract.

2. SCOPE OF SERVICES. REPUBLIC ITS shall, subject to the general control of CITY, render and perform the following services:

(a) Afford CITY the full benefit of the experience, judgment, advice and assistance of its officers, employees and other members of its organization, in respect to all matters pertaining to the maintenance, service and repair of said traffic control signals; and

(b) Perform any maintenance, service, or repair of said traffic control signals; necessary to keep said traffic control signals in good working condition including, but not limited to the maintenance set forth in the REPUBLIC ITS Proposal Submission Dated September 29, 2011 and updates associated therewith; and

(c) Twenty-four (24) hour on-call emergency service or repair; and

(d) Keep and maintain at all times records pertaining to the maintenance, service, or Repair performed by REPUBLIC ITS, all of which shall be furnished to CITY upon reasonable request; and

(e) Make purchases, and maintain an inventory of, necessary parts and supplies for maintenance, service, or repair of said traffic control signals, including, but not limited to, parts and supplies purchased as the request of CITY, which are unique to the traffic control signals in CITY; and

(f) REPUBLIC ITS shall maintain, and require all contractors and subcontractors working at REPUBLIC ITS direction to maintain, public liability and workmen's compensation insurance and shall submit certificates therefore to CITY upon reasonable request. [The public liability insurance shall be an aggregate amount of \$1,000,000.00 & \$2,000,000.00 for each occurrence.]

3. CONTRACT RATES. CITY and REPUBLIC ITS agree that CITY shall pay REPUBLIC ITS in accordance to the Proposal Submission Dated September 29, 2011 for the CITY's traffic signals.

Exhibit A: See Attached.

The program is designed to eliminate or reduce incidences of malfunctions, complaints, and extend the useful life of the CITY's traffic signal equipment. The program includes engineering, routine and responsive maintenance services as outlined in the referenced RFP. **REPUBLIC ITS** will inspect each signalized intersection and perform preventive maintenance for the items and at intervals outlined in the preventive maintenance summary located in the bid documents. **REPUBLIC ITS** will provide the applicable traffic control devices indicated in the MUTCD Work Zone Traffic control when required and prior to performing any "on street" checks or tests. **REPUBLIC ITS** will complete a report indicating the location, date, name of technician performing the repair and description of the repairs performed. One copy of the report will be left in the controller cabinet and one copy will be delivered to the CITY, another will be stored in our Traffic Signal Maintenance Database.

(a) Additional Unit Prices: Request for services will be paid at a rate equal to the rates specified on the bid items page provided within **REPUBLIC ITS'** Fee Proposal.

(b) Regular Business Hours: For the purpose of this Contract "regular business hours" shall be from 7:00 a.m. to 4:00 p.m. prevailing time, except Saturday, Sundays and legal holidays. Request for service made outside of Regular Business hours as defined herein, including calls made on Saturday, Sundays and legal holidays, shall be classified as emergency requests for service.

(c) Payment for services: CITY agrees to pay **REPUBLIC ITS** within a period of thirty (30) days after submission of an invoice by **REPUBLIC ITS** to CITY. Payments made by CITY after a period of thirty (30) days shall include a late fee of one and one-half (1 and ½) percent late fee per month until invoice is paid by City of the total invoice. Failure of CITY to pay

REPUBLIC ITS in accordance with the subparagraph shall constitute reasonable grounds and basis for REPUBLIC ITS to terminate the municipal services contract without any further liability, claim or demand for traffic control maintenance, service and repair by CITY.

(d) Modifications to hourly rates: Nothing herein shall be construed to prohibit CITY and REPUBLIC ITS from amending, modifying or changing the hourly rates paid by CITY to REPUBLIC ITS by written contract during the term of this contract or any renewal thereof.

4. SERVICE AUTHORIZATION REQUESTS. CITY and REPUBLIC ITS agree that REPUBLIC ITS shall be authorized to respond to any request for regular or emergency services upon telephone or other form of request, verbal or written, by any municipal agent, municipal police officer, State police officer, local or county emergency service manager or other duly authorized agent of CITY for necessary **emergency service** repair of said traffic control signals within four (4) hours of notification by any municipal agent, municipal police officer, State police officer, local or county emergency service manager or other duly authorized agent of CITY. For necessary **non-emergency service**, repair of said traffic control signals shall be within **twenty-four (24) hours** of notification.

5. SERVICE REQUESTS. For purposes of this Contract, "Service Requests" shall be defined as any dispatched call, whether emergency, or non-emergency, outside of the normal preventive maintenance schedule, for any traffic signal malfunctions, including but not limited to; Intersections in Flash, Intersections Completely Blacked Out, Traffic Signal Knockdowns, Traffic Signal Lamp Outages, Intersection Timing, Sequencing, or Phasing Issues, Acts of God, etc. Response maintenance is the immediate repair of a traffic signal failure. Repairs will be classified as either Final Repair or Temporary Repair. Final Repair – REPUBLIC ITS will restore the traffic signal to operate in accordance with the Traffic Signal Permit. Temporary Repair – REPUBLIC

ITS will employ an alternate means to restore the traffic signal to safe operation until final repair can be made.

6. **TRAFFIC CONTROL SIGNALS.** For purposes of this Contract, "Traffic Control Signals" shall be defined as any device, whether manually, electrically, or mechanically operated, by which vehicular and/or pedestrian traffic is alternately directed to stop and permitted to proceed.

7. **TERM OF CONTRACT/RENEWAL OF CONTRACT.** This Contract shall be in force and effect for a term beginning with the dates hereof and shall continue for a period of three (3) years thereafter. Upon expiration of this Contract, an option to extend this contract on an additional three (3) year term may be exercised upon mutual consent between CITY and REPUBLIC ITS. Up to three extensions may be entered into as agreed upon. Either party may terminate this contract for any reason by providing the other party with thirty (30) days written notice.

REPUBLIC ITS reserves the right to increase the Rate Schedules on an annual basis at a percentage no greater than the percent increase in the Consumer Price Index as released by the United States Department of Labor on a yearly basis with a maximum inflation increase of 5% per year.

8. **MODIFICATIONS/INTERPRETATIONS.** All modifications to the Contract shall be in writing and signed by the authorized representative of the parties, and no verbal modification shall be binding or enforceable in any event. For purposes of contract interpretation, this Contract shall be construed as if prepared for the benefit of both CITY and REPUBLIC ITS.

9. **BINDING EFFECT.** This Contract shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

10. NOTICES. All notices, demands and requests under this Service Contract shall be in writing and shall be deemed given when sent by United States registered and/or certified mail, postage prepaid, return receipt requested, and addressed as follows:

TO REPUBLIC ITS: Republic Intelligent Transportation Services, Inc.
Attention: Andrew Poster, Regional Manager
371 Bel Marin Keys Blvd., #200, Novato, CA 94949

TO CITY: City of Willows
Attention: Greg Tyhurst, Public Works Director
201 N. Lassen Street, Willows, CA 95988

Notices, demands and requests which shall be served upon **REPUBLIC ITS** and/or **CITY** in the manner aforesaid shall be deemed to have been served and/or given for all purposes hereunder at the time such notice, demand or request shall be mailed by United States registered and/or certified mail as aforesaid, in any post office and/or branch post office regularly maintained by the United States Government. Either party may, by notice given to the other party, designate a new address to which notices, demands and requests shall be sent and, thereafter, any of the foregoing shall be sent to the address most recently designated by such party.

COOPERATIVE PURCHASING AGREEMENT

Several Governmental entities around the **CITY** have indicated an interest in being included in this contract. Should these Governmental Entities decide to participate in this contract, **REPUBLIC ITS** agrees that all terms, conditions, contract term, specifications, and pricing will apply.

YES **NO**

(a) **REPUBLIC ITS** has checked yes to the Cooperative Purchasing Agreement and therefore the following will apply:

(b) Governmental Entities utilizing Internal-Governmental contracts with the **CITY** will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result

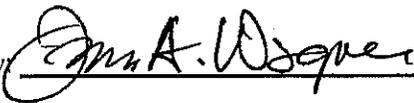
of this solicitation. All purchases by Governmental Entities other than the CITY will be billed directly to that Governmental Entity and paid by that Governmental Entity. CITY will not be responsible for another Governmental Entity's debts. Each Governmental Entity will order their own material/service as needed.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Contract in duplicate, each of which shall be deemed an original on the date first above written.

CITY:

REPUBLIC INTELLIGENT
TRANSPORTATION SERVICES, INC.

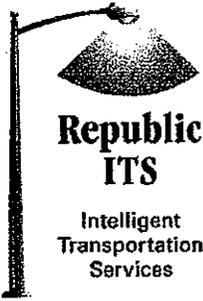
By: _____

By: 

Title: _____

James A. Wagner,
VP Engineering
371 Bel Marin Keys Blvd, Suite 200
Novato, CA 94949-5699

Address: _____



September 29, 2011

Mr. Greg Tyhurst
Public Works Director
201 N. Lassen St
Willows, CA 95988

Via email: gtyhurst@cityofwillows.org

RE: Traffic Signal Maintenance

Dear Mr. Tyhurst,

Republic ITS welcomes the opportunity to submit this Traffic Signal Maintenance Proposal for your review. The prices and terms in this proposal will remain in effect for 90 calendar days from the date of the submission.

Republic ITS is an electrical contracting and transportation, civil, and electrical engineering firm founded on December 27, 1991. As a California licensed and bonded Class A and C-10 contractor (CA License #647154), the company specializes in engineering, maintenance, testing, repair, and replacement of traffic signals, streetlights, and exterior commercial lighting. Republic ITS's national staff of more than 150 employees includes an array of professional engineers and qualified technicians with International Brotherhood of Electrical Workers (IBEW) and numerous industry manufacturer and systems certifications.

We pride ourselves in providing a complete turnkey solution to traffic signal and streetlight maintenance projects. This is highlighted by our extensive experience, exemplary field staff, and solid commitment to providing exceptional customer service. Experienced qualified personnel, customer service, response time, and innovation in the traffic signal and streetlight business are priorities of our organization.

I look forward to discussing this proposal and the City's goals with you in more detail in the near future.

Respectfully,
REPUBLIC ITS

A handwritten signature in black ink, appearing to read "Andrew Poster".

Mr. Andrew Poster, P.E., T.E., PTOE
Regional Manager

REPUBLIC ITS QUALIFICATIONS

Republic ITS's core business is traffic signal and streetlight maintenance and professional traffic engineering services. Our firm currently services over 4,000 traffic signalized intersections and 125,000 streetlights under long-term maintenance agreements nationwide. Traffic signal maintenance activities consist of preventative and responsive activities such as monthly signal function checks, timing corrections, controller/cabinet malfunction repairs, detection complaint resolution, and knockdown repairs. We are dedicated to meeting and exceeding the challenging public safety requirements associated with the traffic signal and streetlight maintenance industry.

- o Maintain traffic signals in eighty-nine (89) communities across Northern California
- o Maintain traffic signals in sixty-nine (69) communities across Southern California
- o Maintain streetlights in fifty (50) communities across California and Massachusetts
- o Provide engineering services for over twenty-five (25) public agencies and private companies
- o Have installed over 300,000 LED traffic signal retrofit kits for more than 100 public agencies across the United States



As the leader in the private traffic signal and streetlight maintenance industry in California, Republic ITS is able to provide unparalleled expertise and outstanding value in traffic signal and street lighting related projects. Our strong partnerships established with a multitude of traffic signal and street lighting vendors, distributors, and wholesalers, gives us a tremendous opportunity to provide low-cost solutions to our customers.

Republic ITS understands the constant challenges of managing, maintaining, and effectively servicing sophisticated traffic signal and street lighting systems. With an extensive staff of IMSA-certified traffic signal technicians, electricians, laborers and registered Professional Engineers, we believe Republic ITS will provide the best possible service to the City of Willows.

PREVENTIVE MAINTENANCE PROGRAM

Republic ITS will provide a comprehensive preventative and routine maintenance program for the City's intersection. The program is designed to eliminate or reduce incidences of malfunctions, complaints, and extend the useful life of the City's traffic signal equipment. The program includes periodic inspection, testing, recording keeping, cleaning, repair, and replacement of equipment.

Our highly qualified personnel will provide ongoing and routine preventive maintenance and repair of traffic signal equipment, associated lighting, and other pertinent apparatuses. Ben Lokken and Tom Cox will be the primary Traffic Signal Technicians serving the City. He will be responsible for maintaining communication with the City regarding daily operation and maintenance of all traffic signal equipment. We will furnish temporary replacement traffic signal controllers, preemption units, detector amplifiers, conflict monitors, video detection system, uninterruptible power supplies, etc. as the need arises. Our crews will not change the traffic signal timing without direction from City staff.

Republic ITS will perform the Monthly, Semi-annual and Annual maintenance inspections at each signalized intersection. The Quarterly inspection, includes everything included in the Monthly inspection and the Annual inspection includes everything included in the Quarterly inspection. We will notify the City of the scheduled dates for preventive maintenance prior to performing the service. In an effort to reduce costs and save budget, we propose providing a very basic maintenance routine.

Bi-Annual Scheduled Maintenance

- Inspect controller and cabinet (detectors operational, plug-ins secure, etc.)
- Observe vehicular signals for proper operation
- Realign signals as needed
- Observe & replace vehicular signal indicator outages
- Observe pedestrian signals and pushbuttons for proper operation
- Check load switches and relays
- Inspect backplates and visors
- Check for broken or missing hand hole covers and pull box lids
- Check for broken or missing emergency vehicle detectors
- Check vehicular signal timing for proper setting
- Inspect loop detectors and test detector amplifiers (set & clear)
- Check operation of the fan and set thermostat
- Check operation of integral cabinet service light
- Check and reset as necessary communication equipment
- Check and vacuum controller cabinet if necessary
- Lubricate attached and integral locks, hinges, and any moving parts of cabinets
- Visually check for wear and function of electromechanical components
- Read electronic error history from conflict monitor/malfunction unit

Annual Scheduled Maintenance

- Replace cabinet filter
- Check connectors and indicator lamps

- Check detector extensions
- Check ground rod clamp, wire, and GFI receptacle
- Activate and de-activate Battery Backup system to confirm operations
- Measure and record Battery voltage in battery backup system
- Clean battery terminals.
- Test Conflict Monitor or Malfunction Management Unit and provide report
- Measure voltage at service inputs in cabinet and record

There are many more inspection and maintenance functions such as marking underground service alerts (USAs) to protect the infrastructure, battery backup and emergency vehicles system testing that we are available to perform and recommend. However, based on staff's request to keep the scope basic, these and other items have been excluded from this proposal.

Traffic Signal Equipment

Republic ITS will repair, replace or otherwise render in good working defective parts of the traffic signal control equipment with like serial number, make and model parts for temporary and permanent replacements, except as individually agreed upon by the City of Willows.

All defective or malfunctioning controller cabinet equipment will be reported to the City of for approval to make the necessary changes. Republic ITS will notify the City by telephone within two hours of the change, followed by written notification to the City within one week whenever any traffic signal equipment is replaced/removed/modified. All changes made will be recorded on the maintenance or repair log within the traffic signal controller cabinet. Items that are no longer covered under the manufacturer's warranty will be repaired or replaced with new parts.

Republic ITS agrees to notify the City in advance to facilitate the approval for any planned or scheduled traffic signal turn-offs/turn-ons necessitated by our operations.

If a controller becomes obsolete or deteriorated to the point of being beyond repair, Republic ITS will report such conditions to the City and provide evidence that replacement is necessary. We will provide an estimate indicating the breakdown of material and labor costs for replacement of the controller and submit this information to the City. No permanent change of the traffic signal controller shall be done without prior approval of the City of Willows.

New Installations Or Deletions

Upon request, Republic ITS will maintain any new traffic signal and street lighting equipment installed for the City of Willows.

Warranty

Republic ITS will be responsible for making contact between equipment manufactures and the City of Willows when service is needed during the warranty period. Republic ITS will remain in contact with the City to ensure their satisfaction. In addition to the manufacturer's warranty, Republic ITS will warrant all work and materials which we install for an extended 12 month period.

Company Offices

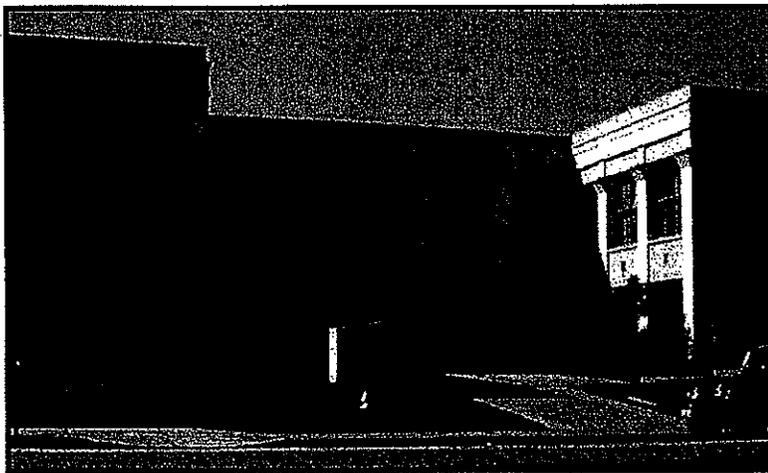
Republic ITS's Corporate Headquarters are located in Novato, California with additional offices throughout California, Massachusetts and Texas.

Sacramento, CA: Republic ITS has a laboratory and field office at 1585 Parkway Blvd, West Sacramento, California. The laboratory provides in house traffic signal controller and cabinet testing and repairs allowing our customers to benefit from immediate test results independent from manufacturers. This location also houses the field operations that service the Sacramento, Central Valley and Sierra foothill cities.

The City may contact Republic ITS twenty-four hours a day, seven days a week by calling 1-800-LIGHTS-ON to contact Republic ITS. All Republic ITS employees are issued cellular telephones with paging, E-mail and voicemail capabilities. All field personnel are issued home fax machines to allow them to directly send and receive timing plans, cabinet drawings and similar documents to the agencies they service.

Fremont, CA: Republic ITS's South Bay office is located at 3765 Yale Way in Fremont. The facility includes a sufficient stock of spare parts and signal equipment needed to make all necessary repairs to our customers in the East and South Bay. With over 10,000 square feet of both office and yard space, the Fremont yard is storage to all possible materials required to maintain and build any traffic signal project from the ground up.

Novato, CA: The Corporate Headquarters for Republic ITS are located at 371 Bel Marin Keys Blvd, Suite 200, Novato, California approximately 30 minutes North of San Francisco. The corporate staff supports all field offices and operations including training, safety, purchasing, and accounting. In addition to housing the corporate functions, the Novato site is also a base of operations to service the Northern California area from North of San Francisco Bay to the Oregon border.



Republic ITS's Corporate Headquarters

Anaheim, CA: Republic ITS's Southern California office is located at 1266 N. La Loma Circle, Anaheim, California. This facility houses all materials and equipment necessary to maintain traffic signals, streetlights and related projects for all of Southern California. Our Anaheim facility also houses our Southern California laboratory facility. The laboratory provide in house traffic signal controller and cabinet testing and repairs allowing Republic ITS to benefit from immediate test results independent from manufacturers. It is centrally located between Los Angeles, Orange, Riverside, and San Bernardino counties.

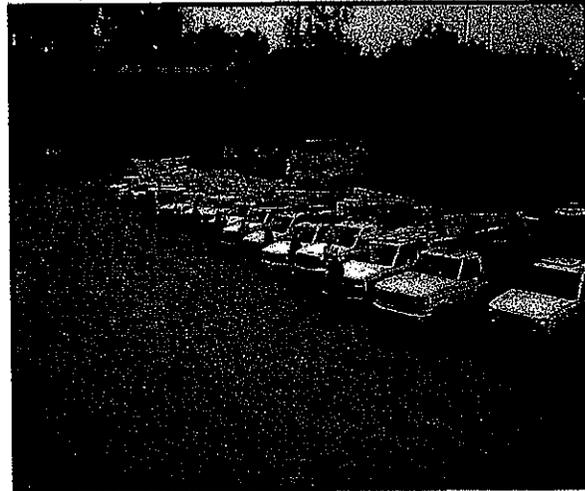
Santee, CA: Republic ITS's San Diego office is located at 9932 Prospect Avenue in Santee. Similar to the Anaheim office, this facility houses all materials and equipment necessary to maintain traffic signals, streetlights and related projects for the San Diego area.

Boston, MA: Republic ITS's New England operations are located at 200 Newton Street in Waltham, Massachusetts.

Dallas, TX: Republic ITS's Texas operation is located at 5009 Thompson Terrace in Colleyville, TX in the greater Dallas area.

Vehicles

Republic ITS owns and operates approximately 150 service vehicles of various types and sizes throughout California. To help ensure safety, Republic ITS uses hydraulic "bucket" trucks with aerial lifts which are Occupational Safety and Health Administration (OSHA) approved, inspected and certified as required by law.



Republic ITS's General Region Fleet

Test & Repair Laboratories

Republic ITS's Traffic Signal Test and Repair Services Laboratories provide comprehensive traffic signal controller/cabinet system testing and support services; controller repair; and conflict monitor unit (CMU) testing and certification. Our facilities service all types of traffic signal control equipment including 170s, 2070s, NEMA TS-1 and TS-2 equipment. Republic ITS personnel include IMSA certified traffic signal technicians with decades of cumulative traffic signal and test and repair experience.

The following test and repair services are provided to all Republic ITS customers:

- Controller testing and repair
- Cabinet testing and repair
- Cabinet component repair
- CMU testing and repair
- Field diagnostics
- USA marking



Cabinet Testing



Test Bays

Safety And Training

Republic ITS administers a comprehensive company wide safety program to ensure that safety on all job sites is the top priority. Our employees are required to read and understand "Safety Rules for the Outside Electrical Industry" by the National Electrical Contractor's Association (NECA). Republic ITS has a zero tolerance policy on all safety violations. With a focus on safety and a reputation for quality, Republic ITS has achieved an exemplarity low modification rating on our Workers Compensation Policy.

Emergency Service

Responsive maintenance and emergency repairs to damaged traffic signals will be performed by Republic ITS within four hours at the direction of the City staff, Police Department, City personnel or any Resident. Emergency repairs shall constitute work made necessary due to traffic signal device malfunction, failure, loss of indication, accident damage, construction damage, or any emergency traffic signal service call.

Reports of traffic signal or streetlight problems can be initiated by calling our 1-800-LIGHTS-ON number at any time, day or night.



Republic ITS's Call Center

Republic ITS will notify the appropriate City staff to verify that an emergency call as been placed. Upon completion of emergency work, Republic ITS will contact the City by telephone and/or email to verify that the emergency work has been completed.

Republic ITS will provide temporary emergency replacements of an acceptable type to the City in the event of a knockdown, until permanent repairs can be made. Replacement of equipment will not be made until written approval from the City of Willows is received by Republic ITS.

All emergency service calls will be recorded onto the inspection log located in each traffic signal controller cabinet indicating all emergency work performed.

Communications are now further enhanced with the deployment of PLATO and WiRE (Wireless Republic ITS), in addition to cellular telephones, email, and fax machines. Republic ITS's traffic signal technicians have handheld wireless devices to access and receive real-time information.

Insurance

Republic ITS carries \$1,000,000 occurrence/\$2,000,000 aggregate coverage for General Liability insurance and \$1,000,000 Errors and Omissions insurance. We also carry a \$10,000,000 umbrella policy as well. Our carrier, Traveler's Insurance, has a rating of A+XV, which is the highest rating possible.

PRIMARY STAFF

Andrew Poster, P.E., T.E., P.T.O.E. - Regional Manager

- 17 years of Traffic Engineering experience
- IMSA Level I Certified
- Bachelor of Science Degree in Civil Engineering with a minor in Economics from Syracuse University
- Registered California Professional Civil Engineer, Traffic Engineer, Traffic Operations Engineer
- Street lighting design, review and procurement
- Design art sculpture lighting system under freeway overpass
- Develop new street lighting standards and specifications for an agency to require of future improvement and development projects
- Seven years as Traffic Engineer for the City of Daly City, including wide experience in all facets of municipal traffic engineering issues, including the following:
 - Responsible for all aspects of street lighting, including maintenance and operations
 - Oversaw design and review of multiple streetlight improvement and installation projects
 - Performed nighttime inspections, investigating and ensuring adequate residential and commercial lighting is available
 - Responsible for maintenance and operation of 16 separate high voltage series circuit lighting systems, and for completing a master plan study to develop a program to replace the series circuits with standard parallel circuitry

Jason T. Hayes, Sacramento Division Operations Manager

- 9 years experience as Traffic Signal Technician
- IMSA Work Zone Safety Certified
- IMSA LEVEL 1 Certified
- 4 years military experience as U.S. Navy Electrician
- Proficient in C-7, C-8, Bi-Trans 200+233, VMS & Naztec Programs
- Experience with Spread Spectrum & ITS Video Detection

Thomas Cox, Traffic Signal Technician

- 3 years experience as Traffic Signal Technician
- IMSA Work Zone Safety Certified
- IMSA Level 1 Certified

Benjamin Lokken., Traffic Signal Technician

- 8 years experience as Traffic Signal Technician
- IMSA Work Zone Safety Certified
- IMSA Level 1 Certified
- IBEW trained Journeyman/Wireman Electrician - 4 years

Michael Henry Gonzales, Laboratory Supervisor

- 25 years experience in traffic signal maintenance
- IMSA Level I, II & III Certified

- Installed and maintained intelligent traffic systems infrastructure, including traffic signal hardware, communication devices, video systems, computers, and controllers
- Maintained VMS System 220 & 320
- Associates in Applied Science, Digital Equipment Technology - 1977
- IBEW trained Journeyman Electrician
- 4000+ hrs Electronic Communications and Cryptographic Systems Technicians Schools, U.S. Air Force
- Chief of Communications Maintenance 159th Tactical Fighter Group, Louisiana Air National Guard
- Served as Electronic Technician U.S. Air Force

Joseph Rys, Traffic Signal Technician

- Over 17 years of experience in traffic signal maintenance
- IMSA Work Zone Safety Certified
- Previous experience as Electronic Lab Technician
- Associates degree in Computer Communications
- Served 3 years in U.S. Air Force as an Electronics Technician for Navigational Communication.

G. Richard Shefke Jr., Traffic Signal Technician

- 7 years experience as Traffic Signal Technician
- IMSA Work Zone Safety Certified
- IMSA Level 1 Certified
- IBEW trained Journeyman/Wireman Electrician - 7 years
- 3 years U.S. Army Military Service. 1 yr. Fulda, Germany. 6 mo. Desert Shield / Desert Storm, 1st I.D.

Additional Staff Available to the City of Willows:

Keith R. Hart, Traffic Signal Field Superintendent

- Extensive municipal experience, worked for the City of Kent & City of Maryville as traffic signal technician and electrician for over eight years
- Worked for Potelco, Inc as Project Manager/ Senior estimator
- IMSA Level I & II Certified
- Proficient with Eagle EPAC, Naztec Apogee, BI-Tran Systems software
- Experienced with controller cabinet (pre-NEMA, TS-1, & TS-2) installation and troubleshooting
- Experienced with CCTV installation and troubleshooting
- Experienced with telecommunication (fiber, copper, wireless) installation and troubleshooting. FCC Licensed - License No. PG-GB-02037
- High voltage splicing & wiring of switches, traffic signals, commercial power, instrument and oil switches
- Installation and wiring of battery backup systems, controller cabinets and programmable logic controllers
- Experienced with video, radar, microwave detection systems.

Dennis Walther, Vice President of Field Operations

- Manages a staff of approximately 150 field personnel (superintendents, foremen, journeyman electricians and laborers) in completing over 100 projects per month.
- 25 years experience in the traffic signal & streetlight industry
- IMSA Level I & II Certified
- TS-2 design cabinet troubleshooting certified
- Video detection installation certified
- Liaison with City officials, city traffic signal technicians and project managers
- Expertise in trouble shooting traffic signals, controller cabinets and streetlights
- Project scheduling, inventory control, purchasing and job costing

James Wagner, P.E., Vice President of Engineering – Principal Engineer

- Responsible for all engineering services, construction and project management, estimating and quality control at Republic ITS.
- 17 years experience in professional engineering in both public and private sectors
- Bachelor of Science Degree in Civil Engineering from the University of Idaho
- Registered Civil Engineer in the State of California
- Oversees ongoing maintenance customers for timely completion, keeping within budget constraints, ensuring quality
- Design/build streetlight and traffic signal modifications
- Engineering and construction services for public agencies, private ventures such as designing and constructing traffic mitigations for developers.
- Project manage from initial development and estimating through project completion

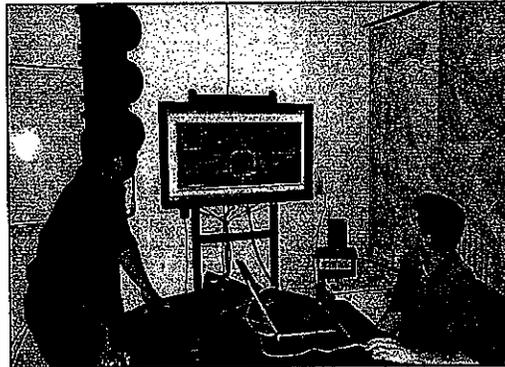
ENGINEERING & PROFESSIONAL SERVICES

Republic ITS's engineering staff is available to provide traffic signal modification, design, timing enhancement and many other traffic, civil and electrical engineering related services. Our unique ability to design, construct and maintain all facets of traffic signals and streetlights using in-house staff is one example of the many aspects that sets Republic ITS apart from other maintenance companies.

Republic ITS's Traffic Engineering Services Group offers a full spectrum of traffic, civil, and construction engineering services. Our team of licensed Traffic and Civil Engineers and International Municipal Signal Association (IMSA) technicians offer a complete turn-key solution to your transportation engineering needs. Our ultimate goal is to provide municipalities with exceptional, cost effective traffic engineering support to meet all their transportation engineering requirements.

Republic ITS Offers Engineering Expertise in the Following Areas

- Intelligent Transportation System (ITS) management & Operations
- Design review services
- Development and implementation of operations and maintenance programs
- Design/Build improvement projects
- Traffic signal and streetlight system design



Design and Review Services

Republic ITS's engineering professionals' possess significant practical experience in both the public and private sectors. We have decades of combined experience working for public works departments and consulting engineering firms.

- Complete Design/Build services for traffic signals, pedestrian crossings, street lighting and other electrical infrastructure projects
- Traffic signals, signal modifications, and signal interconnect plans
- Traffic control plans
- Traffic signing and striping plans
- Pedestrian and bicycle transportation enhancements
- Inspection of traffic signal and streetlight construction

Traffic Operations Services



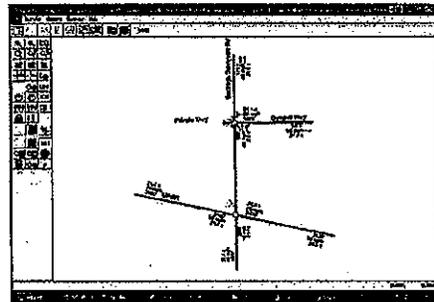
- Monitor and utilize traffic management systems, including VMS 330, Actra, Streetwise, Quicknet/4 and Traconet among others
- Develop, review, and implement traffic signal timing and coordination plans for Type 170/2070 and NEMA controllers
- Evaluate and recommend future development of a traffic operations center
- Assess and recommend innovative technology/products such as video detection, radar speed signs, red light enforcement cameras, extinguishable LED signs, etc

Republic ITS's staff of California Board-licensed civil and traffic engineers teamed up with IMSA-certified electricians have a combined extensive knowledge and experience in the design, build, and maintenance of various ATMS systems and its equipment and components. Systems we have maintained and operate include but not limited to the following proprietary systems: Multisonics VMS 220 & 330, Naztec Streetwise Systems, Eagle ACTRA Systems, BI-Tran Systems, and Traconet Systems.

We recognize that emerging ATMS and Intelligent Transportation Systems (ITS) technologies are becoming a trend of forward thinking municipal agencies. As such, Republic ITS has established powerful partnerships and has gained extensive knowledge and experience in various ATMS system design, integration, implementation, and maintenance. As a service maintenance provider throughout the State and nation, we have acquired the unique ability of keeping abreast with emerging ATMS technologies that are actually being implemented around the country. This creates the added benefit and resource to learn from other agencies and the greater ability to provide expedient maintenance and troubleshooting.

Analysis Services

- Conduct stop control and traffic signal warrant evaluations
- Evaluate existing illumination levels
- Develop, maintain and analyze collision databases for long term tracking of transportation system safety performance and potential for mitigations
- Perform intersection level of service, timing and coordination analysis using various software programs, such as *Synchro*, *SimTraffic*, *TRANSYT 7F*, and *PASSER*



General Transportation Engineering Services

- Pursue various Federal, State, Regional and Utility funding programs such as TEA-21, Safe Routes to School, Hazard Elimination Safety, Transportation Fund for Air Quality, Transportation for Livable Communities and Regional Traffic Signal Timing
- Develop and recommend signing, striping and lighting specifications and standards
- Evaluate and address various citizen and motorist traffic safety requests and concerns
- Conduct and/or review traffic impact studies
- Provide inspection and construction management services

INFORMATION TECHNOLOGY

Republic ITS recognizes that speed, efficiency, and comprehensive service are the keys to customer satisfaction in our industry. With this in mind, we are constantly seeking innovative ways to improve our service delivery. Republic ITS is proud to present a detailed description of PLATO and WiRE (Wireless Republic ITS), our computerized traffic signal maintenance and inventory/bar-coding management system. These two applications represent what we believe to be the forefront of customer account management and maintenance tracking in our industry.

Both WiRE and PLATO have been developed to match the daily needs of both Republic ITS and our customers:

- PLATO is Republic ITS's primary maintenance tracking and account management application, comprised of a detailed and flexible database system. It handles detailed project management, contractual information, and scheduling of both service requests and scheduled maintenance. It is the information backbone of Republic ITS and our investment in providing the best possible service to our customers.
- WiRE is our field access to PLATO, allowing our service crews to access real-time information and scheduling using Microsoft Pocket PC devices. Service response information is transmitted in real-time back to PLATO, allowing monitoring of service status and inventory information.

PLATO

PLATO was developed to provide rapid access to service requests, maintenance scheduling, and detailed work histories for intersections. Based on Microsoft's web application framework, PLATO is available to any workstation with access to Republic ITS's intranet. This provides maximum flexibility in Plato's deployment, making it available to any internal computer with a browser.

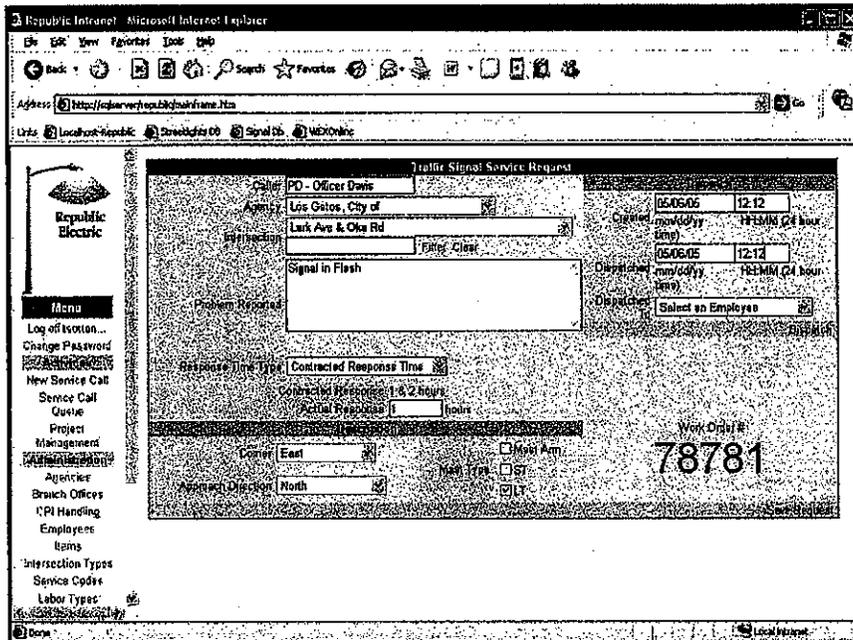
The information handled by PLATO includes:

- Service Request Management and Scheduling, including time stamping and dispatching.
- Scheduled Maintenance Management and Scheduling.
- Intersection Details, including inventories of equipment, maps, CAD drawing, timing sheets, etc.
- Detailed Service Descriptions, allowing us to tailor the service rendered in the field to the precise specifications of the City.
- Agency Information Management, including contacts, billing information, etc.
- Contractual Information, including frequencies of scheduled maintenance, contract periods, "Not to Exceed" limits, etc.
- Internal communications, such as pertinent notes, etc.
- Report Generation, including invoices, materials use, etc.
- Inventory control, including real-time tracking of available and installed equipment.

Information available to view or download through the Customer Extranet includes:

- Real-time status of Scheduled Maintenance and Service Request calls.
- Real-time Intersection Inventories.
- Real-time Equipment Inventories.
- Intersection maintenance histories, maps, CAD drawings, digital photographs.
- Account information, such as contacts and billing.

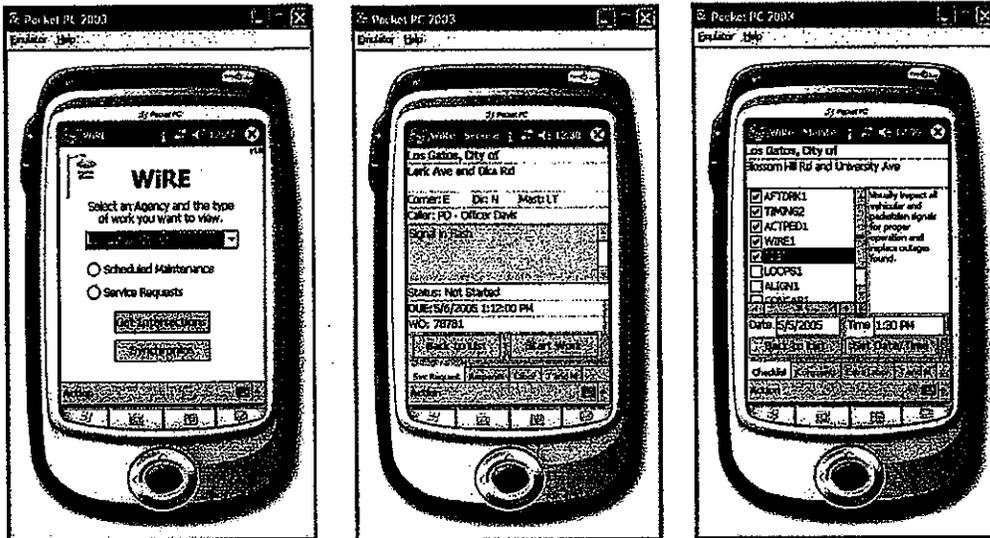
In addition, the information available to the City of Willows can be custom tailored to requests from the City. Republic ITS will work with the City to make sure you get the information you need to successfully meet the needs of your customers.



Electronic Service Request

WiRE

WiRE allows our technicians in the field access to an array of useful data. Maintenance histories for the intersection, inventory bar-coding & scanning, downloading timing sheets and uploading them to a controller, digital photographic documentation: all contribute to a quicker, more successful visit from a Republic ITS signal technician. In addition, our scheduled maintenance activities and responses to service requests are documented on-site utilizing our hand-held devices, as well as documentation noting any other needed repair work. WiRE also functions as a dispatching tool; once a service request is dispatched to a technician, relevant information concerning the nature of the call and the intersection is immediately available.



Typical Screen Shots of the WiRE Interface

FLEXIBILITY

The most important aspect of the applications described above is the flexible nature of their use and their future development. Republic ITS can work with the City of Willows to customize the applications to maximize their usefulness and provide the level of service the City desires. This flexibility includes types of information collected or viewable, downloading of information, visual representation, means of access, or other conveniences the City wishes.

In summary, we believe that our exclusive PLATO and WiRE software technology will not only increase our productivity and accuracy in the field, but it will also be an incredible source of information for the City of Willows.



WiRE and PLATO Training Session

REFERENCES

Republic ITS has been extremely successful retaining our traffic signal, streetlight, and engineering customers due to our never-ending desire to offer the best possible customer service. Republic ITS has an exemplary customer service track-record highlighted by our well qualified field personnel, knowledgeable customer service representatives, and proprietary detailed monthly reports. We understand what is required to maintain a community's electrical infrastructure and exceed our customer's expectations. We welcome and encourage you to contact the references list below to learn more about Republic ITS.

Agency	Description of Project	Agency Contact Person	Telephone Number
City of Fremont 39550 Liberty Street Fremont, CA 94537	Traffic Signal & Streetlight Maintenance	David Henderson, Engineer II	(510) 494-4757
City of Gilroy 7351 Rosanna Street Gilroy, CA 95020	Traffic Signal & Streetlight Maintenance	Don Dey, Traffic Engineer	(408) 846-0450
Town of Loomis 6140 Horseshoe Bar Rd. Loomis, CA 95650	Engineering, Traffic Signal Maintenance	Brian Fragiao, Director of Public Works	(916) 652-1840
Marin County Dept. of Public Works P.O. Box 4186 Civic Center San Rafael, CA 94913	Engineering, Traffic Signal & Streetlight Maintenance	Farhad Mansourian, Director of Public Works & Director of California Streetlight Assoc.	(415) 499-7580
City of Menlo Park 701 Laurel Street Menlo Park, CA 94945	Traffic Signal & Streetlight Maintenance	Rene Baile, P.E., Transportation Engineer	(650) 858-3363
Nevada County 950 Maidu Ave. Nevada City, CA 95959	Traffic Signal Maintenance	John Rumsey, Sr. Civil Engineer	(530) 265-1431
City of San Carlos 666 Elm Street San Carlos, CA 94070	Traffic Signal & Streetlight Maintenance	Parviz Mokhtari, Director of Public Works	(650) 802-4202
City of San Rafael 111 Morepew Street San Rafael, CA 94901	Traffic Signal & Streetlight Maintenance	Nader Mansourian, Traffic Engineer	(415) 485-3110
City of Saratoga 13777 Fruitvale Ave. Saratoga, CA 95070	Engineering, Traffic Signal & Streetlight Maintenance	John Cherbone, Director of Public Works	(408) 868-1200
Town of Tiburon 1505 Tiburon Blvd. Tiburon, CA 94920	Streetlight Maintenance	Nicholas Ngyuen, Public Works Director	(415) 435-7399
City of Turlock 156 S. Broadway Turlock, CA 95380	Traffic Signal Maintenance	Roger Fall, Traffic Engineer	(209) 668-5599 x4429

FEE PROPOSAL

TRAFFIC SIGNALS

Bi-Annual Maintenance Services

\$ 320.00 EA

LABOR RATES

REGULAR TIME

OVERTIME

Electrician

\$ 90.00 / Hr

\$ 160.00 / Hr

Laborer

\$ 60.00 / Hr

\$ 85.00 / Hr

EQUIPMENT RATES

Bucket Truck

\$ 27.00 / Hr

Mobile Crane

\$ 70.00 / Hr

Other equipment not listed above will be billed at the current California Department of Transportation equipment rates that equal the surcharge rate plus 15%.

MATERIAL

Cost plus 20%

ENGINEERING SERVICES

Principal Engineer

\$ 185.00 / Hr

Senior Engineer

\$ 155.00 / Hr

Associate Engineer

\$ 135.00 / Hr

Staff Engineer

\$ 120.00 / Hr

Senior Engineering Assistant

\$ 115.00 / Hr

Engineering Assistant

\$ 105.00 / Hr

CAD Operator

\$ 75.00 / Hr

Clerical

\$ 75.00 / Hr

Reproductions

Cost plus 15%

AGENDA ITEM

October 25, 2011

TO: Honorable Mayor Hansen and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Consideration of Proposed Rate Increase for Solid Waste Collection in accordance with terms and provisions of the Franchise Agreement with USA Waste of California, Inc (dba Glenn County Disposal).

RECOMMENDATION

This is a public hearing. The City Council should conduct the public hearing and following closure, by Motion, adopt the attached Resolution approving rate increase for solid waste collection services to be effective December 1, 2011

SUMMARY

Waste Management (dba, Glenn County Disposal) has requested consideration of a rate adjustment for residential and commercial solid waste services provided within the City of Willows. Provisions approved in November 2006; as part of the Franchise Agreement renewal, included consideration for annual rate increases to be calculated based upon several factors as defined in Article I, Sections 1, 2 & 3. In accordance with the aforementioned provisions; Waste Management may seek recovery of increased costs associated with any future CPI, Tipping Fee or Fuel Cost Adjustment impacts requiring increases during the same annual adjustment period.

The following is a brief summary of the proposed rate adjustments and the factors impacting the increased cost of services to the community. The City Council will be conducting a public hearing on the rate adjustment proposal.

RATE ADJUSTMENT EXPLANATION

The Franchise agreement (Article I, Sections 1, 2 & 3) defines specific impacts involving justification for periodic rate adjustments. The applicable criteria in conjunction with this annual rate adjustment proposal are:

- Annual rate increase consideration in conjunction with changes to the CPI (based upon the Department of Labor Consumer Price Index for All Urban Consumers within the Western States Index area) and the annual changes in conjunction with Fuel Cost adjustment impacts.

Waste Management has requested a rate adjustment of 5.02% for residential and commercial customers, to become effective December 1, 2011. The purpose of this rate increase is to provide an adjustment due to increases in the Consumer Price Index and recovery of costs in conjunction with Fuel Costs Adjustment fees. The CPI change from August 2010 thru August 2011 is equal to 6.699 index points or an equivalent 3.02% increase to Urban Consumers in the Western States Index area. This percentage is applied to base rate of the prior year solid waste rates in Willows. This result becomes the CPI portion of the rate adjustment for the subsequent year. The CPI adjustment for the 2011 - 2012 year is 3.02% for all Willows solid waste customers.

This adjustment request also allows Waste Management to calculate costs associated with Fuel Adjustment Expenses over the preceding year. Those calculations actually result in an overall increase in Fuel Expense Adjustments of 3.48%. However, the Agreement prohibits annual adjustment in excess of 2.00% in conjunction

with the Fuel Cost Adjustment. Therefore an overall 2.00% increase in base rates pursuant to the terms of the Franchise Agreement have been included in the calculations of this Rate Adjustment Request

The requested rate adjustment of 5.02% for residential and commercial customers will result in a \$0.57/per month increase on average. This results in an annual cost increase of approximately \$6.84 per customer in Willows. A detailed analysis of the cost impacts are attached, as well as a rate schedule for each applicable category of service. Staffs recommends City Council conduct the Public Hearing and following the public hearing, approve the proposed rate increase for solid waste collection services to become effective December 1, 2011.

FINANCIAL CONSIDERATIONS

None at this time

NOTIFICATION

Waste Management, Inc (dba, Glenn County Disposal)

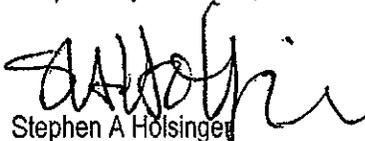
ALTERNATE ACTIONS

1. The City Council should conduct the public hearing and following closure, by Motion, adopt the attached Resolution approving rate increase for solid waste collection services to be effective December 1, 2011
2. Request additional information from Staff

RECOMMENDATION

This is a public hearing. The City Council should conduct the public hearing and following closure, by Motion, adopt the attached Resolution approving rate increase for solid waste collection services to be effective December 1, 2010

Respectfully submitted,


Stephen A Holsinger
City Manager

Attachments: Resolution adopting Solid Waste Rate Schedule
Exhibit "A" Willows Solid Waste Rate Schedule – December 1, 2011
Willows Rate Adjustment Analysis

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADOPTING REFUSE COLLECTION RATES, APPROVING AMENDMENT TO
RESIDENTIAL & COMMERCIAL RATE SCHEDULES AS PROVIDED
WITHIN THE PROVISIONS OF THE FRANCHISE
AGREEMENT APPROVED NOVEMBER 28, 2006**

WHEREAS, in accordance with Section 8.29 et seq. of the Willows Municipal Code, the City entered into a contract for refuse collection with USA Waste of California, Inc. (dba Glenn County Disposal, Inc.) on November 28, 2006; and

WHEREAS, contained in the contract are provisions for review of the agreement including, but not limited to the rate schedule; and

WHEREAS, expense recovery for the Contractor in conjunction with increases in the Consumer Price Index (based upon the All Urban Consumers Index for the Western States Index area) is justified, and;

WHEREAS, increased expenses associated with Fuel Cost Adjustment will require adjustment to residential & commercial service rates, and;

WHEREAS, review has been completed and certain amendments to the rate structure have been proposed to provide the City's contractor with a fair rate of return as shown on the attachments; and

NOW THEREFORE, BE IT RESOLVED, that the rate schedule shown on Exhibit "A" is approved, effective December 1, 2011, and current rates adopted by City Council Resolution, dated the 26th day of October, 2010; previously setting the refuse rate is hereby repealed.

It is hereby certified that the foregoing resolution _____ of the City Council was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on the 25th day of October, 2011, by the following roll call vote: ()

Ayes in favor:

Noes:

Absent:

Abstain:

Approved:

Attest:

Gary Hansen, Mayor

Natalie J. Butler, City Clerk

EXHIBIT A

Proposed
Waste Management Rates
Effective
12 - 1 - 2011

	Current Monthly Rate	Proposed Monthly Rate	New Monthly Increase	Increase Percentage
Carts (35 Gallon) Seniors Rate	\$12.21	\$12.21	\$0.00	0.0%
Carts (64 Gallon) Monthly Rate	\$16.96	\$17.81	\$0.85	5.0%
Carts (96Gallon) Monthly Rate	\$24.19	\$25.40	\$1.21	5.0%
Carts (96Gallon) Yard Waste Rate	\$4.37	\$4.59	\$0.22	5.0%

Average Monthly Increase per Household \$0.57

EXTRA PICK-UPS

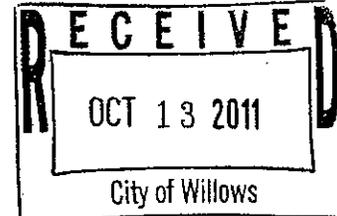
Per Bag	\$2.91	\$3.06	\$0.15	5.2%
Carts (35 Gallon) Service Day	\$3.90	\$4.10	\$0.20	5.1%
Carts (64Gallon) Service Day	\$5.41	\$5.68	\$0.27	5.0%
Carts (96Gallon) Service Day	\$6.83	\$7.18	\$0.35	5.1%



WASTE MANAGEMENT
8592 Commercial Way
Redding, California 96002

October 7, 2011

Mr. Steve Holsinger
City of Manager
City of Willows
201 N. Lassen
Willows, California 95988



Dear Steve,

Waste Management is requesting a rate increase as provided for in our waste and recycling agreement with the City. In accordance with Article I (1) and Article I (3) of our agreement with the City, rates are adjusted effective December 1st of each year. The calculation is based on the September Western States Consumer Price Index (CPI) and provides for an adjustment up or down based on the diesel fuel index with a maximum 2% increase or decrease.

The CPI increase based on the annualized September Western States Consumer Price Index (CPI) equals 3.02%. The diesel fuel index increased by 3.48% and in accordance with the contract is capped at 2%. The 3.02% CPI combined with the 2% diesel increase totals 5.02%.

Waste Management has exempted the Senior rate from this increase and proposes to leave it at the current 2010 rate. This is a onetime hold on the senior rate. In the event of a future negative rate adjustment, the 5.02% increase not applied in 2011 will be applied against the percentage decrease.

Attached you will find support information for the calculation of our rate request as described above.

After reviewing the calculations, please let me know if you need any additional information.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Fryer".

Matt Fryer
District Manager

Attachments

**CITY OF WILLOWS
ANNUAL RATE INCREASE
EFFECTIVE 12/1/2011**

CPI % Increase: 3.02%
Fuel % Increase: 2.00%

RESIDENTIAL RATES	Current				New Rate
	Rate	CPI	Fuel		
Carts (35 Gallon) - Senior	\$ 12.21				\$ 12.21
Carts (64 Gallon)	\$ 16.96	\$ 0.51	\$ 0.34		\$ 17.81
Carts (96 Gallon)	\$ 24.19	\$ 0.73	\$ 0.48		\$ 25.40
Carts (96 Gallon Yard Waste)	\$ 4.37	\$ 0.13	\$ 0.09		\$ 4.59
Extra Pickups:					
- Per bag	\$ 2.91	\$ 0.09	\$ 0.06		\$ 3.06
- 35 Gallon cart - service day	\$ 3.90	\$ 0.12	\$ 0.08		\$ 4.10
- 64 Gallon cart - service day	\$ 5.41	\$ 0.16	\$ 0.11		\$ 5.68
- 96 Gallon cart - service day	\$ 6.83	\$ 0.21	\$ 0.14		\$ 7.18

Note: Each resident will receive 12 stickers for the bag and tag program which are provided at no additional charge for picking up the extra bags on their normal collection day.

*Senior rate will always be 72% of the 64 gallon rate.

*Green waste is a subscription service with an additional charge for each level of residential service.

COMMERCIAL RATES

Container Size	Frequency	Current			New Rate
		Rate	CPI	Fuel	
2 yd	1X Week	\$ 102.55	\$ 3.10	\$ 2.05	\$ 107.70
2 yd	2X Week	\$ 193.93	\$ 5.86	\$ 3.88	\$ 203.67
2 yd	3X Week	\$ 284.70	\$ 8.60	\$ 5.69	\$ 298.99
2 yd	4X Week	\$ 375.89	\$ 11.35	\$ 7.52	\$ 394.76
2 yd	5X Week	\$ 467.01	\$ 14.10	\$ 9.34	\$ 490.45
4 yd	1X Week	\$ 193.93	\$ 5.86	\$ 3.88	\$ 203.67
4 yd	2X Week	\$ 308.49	\$ 9.32	\$ 6.17	\$ 323.98
4 yd	3X Week	\$ 462.33	\$ 13.96	\$ 9.25	\$ 485.54
4 yd	4X Week	\$ 547.57	\$ 16.54	\$ 10.95	\$ 575.06
4 yd	5X Week	\$ 684.47	\$ 20.67	\$ 13.69	\$ 718.83
6 yd	1X Week	\$ 256.04	\$ 7.73	\$ 5.12	\$ 268.89
6 yd	2X Week	\$ 414.03	\$ 12.50	\$ 8.28	\$ 434.81
6 yd	3X Week	\$ 575.29	\$ 17.37	\$ 11.51	\$ 604.17
6 yd	4X Week	\$ 742.13	\$ 22.41	\$ 14.84	\$ 779.38
6 yd	5X Week	\$ 927.65	\$ 28.02	\$ 18.55	\$ 974.22
8 yd	1X Week	\$ 323.81	\$ 9.78	\$ 6.48	\$ 340.07
8 yd	2X Week	\$ 529.56	\$ 15.99	\$ 10.59	\$ 556.14
8 yd	3X Week	\$ 737.72	\$ 22.28	\$ 14.75	\$ 774.75
8 yd	4X Week	\$ 953.02	\$ 28.78	\$ 19.06	\$ 1,000.86
8 yd	5X Week	\$ 1,191.02	\$ 35.97	\$ 23.82	\$ 1,250.81

COMMERCIAL RATES

<u>Container Size</u>	<u>Frequency</u>	<u>Current Rate</u>	<u>CPI</u>	<u>Fuel</u>	<u>New Rate</u>
64 Gal commercial rate - trash		\$ 16.96	\$ 0.51	\$ 0.34	\$ 17.81
96 Gal commercial rate - trash		\$ 24.19	\$ 0.73	\$ 0.48	\$ 25.40

COMMERCIAL RECYCLING

64 or 96 Gallon - Mixed Recyclables		\$ -	\$ -	\$ -	\$ -
3 Yd - Cardboard only		\$ 26.98	\$ 0.81	\$ 0.54	\$ 28.33

OTHER

Extra Pickups:					
2 yd		\$ 14.27	\$ 0.43	\$ 0.29	\$ 14.99
4 yd		\$ 26.34	\$ 0.80	\$ 0.53	\$ 27.67
6 yd		\$ 32.56	\$ 0.98	\$ 0.65	\$ 34.19
8 yd		\$ 40.37	\$ 1.22	\$ 0.81	\$ 42.40
Snapshot - Excess yards		\$ 13.55	\$ 0.41	\$ 0.27	\$ 14.23

ROLL OFF

4 Cubic Yard		\$ 86.03	\$ 2.60	\$ 1.72	\$ 90.35
20 Cubic Yard		\$ 381.76	\$ 11.53	\$ 7.64	\$ 400.93
30 Cubic Yard		\$ 435.59	\$ 13.15	\$ 8.71	\$ 457.45
Disposal		\$ 70.00	\$ -	\$ -	\$ 70.00
Per Day rental charge after seven days		\$ 10.66	\$ 0.32	\$ -	\$ 10.98
Per hour relocation charge		\$ 26.64	\$ 0.80	\$ -	\$ 27.44

All bins/drop boxes are COD unless established customer

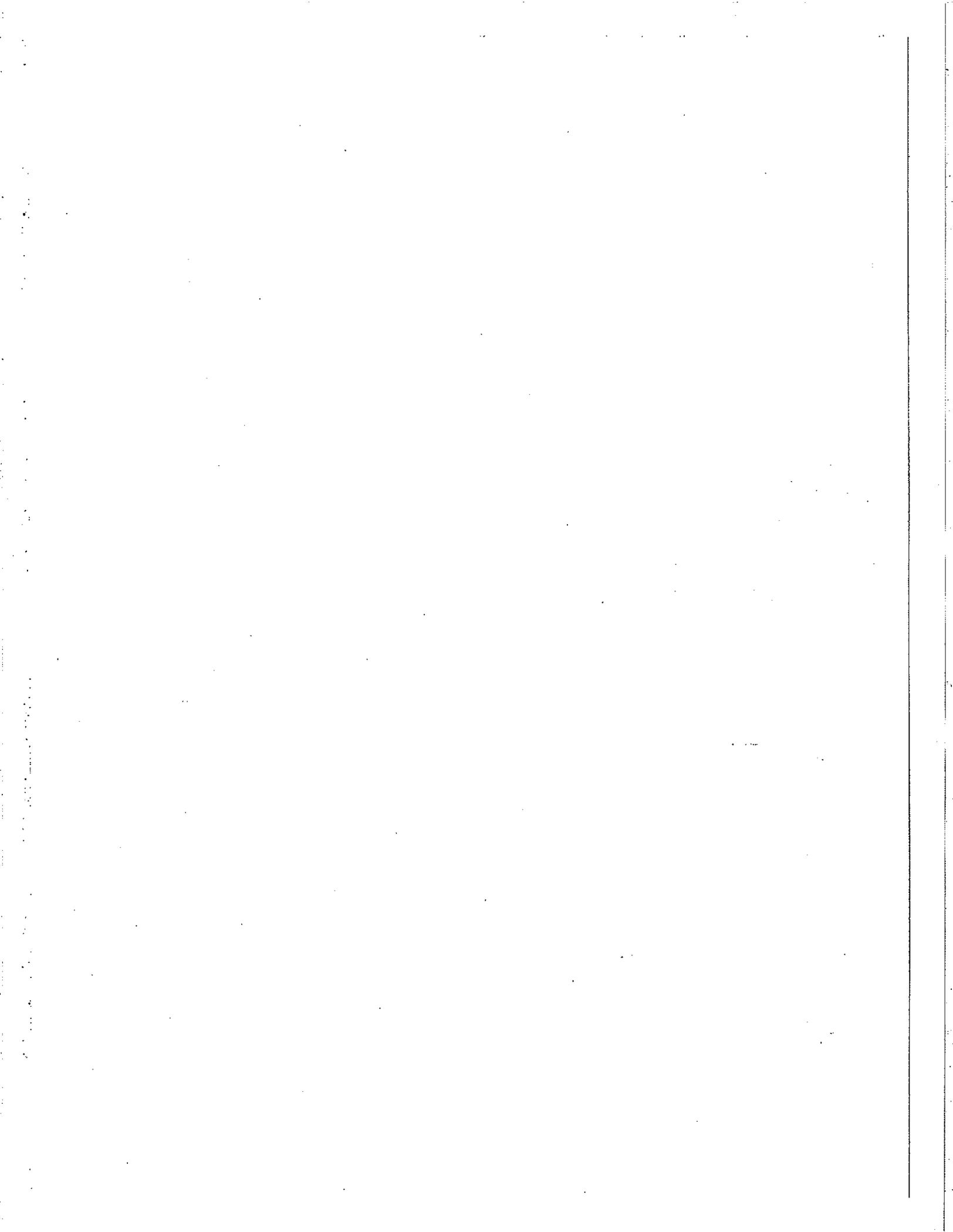
There will be an extra landfill charge for drop boxes over 3 tons, or for illegal material in the load.

**CITY OF WILLOWS
FUEL CALCULATION**

Fuel Expense - Sep 10 - Aug 11 for Entire BU	a	\$	291,610
Total Operating Expenses - Sep 10 - Aug 11 for Entire BU	b	\$	1,900,563
Fuel Expense as a % of Total Operating Expenses	c=a/b		15.34%
Avg fuel cost prior year Sep 09 - Aug 10 (cents)	d		3.03
Avg fuel cost current year Sep 10 - Aug 11 (cents)	e		3.81
Change (cents)	f=e-d		0.78
% Change	g=f/d		25.71%
Current year CPI index adjustment	h=z		3.02%
% Change applicable to fuel expenses	j=g-h		22.69%
Calculated Fuel Adj to base rate	k=g*c		3.48%
Fuel Adjustment, not to exceed + or - 2%			2.00%

**CITY OF WILLOWS
DIESEL INDEX**

California No 2 Diesel Retail Sales by		
Date	All Sellers (Cents per Gallon)	
Aug-2006	319.275	293.08
Sep-2006	305.3	
Oct-2006	272.06	
Nov-2006	267.85	
Dec-2006	290.625	
Jan-2007	280.3	
Feb-2007	288.55	
Mar-2007	288.5	
Apr-2007	298.46	
May-2007	296.4	
Jun-2007	301.875	
Jul-2007	312.28	
Aug-2007	304.9	292.26
Sep-2007	302.4	
Oct-2007	326.66	
Nov-2007	360.775	
Dec-2007	347.46	
Jan-2008	342.275	
Feb-2008	348.825	
Mar-2008	401.44	
Apr-2008	426.475	
May-2008	467.325	
Jun-2008	496.76	
Jul-2008	496.5	
Aug-2008	454.225	397.59
Sep-2008	408.68	
Oct-2008	356.775	
Nov-2008	283.225	
Dec-2008	234.48	
Jan-2009	229.7	
Feb-2009	225.95	
Mar-2009	213.88	
Apr-2009	233.625	
May-2009	235.35	
Jun-2009	269.72	
Jul-2009	273.425	269.53
Aug-2009	285	
Sep-2009	283.7	
Oct-2009	285.6	
Nov-2009	296.2	
Dec-2009	291.3	
Jan-2010	299.7	
Feb-2010	293.8	
Mar-2010	305.8	
Apr-2010	320.6	
May-2010	320.5	
Jun-2010	310.2	
Jul-2010	312.4	
Aug-2010	316.4	303.02
Sep-2010	3.144	
Oct-2010	3.214	
Nov-2010	3.305	
Dec-2010	3.408	
Jan-2011	3.56	
Feb-2011	3.804	
Mar-2011	4.187	
Apr-2011	4.4	
May-2011	4.362	
Jun-2011	4.213	
Jul-2011	4.106	
Aug-2011	4.009	3.81



6:00



APPLICATIONS FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

Date: 9-24-20 11

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

Name: Doug Ross Phone: 934-9511

Address: Box 63 * (street address) discontinue Yrs. In Area: 17

E-Mail: yfyles@yahoo.com

Occupation: Journalist

I feel that I can be an asset to the City in the above capacity because:

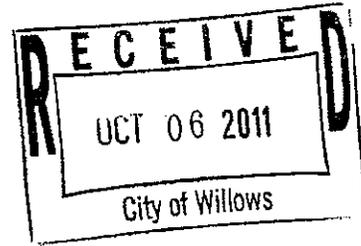
past lame duck term on this board +
general understanding thru my profession
& as long term patron

My Library concerns are: few if any - great job

Doug Ross
Signature

The City of Willows is an Equal Opportunity Provider

6:20



APPLICATIONS FOR WILLOWS PUBLIC LIBRARY BOARD OF TRUSTEES

Date: October 1, 2011

To the Honorable Mayor and City Council,

I wish to serve on the Willows Public Library Board of Trustees on a voluntary basis.

Name: Julie Anne Huntington Price Phone: (530) 934-4240

Address 9 Donnie Lane Yrs. In Area: 7

Willows CA 95988 E-Mail: mom2priceboys@yahoo.com

Occupation: Homemaker

I feel that I can be an asset to the City in the above capacity because: First

and foremost, I love to read. Additionally, my husband, myself, as well as our young teenage children routinely utilize the library computers. Thus I am a consumer of our library services on a regular basis.

My Library concerns are: Minimally keeping our library services where they currently are during our frequent fiscal challenges.

Julie Anne H. Price
Signature