

CITY COUNCIL

Larry Domenighini, Mayor
Gary L. Hansen, Vice Mayor
Lawrence Mello, Council Member
Jeff Williams, Council Member
Jim Yoder, Council Member

CITY MANAGER

Steve Holsinger
Scott Taylor

CITY CLERK

Natalie Butler



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

www.cityofwillows.org

CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, October 27, 2015

7:00 p.m.

1. ***Call to Order Willows City Council Regular Meeting – 7:00 p.m.***
2. ***Pledge of Allegiance***
3. ***Roll Call***
4. ***Agenda Review: (Requested Changes by Council or Staff).***
 - a) *Consider acceptance, by motion, of the City Council's October 27, 2015 Agenda.*
5. ***Presentations & Proclamations:***
 - a) *Mayor Domenighini will present a Veterans Day Proclamation to Barbara LaDoucer of the American Legion Auxiliary.*
 - b) *Mayor Domenighini will present a Certificate of Appreciation to Gary Krup for his service as the City Attorney from 1997 – 2015.*
6. ***Public Comment / Written Communications:*** *Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. (Public Comment is generally restricted to three minutes).*
7. ***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 Checking, Payroll Checks & Payroll Direct Deposit.*
 - b) *Consider approval of the City Council Minutes for the Regular Meeting held on September 8, 2015.*
 - c) *Consider approval of the City Council Minutes for the Regular Meeting held on September 22, 2015.*
8. ***Public Hearings:*** *Persons wishing to speak during a Public Hearing are asked to approach the microphone to address the Council and limit comments to three minutes. Although not required, it is also requested that you please state your name for the record).*

- a) *Conduct a Public Hearing and following closure, by motion and roll call vote, adopt a Resolution approving rate and fuel adjustments for solid waste collection services to be effective December 1, 2015.*

9. **Ordinances:** *None.*

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

11. **New Business:**

- a. *Consider approval, by motion, an appropriation of \$52,628 from General Fund to Accounts in 301.030 for City Manager Department Expenditures.*
- b. *Consider approval, by motion, of part-time and temporary wage scale effective January 1, 2016.*
- c. *Consider Council subcommittee's recommendation and, by motion, appoint Robert Griffith to the Willows Library Board of Trustees.*

12. **Council Member Reports:**

13. **Executive Session:** *Council will convene into Executive Session pursuant to California Government Code Sections 54950 et seq. More Specific information regarding the closed session item(s) is indicated below:*

PUBLIC COMMENT: *Pursuant to Government Code Section 54954.3, the public will have an opportunity to directly address the legislative body on the item(s) below prior to the Council convening into Closed Session. Public Comments are generally restricted to three minutes.*

a) **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9:

Number of potential cases: One (1)

b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION, pursuant to Gov. Code section 54957(b)(1).**

Title: City Manager

14. **Reconvene to Open Session & Report out, if any, on Closed Session**

15. **Adjournment:**

CERTIFICATION: *Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before October 23, 2015.*

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.

The City of Willows is an Equal Opportunity Provider

Period

10/8/2015 TO 10/21/2015

General Checking 30174 TO 30199

Payroll Direct Deposit 206735 TO 206773

Payroll Checks 34384 TO 34400

APPROVAL DATE 10/27/2015

Approved _____

REPORT.: Oct 14 15 Wednesday
 RUN...: Oct 14 15 Time: 13:00
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 10-15 Bank Account.: 1050

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

| Check Number | Check Date | Vendor Number | Vendor Name | Gross Amount | Discount Amount | Net Amount | Invoice # | Payment Information Description |
|--------------|------------|---------------|---------------------------|--------------|-----------------|------------|-----------|---------------------------------|
| 030174 | 10/14/15 | AMB02 | AMERIPRIDE UNIFORM SVCS. | 139.46 | .00 | 139.46 | B51013 | UNIFORMS FD SEPT 2015 |
| 030175 | 10/14/15 | ARC01 | ARCHAEOLOGICAL RESOURCE S | 4631.25 | .00 | 4631.25 | B51014 | ARCHAEOLOGICAL STUDY S WI |
| 030176 | 10/14/15 | CAJ18 | CALIFORNIA BUILDING STAND | 121.00 | .00 | 121.00 | B51013 | BUILDING STANDARDS FUND 7 |
| 030177 | 10/14/15 | COM16 | COMCAST CABLE | 48.79 | .00 | 48.79 | B51014 | FD INTERNET 10/7-11/6/15 |
| | | | | 55.15 | .00 | 55.15 | AB51014 | LIBRARY INTERNET 10/3-11/ |
| | | | Check Total..... | 103.94 | .00 | 103.94 | | |
| 030178 | 10/14/15 | CSU02 | CSU RESEARCH FOUNDATION | 225.00 | .00 | 225.00 | RF032434 | S WILLOWS EDA PROJECT |
| 030179 | 10/14/15 | DEM01 | DEMCO, INC. | 145.53 | .00 | 145.53 | 5695313 | LIBRARY SUPPLIES |
| 030180 | 10/14/15 | DEP01 | DEPT. OF CONSERVATION | 278.46 | .00 | 278.46 | B51013 | SMIP FEE 7/1-9/30/15 |
| 030181 | 10/14/15 | GAN01 | GANDY-STALEY OIL CO. | 472.43 | .00 | 472.43 | B51013 | FD CARDLOCK SEPT 2015 |
| 030182 | 10/14/15 | GLE09 | GLENN CO. OFFICE OF EDUCA | 69.00 | .00 | 69.00 | 9/23/2015 | LIVE SCAN |
| 030183 | 10/14/15 | GLO00 | GLOCK PROFESSIONAL INC | 250.00 | .00 | 250.00 | 10072728 | PD TRAINING COURSE |
| 030184 | 10/14/15 | GRA00 | GRAY ROCK TRUCKING | 261.25 | .00 | 261.25 | 37013 | STREET REPAIR |
| 030185 | 10/14/15 | HUN00 | HUNT & JEFFSON ATTORNEYS | 1507.50 | .00 | 1507.50 | 2015-09 | KUWATA VS CITY OF WILLOWS |
| | | | | 607.50 | .00 | 607.50 | 2015-09A | GENERAL PUBLIC AGENCY REP |
| | | | Check Total..... | 2115.00 | .00 | 2115.00 | | |
| 030186 | 10/14/15 | INK01 | THE INKWELL | 19.29 | .00 | 19.29 | 8562 | INK/TONER |
| 030187 | 10/14/15 | KRU02 | LEONARD G. KRUP | 67.50 | .00 | 67.50 | 23123 | PROFESSIONAL SERVICES |
| | | | | 562.50 | .00 | 562.50 | 23124 | KUWATA VS CITY OF WILLOWS |
| | | | Check Total..... | 630.00 | .00 | 630.00 | | |
| 030188 | 10/14/15 | LAN03 | LANNIE'S SEPTIC TANK SERV | 122.02 | .00 | 122.02 | B51013 | PORTABLE TOILETS-SOCCER |
| 030189 | 10/14/15 | MAT01 | MATSON & ISOM TECHNOLOGY | 979.45 | .00 | 979.45 | 51772 | WIRELESS INFRASTRUCTURE |
| | | | | 2965.00 | .00 | 2965.00 | 52020 | MANAGED PARTNER AGREEMENT |
| | | | Check Total..... | 3944.45 | .00 | 3944.45 | | |
| 030190 | 10/14/15 | MCD01 | MCDONALD'S ELECTRIC STORE | 217.65 | .00 | 217.65 | B51013 | SEPTEMBER STMT FOR ATTACH |
| 030191 | 10/14/15 | NOR18 | NORTHERN CALIF. GLOVES | 170.48 | .00 | 170.48 | 184910 | GLOVES |
| 030192 | 10/14/15 | OSC01 | OSCAR'S | 721.36 | .00 | 721.36 | 922670 | SOCCER JERSEYS |
| 030193 | 10/14/15 | PER01 | PG & E | 25.74 | .00 | 25.74 | B51013 | P.G. & E. 1600 TEHAMA 9/4 |
| 030194 | 10/14/15 | SEV00 | SEVERN TRENT ENVIRONMENTA | 49116.10 | .00 | 49116.10 | 2081078 | WILLOWS OPERATION OCT 201 |
| | | | | 11370.60 | .00 | 11370.60 | 2081157 | WILLOWS WASTEWATER OCT 20 |
| | | | Check Total..... | 60486.70 | .00 | 60486.70 | | |
| 030195 | 10/14/15 | SHE01 | SHELBY'S PEST CONTROL | 33.00 | .00 | 33.00 | F1933-7 | BUILDING MAINT FIRE DEPAR |
| 030196 | 10/14/15 | TAY25 | SCOTT TAYLOR | 200.00 | .00 | 200.00 | B51012 | VEHICLE ALLOWANCE OCT 201 |
| | | | | 4899.17 | .00 | 4899.17 | B51014 | MOVING REIMBURSEMENT |
| | | | Check Total..... | 5099.17 | .00 | 5099.17 | | |
| 030197 | 10/14/15 | TUR01 | TURF STAR, INC. | 225.38 | .00 | 225.38 | 6915270 | #32 TORO REPAIR |
| 030198 | 10/14/15 | VER02 | VERIZON WIRELESS | 1321.13 | .00 | 1321.13 | 53001902 | TELEPHONE EXP. 8/27-9/26/ |
| 030199 | 10/14/15 | WIL10 | WILLOWS RURAL FIRE PROTEC | 139.20 | .00 | 139.20 | B51014 | FIRE RECOVERY COSTS |
| | | | Cash Account Total..... | 81967.89 | .00 | 81967.89 | | |
| | | | Total Disbursements..... | 81967.89 | .00 | 81967.89 | | |
| | | | Cash Account Total..... | .00 | .00 | .00 | | |

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD September 8, 2015

1. Mayor Domenighini called the meeting to order at 7:02 p.m.
2. **PLEDGE OF ALLEGIANCE:** Barbara LaDoucer, President of the American Legion Auxiliary, led the Pledge of Allegiance.

3. **ROLL CALL:**

Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.

Absent: None

4. **Agenda Review:** City Manager Steve Holsinger asked the Council to amend the agenda to add an item 5(b) which would be the presentation of a Proclamation recognizing September 18, 2015 as “National POW/MIA Recognition” day.
 - a) **M/S – Williams/Yoder** to accept the September 8, 2015 City Council agenda as amended to add item 5(b) as recommended. The motion unanimously passed.

5. **Presentations & Proclamations:**

- a) Mayor Domenighini read a Proclamation entitled “A DAY TO REMEMBER” in memory of those lost their lives during the attack on America on September 11, 2001. Mayor Domenighini presented the Proclamation to Barbara LaDoucer, President of the Jefferson L. Winn Unit 98 American Legion Auxiliary.
- b) Mayor Domenighini read and presented a Proclamation declaring September 18, 2015 as “National POW/MIA Recognition Day” to Barbara LaDoucer.

6. **Public Comment/Written Communications:** None

7. **Consent Agenda:**

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

- a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit Registers (29979-30034; Z06583-Z06618; 34323-34344).
- b) Approval of the City Council Minutes of the July 28, 2015 Regular City Council Regular Meeting.
- c) Approval of the City Council Minutes of the August 19, 2015 Special Meeting.
- d) Approval of the City Council Minutes of the August 25, 2015 Regular Meeting.
- e) Approval of the City Council Minutes of the August 28-29, 2015 Special Meeting.

- f) Adoption of a Resolution affirming addendum to the compensation plan and wage schedule entered into with unrepresented employees originally entered into on July 14, 2015.
- g) Adoption of two Resolutions affirming and updating cafeteria plan terms with the City of Willows and the (1) Willows Employees Association, Willows Public Safety Association and with the (2) City Manager and eligible department heads and confidential employees.
- h) Approval of the City of Willows statement of investment policy as submitted.

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) Consider approval of a Resolution authorizing acceptance of the U.S. Economic Development Administration Assistance Program Grant; EDA Control Number 109314 and the execution of any standard agreement, any amendments thereto, and of any related documents necessary to participate in the EDA funding program opportunity.

This is essentially the third time that this item has been before the City Council and to give a little history on this item, on October 28, 2014 there was a joint meeting held between the City Council and the Planning Commission to look at the Economic Development Comprehensive Development Strategy that the City would want to promote going forward as far as pursuing funding sources for that type of Economic Development Strategy. One of the key elements from that discussion was that the Council had directed staff to prioritize looking for funding opportunities for the South Entryway into the City at Road 57 and Highway 99, and the development of any commercial properties there, more specifically the South Willows Business Park that has a Tentative Map approved but has yet to develop because funding wasn't available to get it off the ground. In December of 2014, staff met with 3CORE representatives to look at prioritizing what it is that needed to be done, and staff directed 3CORE to focus primarily on identifying a funding mechanism that could help the City get the initial funding necessary to launch the Business Park area on Basin Street's property at the South end of Highway 99, almost directly west of the City's Waste Water Treatment Plant. 3CORE accepted that challenge and they were successful in identifying a funding source that was a grant through the Federal Economic Development Authority. The City found out about the Notice to Apply in late January of 2015 and they had brought the item before the Council and asked them for the authority to submit an application, knowing

that if we were successful in submitting the application, some portion of the project budget would have to be a cash match component that would be the City's responsibility to fund. At that time staff was unaware of the grant or match amounts and they would have to wait and submit the application to see if the Economic Development Administration would fund any portion of the City's request. Staff submitted the application in March of 2015 and the application was under review and staff was very confident that this was an opportunity that was going to be granted to the City and unfortunately, the first application was dismissed without funding. Although the application was rejected, it was rejected without prejudice; meaning that the City received an invitation to resubmit because the EDA review committee felt that it was the type of project that they really wanted to get behind, but the City had failed in their initial application to identify some critical components that the EDA had some concerns over. The City resubmitted the application for the second cycle during mid-summer, per the EDA's invitation. Staff had cleaned up and supplied some additional clarifying information that the EDA had requested to see on-site and adjacent to the project site south of town. Just recently the City was notified by the EDA that the City was awarded the grant for the project, which is \$3.5+ million, and the City was funded at the maximum amount available through this particular funding program at 70%. So essentially, the City will need to put up \$1,071,000 as a cash match, identify the funding source, and commit to the EDA that the City has the money available to draw down in order to get the project started and in return for that, the EDA will grant the City \$2.5 million in free money to complete the project. The total of the project at \$3.5 million gets constructed with the entire infrastructure that is necessary to open the South Willows Business Park.

One of the key components is that there was a non-binding commitment letter from a local company that wanted to expand and wants to call Willows its home. This is a company that has established a long history in Glenn County, and in fact it is likely that a majority of the entire time that they have operated this business they have had a Willows address. So although they have been part of the Willows family all along, the business is actually located outside of the City Limits and in the County's jurisdiction. Now the business's need to expand has facilitated them expressing an interest in moving into the City Limits in Willows to be part of the new South Willows Business Park and developing a new manufacturing facility on-site. This interested company is Rumiano Cheese Company that has been in operation in Glenn County for 94 years and is currently the oldest family-owned cheese company in the State of California. The City Manager stated that he would be honored to welcome this business into the City of Willows and believes it would be a thrill to see them operating in the City. He also stated that for him, this is one of the most gratifying presentations that he has ever made to the Council during his tenure, yet, he wants to make sure that everybody is clear that it is the City's responsibility to identify that there is over \$1,000,000 in match funds that the City has to produce; although what the staff report states and what the Council is going to hear is that there is an opportunity to recoup all of

that money. There is also some risk that the City may not recoup all of the money, so essentially there is a moderate risk, but the City Manager believes that the City needs to accept a certain amount of risk in order to reap the rewards moving forward. The City Manager believes this is a tremendous opportunity for the City of Willows to make an investment in the economic development of this community. There has recently been some email rhetoric about the City not having a sustainable revenue source in and of itself, however the City Manager doesn't believe that is true. He believes the City of Willows is a well-managed municipal corporation with a very strong reserve balance of almost \$3 million in the two reserve accounts that are identified as part of this process. With a \$3.7 million budget and \$3 million in reserve, he believes that is financially healthy. This is an opportunity to help to ensure that Rumiano Cheese remains a member of the Willows family for many years into the future and also an opportunity for the City of Willows to make an investment towards its future. For the 94 years that Rumiano Cheese has been in business they have never asked the City for anything and they have provided the City with a lot of branding and name recognition and now they are here asking for an opportunity to become a member of the Willows community and he believes this is an opportunity that the City should grant them. The City Manager recommends that the City put up the \$1 million and finally get the South Willows project off the ground. He is very confident that development will take place in that business park and the City will recover the debt service on the property. With that, the City Manager concluded his remarks.

Bill White, President & Founder of Basin Street Properties, thanked the Council for entertaining this subject and stated he is very happy to be here. Basin Street has been working to develop this property for 8 or 9 years. They realized that the property was designated for development in the City's General Plan for over 30 years and what they have found over the last 8 years is that the off-site structural work and the infrastructure work is very expensive and difficult to be done in a private manner. Due to this, Basin Street started looking for funding mechanisms. This is the third grant application that they have applied for successfully and grants are few and far between and as most people know they are not easy to get. He stated that the Willows staff put a phenomenal grant application package together along with the help of 3CORE. Basin Street has expressed a willingness to come up with half of the grant match money that the City would have to commit to in order to be awarded the grant, which would be roughly just over a half a million dollars that Basin Street would commit to funding. If the Council accepts the grant tonight, Mr. White believes Basin Street can then move aggressively forward at the City's direction and will likely be able to bid the project by year's end and then begin construction on the project in spring of 2016. Mr. White said that he is thrilled at this opportunity. He stated that he has been working with John Rumiano and the Rumiano family for 5 years and it has been a great experience with Basin Street to work with them. Rumiano wants very much to stay in the City of Willows and they need room to upgrade and expand their business, so he

believes this is a great opportunity to keep Rumiano Cheese Company in the Willows Community.

Mark Nemanic, Executive Director of 3CORE, addressed the Council and stated that in the staff report for this item, 3CORE did make a financial proposal to the City as part of their effort to try to assist the City to make the cash match and he would be happy to answer any questions the City may have as far as their proposal.

Council discussion ensued and Vice Mayor Hansen thanked and congratulated the Staff and the City manager for keeping the Council informed of every step throughout this process, which is why he stated that he doesn't really have any questions because all of the information has been thoroughly vetted throughout the entire grant application process and any questions he may have had have already been addressed. Vice Mayor Hansen thanked 3CORE for their potential financing proposal that they are offering to the City to help the City with the cash match funds. Basically it would be a ten-year note at a fixed 5% interest which was laid out and presented very thoroughly in the proposal that was included in the staff report. This is a project that has been many years in the making as Basin Street has pointed out, and he believes this proposal is the catalyst that will turn this commercial center project into a reality and it is a distinct privilege to have a renowned company such as Rumiano Cheese actually move into the City of Willows and to construct a state-of-the-art facility within the incorporated City Limits. He believes that once the commercial development starts to get underway in the Business Park, the residential development will likely be soon to follow, so this is a win-win for the City, for the Community, for the County, for Rumiano Cheese, for Basin Street and for all other parties involved. He stated that he doesn't believe the Council should look a gift horse in the mouth and this \$2.5 million Economic Development Administration grant is something that the City must pursue. As the City Manager mentioned earlier, due to past years of severe fiscal restraint on behalf of the City Government here, the City now has healthy budget reserves and he feels confident that the City can move forward with this project by utilizing those reserves along with the funding mechanism that 3CORE has proposed and also with Basin Street offering to fund half of the million dollar match that is required. While Vice Mayor Hansen acknowledges that there is always a level of risk with any type of project of this magnitude, however the City of Willows has developed an outstanding working relationship with Basin Street Properties, and Basin Street is not new to these types of developments and they are knowledgeable and experienced with this type of project. All in all, Vice Mayor Hansen believes this is something that the Council needs to move forward with and approve tonight. It's a lot of money that the Council is considering putting up, but he believes it is money that is going to be well spent and he is confident that this will be the catalyst for other future development in that area once the infrastructure is in place and Rumiano Cheese is

constructed. He welcomes the project and he feels very confident that this is the right thing for the Council to do.

Council Member Mello stated that he kept in mind what Vice Mayor Hansen said which was by accepting this EDA grant along with the responsibility and risk that is associated with it, the Basin Street project will move forward, and with the City's long-term vision, planning and hard work on this Economic Development grant, the Basin Street project will move closer to becoming a reality.

Council Member Yoder stated that Vice Mayor Hansen pretty well summed up most of his same thoughts on the grant. Over the past years the City has struggled and with Council Member Yoder being the senior most tenured Council Member, the City has looked over the years on ways to possibly enhance the historic downtown corridor. There was always a struggle on how to connect County Road 57 with the downtown core of Willows and attract people to visit the downtown. He believes with the acceptance of this grant and the construction of Rumiano Cheese and other future commercial and residential developments in the Basin Street project area, the City will now have that opportunity to attract people off of the interstate at County Road 57 and travel into the historic downtown Willows core via traveling North down the Willows Highway 99 corridor. He realizes that this is a lot of money for the City to invest, but he believes the City has great partners in Basin Street and 3CORE that are going to help the City facilitate this. The Council has long hoped for a development like this to come into the City and he believes it will propel the City into the future and make the City sustainable and possibly make the historical downtown core what it was decades ago. He truly believes that this is the project that will move the City into the future.

Council Member Williams stated that he shares most of the same thoughts as what his fellow Council Members have already said. He agrees that this is a huge investment by the City, but he thinks it is a wise investment, as it could spur new growth and generate additional revenue to the City. He believes this is the direction that the City should go.

Mayor Domenighini had a few questions for staff and the Project proponents and he said that some of the questions he will be asking are for the benefit of the public. He stated that essentially the City of Willows is looking to possibly invest \$1 million in order to receive approximately 2.5 million dollars additional of Federal Grant money. One million dollars is a lot of money and the City is looking at taking the money out of the General & Sewer Funds if this item passes. Basin Street Properties has agreed to put up a \$530,000 investment and he asked if that money would be used to offset the overall cost to the City. The City Manager stated that the \$530,000 would be a recovery, and essentially the City wants to have the match covered by the development and the Developer. Typically in these

types of projects and funding mechanisms, Developer Agreements will generally meet the whole match. Unfortunately, given the same reasons the City had struggled financially over the last several years, so it goes for the Developer. The Developer has invested substantially in a number of grant applications and consulting work to get to the point where the City has had two previous failed attempts at grants for this project. On this third and hopefully final attempt at securing a grant for this project, the City was successful in being awarded the grant; however, due to the large dollar amount of the grant, the Developer is not financially able to cover the entire match funds of approximately \$1 million. Due to that fact, the City Manager believed it was incumbent on City Staff to look for an opportunity to close that additional half million dollar gap. During his conversations with 3CORE, 3CORE did some investigation with an investor who was essentially willing to put up the remaining half a million dollars on the terms that were described in the staff report. Both the agreement with Basin Street Properties and the agreement with 3CORE to each fund half of the required match funds would need to be formalized and come back before the Council for final approval. For purposes of tonight's discussion, conceptually, that is how the City will recover their \$1 million match commitment. That said, it is ultimately the City's responsibility to demonstrate to the EDA that they have available one million dollars in cash that can constitute the City's match requirement under the grant; however, he believes there is an opportunity for 100% recovery of the City's investment. Half of the one million dollar investment would come back from Basin Street and the other half would be generated through a loan which the City Manager is confident will be paid off by the tax increment on the real property improvements at the Basin Street location.

Mayor Domenighini stated that he has not seen any Developer's Agreement with Basin Street Properties so he is unsure how firm their half million dollar commitment is. The City Manager stated that the City has had a long-term business relationship with Basin Street and the City has, in the past, done a number of things from a "good-faith" standpoint; therefore, he has no good reason to believe that Basin Street would back out of their commitment and not agree the terms of a Developer's Agreement and not meet their match. Certainly there will be a formalized agreement and that would definitely be in place before construction would begin at the project site. The City Manager stated that he truly believes that Basin Street is making a commitment to meet half of the match, and from a "gentleman's agreement" standpoint, he is willing to accept that. He believes they will make good on their commitment to formalize an agreement to recover \$530,000 to the City of Willows.

Mayor Domenighini asked if the Council approves the City's one million dollar match and the City becomes eligible for the \$2.5 million dollar Federal grant, could the City still back out if Basin Street isn't able to come up with their share of the match?

The City Manager stated that he believes that once the City commits to the project, identifies the funding and moves forward with the acceptance of the grant funds, the City would not be able to withdraw. He doesn't believe the City would want to withdraw because they would want the project to move forward whether or not Basin Street is the developer. The City would want somebody to continue with a project at this site; even if it were another developer. What we are talking about tonight is funding the public infrastructure which becomes an asset for the entire City at some point in the future when the improvements are dedicated back to the City of Willows.

Mark Nemanic, Executive Director of 3CORE Inc., addressed the Council and stated that once the City adopts the Resolution committing the money, the City becomes committed. Mr. Nemanic stated that in his experience, though, he has seen situations with large projects where something beyond the control of the applicant created financial duress, and in that case, the City could ask to be relieved of the obligation based on external factors that are beyond the City's control. Mr. Nemanic stated that he has been doing this type of work with grants for over 25 years and this is only the third application in his district that has been awarded a multi-million dollar grant and they don't come by very often. He stated that the City has a really good staff that did a lot of hard work on this application. He stated that he would encourage the City Council to look at this grant opportunity favorably.

Mayor Domenighini stated that he is very hesitant to commit one million dollars of public funds for this project. He asked how much of the project is buildable. Bill White, Chairman and Founder of Basin Street Properties, stated that 40 acres of the project is buildable. Mayor Domenighini inquired how much of the square footage of the entire property is taxable for the generation of property taxes that will go back to the City. Mr. White stated that they could build roughly 600,000 square feet of buildings on the site which is roughly 35 percent coverage. He continued, stating that Basin Street Properties is absolutely committed to putting in \$530,000 toward the grant match. He stated that what is really important is what impact the Rumiano Cheese Company moving to this project site will have on the remaining 39 acres of buildable property. Basin Street Properties has built four or five Industrial Business Parks over the last 25 years and they have a lot of experience in this area. However, until the infrastructure is put in it is difficult to get any interest, but Basin Street is very confident that once the infrastructure is in place it will generate an interest by more businesses wanting to build in the City. Mr. White stated that he is very confident that Basin Street will be able to build out this project in roughly ten years which will likely generate a significant number of new jobs for the City of Willows.

Mayor Domenighini asked Mr. White if he has any ideas about the tax revenue that would come back into the City from the Rumiano development. Finance Director Tim Sailsbery stated that there is no specific valuation at this time as it pertains to the development, as the

build-out of Basin Street is unknown. Mr. Sailsbery had put together as part of the staff report a document that provided the Council with an idea of what it would take to generate the revenue stream to cover the loan payments. Mr. White then stated that he believes \$100 per square foot of a building is a reasonably comfortable number to use. For Rumiano Cheese, this doesn't include the additional valuation of the equipment inside of the building. Mr. White then stated that at a 35% coverage build-out of 39 acres, the valuation would be equal to roughly \$60 million. Mayor Domenighini asked Finance Director Sailsbery what would be the City's share of revenue received on a \$60 million valuation. Mr. Sailsbery stated in very rough terms it would be approximately \$100,000 to \$125,000 annually in property tax revenue to the City. Mayor Domenighini then asked 3CORE about the amount of \$20,000 for Loan Loss Reserve and he asked if that was a fee or if that is an item that is refundable to the City once the debt is fully paid. Marc Nemanic stated that the fee is not refundable. Mayor Domenighini then invited any members of the public to comment at this time.

Robert Griffith, Planning Commissioner and citizen of Willows, stated that the City currently has a golden opportunity in front of them and he believes the Council would be very foolish to turn it down and he urged the Council to adopt the resolution before them. No other members of the public spoke and the public comment period was closed.

Mayor Domenighini then stated that he has concerns about this. He understands the opportunity that the City has and the time constraints, but it is one million dollars of the public's money and he is hesitant to borrow from the sewer reserves because that money is set aside for sewer construction. He is concerned that there is no Developer's Agreement in place with Basin Street. Additionally, in their letter to the City, Rumiano Cheese mentioned that they also have a possibility for building a new facility in Orland, Colusa & Nevada and he sees their commitment to build a facility at the Basin Street as only a possibility and not a definite. He also noted that there is excess available commercial space currently in the City that could be built-out.

Vice Mayor Hansen stated that while he appreciates the Mayor's concerns, he believes this is a great opportunity for the City to grow. The City currently has a healthy general fund and sewer enterprise fund and now is the time to move forward with this project. For the past eight or nine years the Council has talked about bringing development into the City and now the opportunity is here. This is a one-time opportunity; it is a lot of money and there is a moderate level of risk associated with it, but he believes the Council would be foolish to turn this opportunity down. The City has an excellent relationship with Basin Street Properties and he believes that Basin Street will make good on their promise to commit to paying half the grant match funds and he takes Basin Street Properties and Mr. White at their word. If the City turns this down tonight, he believes it is likely that eight or nine

years from now there will still be no development at this site. Rumiano Cheese is a very successful, homegrown company and will be a welcome addition into the City. This is undoubtedly a lot of money but he believes that as a Council, they would not be doing due diligence to the citizens and to the community if they were not to pass this item this evening.

Council Member Mello stated that the City is going to have a lot of responsibility and there is some amount of risk, but he believes if this was a horse race it would be a two-to-one favor that the horse is going to win. It is risky, but he is okay with it.

Council Member Yoder stated that this opportunity may come around once in a lifetime and it is something that he thinks the Council needs to take advantage of and take that first step to get this land developed into a viable source of revenue for the City to sustain its future. If the Council sits back and does nothing, they will likely get nothing. You spend money to make money and if the Council is not willing to spend money they will be sitting here ten years from now wondering how they missed the boat and how they are going to grow. We have this opportunity now to pave the City's future and he believes that this project – as risky and as expensive as it may be – is going to benefit the community of Willows and will serve the greater number of good for the greater number of people and the reward is greater than the risk.

Council Member Williams stated that Finance Director Sailsbery had made an earlier comment in regards to whether the City can actually utilize the sewer enterprise fund. Mr. Sailsbery stated that what the Council is doing at this stage is making the commitment of the financial resources available, but the City is liquid enough to meet the match of the City exclusive of everything that is going on. He doesn't believe there is a problem with utilizing the Sewer reserve funding to help to demonstrate the City's liquidity. There is, however, a potential issue with actually physically utilizing the sewer enterprise fund. He explained that between the drawdowns of the loan and the drawdowns with the developer of Basin Street, the City can likely do this without utilizing the sewer enterprise fund other than to demonstrate the City has the cash available to meet the match. There will still be items to sign, agreements to enter into and a number of other issues that will eventually come back before the Council. Staff is also looking into the possibility of utilizing existing development impact fee fund balances to help with the match. The City is looking to mitigate the possible debt risk to the City and staff is looking into several possible options and they hope to come back before the Council to accelerate the pay down of the debt as soon as possible.

Council Member Williams stated that the Council has heard comments tonight from both Basin Street Properties and from 3CORE and he stated that he would like to hear from Mr.

Rumiano if possible, because he was told that there has been a “Good Faith” commitment from Rumiano Cheese to develop at this site.

John Rumiano, owner of Rumiano Cheese Company, addressed the Council. He stated that he has been listening to the Council’s discussion and it all makes sense for the Council to be conservative. He stated that Rumiano Cheese still has a lot of planning and financing to do as it pertains to their potentially building a new facility in the City at this project site. Rumiano Cheese has also looked into other potential sites to build a new facility, but Willows is their home and they would like to stay in Willows, so it would be good if the City Council could find the money to move forward with this project. Mr. Rumiano stated that Rumiano Cheese still has some additional work to do before they can be 100 percent committed.

Mayor Domenighini stated that it is probably pretty obvious how the vote on this item is going to go. He asked that his comments be on the record that he has concerns about the approximate \$630,000 General Fund exposure to the City. He can understand the economic development aspect of this and the great desirability of keeping Rumiano Cheese in the area, but he really doubts the City Council would have approved this back in 2008 if they knew they would have to invest \$630,000 plus interest over a ten year span to get it going. The City doesn’t have a \$1.3 million reserve at the end of this fiscal year and is currently looking at a \$300,000 deficit. With the recent restructuring of the employees’ wage scales the city will be looking at roughly an additional \$60,000 per fiscal year deficit for upcoming years and that will have to come out of the roughly \$500,000 reserve that the City currently has left. Add that to the desire to fund a new Police Officer position and the need to purchase new Fire Department equipment, he just doesn’t see the numbers coming out on this. He stated that he will look for a motion on this Resolution, but for the aforementioned reasons, to sum it up he believes this is a gift of public funds and it is one thing to fund the façade improvement program but this is just too much money for him to be comfortable with. Council Member Williams pointed out to Mayor Domenighini that former City of Willow Mayor, Vince Holvik, was in the audience and he asked Mr. Holvik if he had any comments about this project and what his feelings are about it. Mr. Holvik stated that this type of opportunity will likely only come around once and he concurs with what Council Member Yoder stated earlier that you have to spend money in order to make money. He doesn’t believe that the City will ever get this type of opportunity again and therefore it is his opinion that the Council should take it while they can.

With that, Mayor Domenighini stated that he would entertain a motion on the Resolution. **M/S – Hansen/Yoder** to adopt a Resolution entitled “A Resolution of the City Council of the City of Willows authorizing acceptance of the U.S. Economic Development Administration Assistance Program Grant; EDA Control Number 109314 and the execution

of any standard agreement, any amendments thereto, and of any related documents necessary to participate in the EDA funding program opportunity.” The motion passed 4/1 by the following roll call vote:

AYES: Williams, Yoder, Mello & Hansen

NOES: Mayor Domenighini

- b) Consider approval of the schedule and procedures for appointment of one individual to fill the unexpired term of Adrienne Haylor on the Willows Library Board of Trustees and select two Council Members to serve as a selection subcommittee:

On August 20, 2015, Adrienne Haylor submitted a written letter of resignation to the City, giving up her seat on the Willows Library Board of Trustees effective September 11, 2015. The term of this seat is set to expire on June 30, 2016. 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 is asking for two Council Members to volunteer to serve as a subcommittee in order to review applications and/or interview applicants. Council Members **Williams & Mello** volunteered to serve on this subcommittee.

12. Council Member Reports:

- Council Member Hansen reported that he attended the August 27 Glenn County Waste Management Regional Agency Committee meeting and he gave the Council and update on the KVB Project’s Environmental Impact Report.
- Mayor Domenighini reported that he plans to attend the upcoming LAFCO meeting.

- 13. Executive Session:** Pursuant to Government Code Section 54954. Pursuant to Government Code Section 54954.3, the public had an opportunity to directly address the legislative body on the items below prior to the Council convening into Closed Session. No members of the Public spoke and the City Council convened into Executive Session at 8:35 p.m. for the following:

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT pursuant to Section 54957(b)1
Title: City Manager

14. Report out from Executive Session:

The City Council reconvened into open session at 10:21 p.m. and Mayor Domenighini made the following report-out:

The City Council has tentatively approved the terms and conditions of an employment agreement with Scott Taylor to be hired as the new City Manager for the City of Willows. Pending successful completion of a background investigation of Mr. Taylor, the City Council will ratify the agreement at their meeting scheduled for September 22, with an anticipated start date of employment to be October 5, 2015.

15. **Adjournment:** Mayor Domenighini adjourned the meeting at 10:22 p.m.

Dated: September 8, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

MINUTES OF THE WILLOWS CITY COUNCIL
REGULAR MEETING HELD September 22, 2015

1. Mayor Domenighini called the meeting to order at 6:30 p.m.
2. **PLEDGE OF ALLEGIANCE:** Council Member Mello led the Pledge of Allegiance.
3. **ROLL CALL:**

Present: Williams, Yoder, Mello, Hansen & Mayor Domenighini.
Absent: None
4. **Executive Session:** Pursuant to Government Code Section 54954.3, the public had an opportunity to directly address the legislative body on the items below prior to the Council convening into Closed Session. No members of the Public spoke and the City Council convened into Executive Session at 6:33 p.m. for the following:

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT pursuant to Section 54957(b)1
Title: City Manager

5. **Reconvene to Open Session & Report out from Executive Session:**

The City Council reconvened into open session at 6:58 p.m. and Mayor Domenighini made the following report-out:

The City Council has reached a unanimous consensus on the appointment of Scott Taylor as the City Manager and are officially appointing Scott Taylor to the position of City Manager commencing on October 5, 2015.

- (a) The City Council will consider adoption of a Resolution to ratify the employment agreement between the City and Scott Taylor to serve as the Willows City Manager:

M/S – Hansen/Yoder to adopt a Resolution of the City Council of the City of Willows appointing Scott Taylor City Manager and ratifying the Employment Agreement between the City of Willows and Scott Taylor, as amended by the City Council during the closed session. The motion unanimously passed 5/0.

6. **Agenda Review:**

- a) **M/S – Yoder/Hansen** to accept the September 22, 2015 City Council agenda as presented. The motion unanimously passed 5/0.

7. **Presentations & Proclamations:** None

8. **Public Comment/Written Communications:** None

9. **Consent Agenda:**

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

- a) Approval of General Checking, Payroll Checks & Payroll Direct Deposit Registers (30035-30062: Z06659-Z06698; 34345-34361).
- b) Approval of the City of Willows Treasurer's Report of cash & investment as of June 30, 2015.
- c) Approval of the cancellation of the November 24 & December 22, 2015 City Council Meetings.

10. **Public Hearings:** None

11. **Ordinances:** None.

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

- a) Discussion of Council's interest in having a joint Cities & County meeting in the near future & possible agenda items for said meeting.

City Manager Steve Holsinger stated that the City has recently been contacted by Di Aulabaugh, Clerk to the Glenn County Board of Supervisors, inquiring about the possibility of holding a joint Cities-County meeting. Ms. Aulabaugh informed the City Manager that during recent discussions at a Solid Waste Regional Agency Meeting and also at a Cities-County Economic Development Steering Committee meeting, it was suggested that it might be a good idea to schedule such a meeting to discuss mutual interest items such as City & County Economic Development efforts, the KVB Environmental Review progress report, City/County franchise hauler agreements expiration time frames, and any other items of mutual interest or concern among the Cities & the County. Mr. Holsinger believes the last joint meeting that was held was back in 2013 in Orland. He wanted to get the Council's input on whether they had an interest in conducting a meeting.

Council discussion ensued and while the Council was in agreement that it serves no real purpose to conduct a meeting just for the sake of holding a meeting as has sometime been the case with these joint meetings in previous years, they were also in agreement that there are currently some mutual interests among the three agencies that should be addressed at a joint meeting in the near future. It was the unanimous consensus of the Council to contact Ms. Aulabaugh at the County and let her know that the City is interested in taking part in a joint meeting in the future to discuss 1) The KVB project, 2) Ambulance Services, 3) Possibility of consolidated dispatch services, 4) Franchise hauler agreements and 5) Sustainable Ground Water issues. The Council recommended that Fire Chief Wayne

Peabody be in attendance at the meeting to give a presentation/update about Ambulance Services in the South County.

13. New Business:

- a) Consider approval of a Resolution awarding a construction contract for the North Butte Street and North Sacramento Street Reconstruction Project to Knife River Corporation and establish an overall budget of \$1,365,442.25 for the project via additional appropriation from Funds 319, 310 & 318.

This project involves reconstruction of a portion of N. Butte Street (between Wood Street and W. Willows St.) and a portion of N. Sacramento Street (Wood Street to E. Sycamore St.). At both locations, the overall road section (pavement and base material) will be completely replaced utilizing a process known as "Full Depth Reclamation." This process involves pulverizing the existing asphalt and mixing it to a certain depth with the existing road base material. This is done in an effort to utilize to the greatest extent possible the existing asphalt and base material and to minimize having to haul off a lot of material and import new material. Once the pulverizing occurs, both cement powder and lime treatment will be mixed into the base material to add strength. The new road base will then be covered with a new layer of asphalt.

In addition to the reconstruction of the road, the project also involves replacement/upgrading many of the pedestrian curb ramps, replacement of damaged sidewalk, curb and gutter on both streets, as well as replacement of the sewer main and sewer laterals within the pavement on N. Sacramento Street. The vast majority of the work associated with reconstructing the road and repairing damaged curb, gutter and sidewalk will be paid for with federal monies. The sewer replacement work will be funded from the Sewer Maintenance Enterprise Fund.

Staff advertised the project for public bid in accordance with the Public Contract Code at the end of August, with a bid opening date of September 15, 2015. The engineer's estimate for the overall project was \$1,077,536.

Bids were opened on September 15, 2015. Three (3) bids were received ranging from a low bid of \$1,128,089.25 to a high of \$1,422,072. The low bid was received from Knife River Corporation (Knife River.) Based on the bids received, staff has completed a check of Knife River's bid and found that their contractor's license is active and valid, that they possess a Class A license as required by the bid documents, that Knife River and their five proposed subcontractors are registered with the Department of Industrial Relations (as required by the recently passed legislation), that the bid submitted is mathematically correct and that the bid contained the required information per the bid documents. The only missing information is information relates to the contractors use of Disadvantaged Business Enterprises (DBE) for some of the work, as required by the federal funding for this project. DBE information is required to be submitted within 5 days of the bid opening (due on

September 21, 2015.) The City did receive the DBE documents within the legal time-frame from Knife river and all of the therefore that requirement has also been met.

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

The estimated overall budget for this project is summarized as follows:

| | |
|---|----------------------|
| Construction Contract | \$1,128,089.25 |
| Estimated Construction Management/Inspection | \$ 89,544.00 |
| Estimated Design Engineer Construction Support Services | \$ 15,000.00 |
| Estimated Testing | \$ 20,000.00 |
| Construction Contingency (10%) | <u>\$ 112,809.00</u> |
| Total Estimated Construction Cost | \$1,365,442.25 |

Please note that the Construction Management and inspection will be provided by Coastland Civil Engineering (the City Engineer) and testing will be completed by Holdrege and Kull (H&K) as sub consultants to Coastland, as staff does not have the necessary time to devote to providing these services. Coastland and H&K both have experience in overseeing roadway reconstruction projects of this size. In addition, some monies have been budgeted for Quincy Engineering (the design engineer for the project) in case issues arise during construction that may need their input.

The project is proposed to be funded as follows:

| | |
|--|------------------|
| Federal Funding for N. Butte Street | \$276,000 |
| Federal Funding for N. Sacramento Street | \$661,000 |
| Fund 318-Sewer Maintenance Enterprise Fund | \$260,771 |
| Fund 319-TDA-LTF | \$ 32,500 |
| Fund 310-RSTP | <u>\$135,171</u> |
| Total Funding | \$1,365,442 |

The federal funds will be reimbursed through Caltrans as the project progresses (monthly invoicing.) As the low bid was slightly higher than the engineer's estimate additional monies have to be appropriated. Accordingly, staff is requesting that the above-shown appropriations from Funds 318, 319 and 310 be approved by separate motion.

Staff recommends that the City Council approve the resolution awarding a construction contract for the N. Butte Street and N. Sacramento Street Reconstruction Project to Knife River Corporation in the amount of \$1,128,089.25, and that an overall budget of \$1,365,442.25 be established for this project via additional appropriation, by motion, of \$260,771 from the Sewer Maintenance Enterprise Fund (Fund 318), \$32,500 from TDA-LTF (Fund 319) and \$135,171 from RSTP (Fund 310.).

Council discussion ensued. **M/S – Mello/Yoder** to adopt a Resolution of the City Council of the City of Willows authorizing the City Manager to sign a contract with Knife River Corporation for the N. Butte Street and N. Sacramento Street reconstruction project and approve an overall budget for the project. All Ayes and the motion unanimously passed 5/0.

M/S – Hansen/Yoder to approve appropriations of \$260,771 from the Sewer Maintenance Enterprise Fund (Fund 318), \$32,500 from the TDA-LTF (Fund 319) and \$135,171 from RSTP Funds (Fund 310) to be used for this project. All Ayes and the motion unanimously passed 5/0.

b) Consider adoption of a Resolution appointing Robert W. Hunt as the City Attorney:

City Attorney Gary Krup has advised city management that he is prepared to resign as the City Attorney, at the pleasure of the Council; following appointment of a new City Attorney. During the August 25, 2015 regular City Council meeting the Council directed staff to reach out to Robert Hunt to solicit a proposal for the possible replacement of Mr. Krup as the next City of Willows City Attorney.

Mr. Hunt expressed an interest in the potential appointment as City Attorney and provided the attached proposal for providing City Attorney services for the City of Willows. Staff is recommending appointment of Mr. Robert W. Hunt as the City Attorney, effective immediately upon appointment. Following a brief transition period with Attorney Krup, constituting the exchange of relevant legal matters currently residing with Mr. Krup's office, a formal resignation acceptance ceremony will be scheduled with the City Council; as is customary with this type of executive transitional period.

Council Member Williams stated that he must have misunderstood what happened at the August 25 meeting and he thought the City's intention was to take this item through a formal RFP process. Mayor Domenighini reminded Council Member Williams that at the August 25 meeting, staff proposed to the Council a few different options to choose from as it pertains to the recruitment and appointment of a new City Attorney. The Council consensus during that meeting was to have the City Manager contact Mr. Hunt, as he is a reputable attorney and has done very professional and successful legal work for the City in the past. Mr. Hunt also represents other entities in Glenn County so he is often in the area. If Mr. Hunt declined to take on the City of Willows as a client, only at that time would the City prepare an RFP.

Brief Council discussion ensued. **M/S – Yoder/Hansen** to adopt a Resolution describing duties of the City Attorney and appointing Robert W. Hunt to the position. The motion unanimously passed 5/0.

c) Consider adoption of a resolution authorizing a specific modification to the City Holiday Schedule and directing the closure of City Hall for one week between Christmas Eve and New Year's Day:

It has been customary in past years to modify the Holiday Schedule for Administrative Staff at City Hall during the long term furlough period to close City Hall during the Christmas Holiday period. Last year the Council denied the closure. However, it is staff's recommendation that this should become an annual consideration of the City Council; due to the imposition of the recently adopted "required leave utilization" policy approved by the City Council effective September 1, 2013, in conjunction with Resolution number 25-2013. Whereupon closure of City Hall during the late seasonal Holiday period will facilitate the usage of required leave hours as stipulated by Council action two years ago. This modification to City Hall Hours only impacts the Unrepresented Administrative Management Staff located in City Hall.

Staff proposes a modification to the Holiday Schedule as follows: Close City Hall in observance of Christmas Eve, Thursday, December 24 and extending the closure through Sunday, January 3, 2016 and reopening for regular business on Monday, January 4, 2016.

Historically, this has been a very uneventful week with very little to no business being conducted and the phones are virtually silent. Additionally, with such a small administrative staff, many members have already made vacation plans and will not be available to work during that week, so some City Services may not even be available if there is a need for them. Last year the City Manager was the one and only person in the office during that week and there was nearly no activity during that week which naturally made for very long days. Staff is requesting that the City adopt a Resolution authorizing a specific modification to the City Holiday Schedule and directing closure for one week between Christmas Eve and New Year's Day.

Council discussion ensued and the only Council Member that was agreeable to the closure was Vice Mayor Hansen, who stated that he has felt bad for voting against the closure last year because there are really only three business days that are effected by the closure and this is a time when most families are on vacation and there is not a lot of activity going on that he believes would require City Hall to be open.

That said, Council Members Yoder, Mello, Williams and Mayor Domenighini disagreed and believed it would not be acceptable to authorize a week long closure of the Administrative Offices and they believed it should remain open, even if only one employee was present to run operations.

Police Chief Jason Dahl stated that the Police Department would be open during that week and he offered to have the Police Administrative Secretary help to cover.

It was **moved** by Council Member Hansen to adopt a Resolution amending the City Holiday Schedule and authorize closure of City Hall for one business week between Christmas Eve and the New Year's Holiday. The motion died for a lack of a second.

The Council asked staff if they would like to amend the Resolution to remain open on only certain specific days that week rather than be closed for the entire week and bring the

modified Resolution back before the Council for consideration at the next City Council meeting. Staff respectfully declined.

- d) Discuss & Advise – Additional General Fund Appropriation to add one patrol officer to the personnel roll for the Willows Police Department and replacement of one command vehicle for the Willows Fire Department:

At the request of the Council, these items were returned from the August 25 City Council meeting to tonight's meeting for deliberation. The City Manager, Steve Holsinger, gave a general description and recap of these items/requests and it was his recommendation that Council may want to consider tabling these items until the Mid-Year Budget Review. The Council members agreed, stating that it is not fiscally prudent to look at these expenditures at this particular time. The unanimous consensus of the Council was to table these items of discussion to the Mid-Year Budget Review meeting.

14. Council Member Reports:

- Vice Mayor Hansen reported that the last Transit & Transportation meetings had been cancelled. He also reported that he spoke at the Willows Rotary Meeting last Thursday and he spoke about the City's direction and future goals.
- Council Member Mello reported that he attended a LAFCO meeting last Thursday. He also reported that there is a LAFCO meeting scheduled for August 10.
- Council Member Williams stated that he attended the September 10 Library Board of Trustees Meeting.
- Mayor Domenighini reported that he plans to attend the Oct 8 Elk Creek Library Open House.

- 15. Adjournment:** Mayor Domenighini adjourned the meeting at 8:23.

Dated: September 22, 2015

NATALIE BUTLER

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM

October 27, 2015

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Scott Taylor, 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 and fuel decrease for solid waste collection services with a net decrease of .73% to be effective December 1, 2015

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 or decreases 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 or decreases during the same annual adjustment period.

The following is a brief summary of the proposed rate adjustments and the factors impacting the increased or decreased 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 increase of 1.27% for residential and commercial customers, to become effective December 1, 2015. The purpose of this rate adjustment 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 2014 thru August 2015 is equal to an equivalent 1.27% 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 2015 - 2016 year is 1.27% 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 (decrease) in Fuel Expense Adjustments of (- 2.0%). Our current Agreement prohibits annual adjustment in excess of 2.00% in conjunction with the Fuel Cost Adjustment. Therefore the overall (- 2.0%) (decrease) in base rates pursuant to the terms of the Franchise Agreement have been included in the calculations of this Fuel Rate Adjustment Request

The requested net rate reduction adjustment (negative 2.0% minus 1.27%) of (.73%) for residential customers will result in a \$0.38/per month decrease on average. This results in an annual cost reduction of approximately \$4.56 per customer in Willows. A detailed analysis of the cost impacts is 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 net rate decrease for solid waste collection services to become effective December 1, 2015.

FINANCIAL CONSIDERATIONS

None at this time

NOTIFICATION

Waste Management, Inc (dba, Glenn County Disposal)

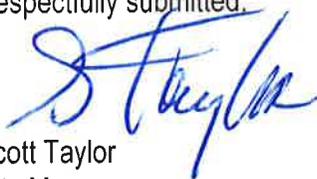
ALTERNATE ACTIONS

1. The City Council should conduct the public hearing and following closure, by Motion, adopt the attached Resolution approving net rate decreases for solid waste collection services to be effective December 1, 2015
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 a net rate decrease for solid waste collection services to be effective December 1, 2015

Respectfully submitted,



Scott Taylor
City Manager

Attachments: Resolution adopting Solid Waste Rate Schedule
Exhibit "A" Willows Solid Waste Rate Schedule – December 1, 2015
Willows Rate Adjustment Analysis

EXHIBIT A

RESOLUTION NO. XX-2015

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, (decreased) expenses associated with Fuel Cost Adjustment will require adjustment to residential & commercial service rates, and;

WHEREAS, an annual review has been completed and certain amendments and/or modification to Franchise Agreement; concerning the rate structure has 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, 2015, and current rates adopted by City Council Resolution, dated the 28nd day of October, 2014; previously setting the refuse rate is hereby repealed.

It is hereby certified that the foregoing resolution XX-2015 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 27th day of October, 2015, by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Approved:

Attest:

Larry Domenighini, Mayor

Natalie J. Butler, City Clerk



WASTE MANAGEMENT
8592 Commercial Way
Redding, California 96002

October 6, 2015

Mr. Steve Holsinger
City 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 rate calculation is based on the change in the August Western States Consumer Price Index (CPI) and also includes for an adjustment up or down based on the diesel fuel index with a maximum 2% increase or decrease.

The portion of the increase based on the annualized August Western States Consumer Price Index (CPI) is 1.27%. The portion related to the diesel fuel index decreased by (2.00%). The 1.27% CPI change combined with the (2.0%) diesel change comes to a total decrease of (.73%).

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,

Matt Fryer
District Manager

Attachments



**CITY OF WILLOWS
ANNUAL RATE INCREASE
EFFECTIVE 12/1/2015**

| | |
|-----------------------------|---------------|
| CPI % Adjustment | 1.27% |
| Fuel % Adjustment | -2.00% |
| Total Price Increase | -0.73% |

| Residential Rates | Current Monthly Rates Effective 12/1/2014 | CPI Adjustment | Fuel Adjustment | New Monthly Rate Effective 12/1/2015 |
|---|--|-----------------------|------------------------|---|
| 64 Gallon Carts | \$19.00 | \$0.24 | (\$0.38) | \$18.86 |
| 96 Gallon Carts | \$27.12 | \$0.35 | (\$0.54) | \$26.93 |
| 35 Gallon Cart (Senior)* | \$13.03 | \$0.17 | (\$0.26) | \$12.94 |
| Recycle | | | | |
| 64 Gallon Recycle Cart(s) - included with trash | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Yard Waste | | | | |
| 96 Gallon Yard Waste (one or two carts)** | \$4.90 | \$0.06 | (\$0.10) | \$4.86 |
| Additional Yard Waste Carts (after two)** | \$4.90 | \$0.06 | (\$0.10) | \$4.86 |
| Extra pickup | | | | |
| Per bag (service day) | \$3.27 | \$0.04 | (\$0.07) | \$3.24 |
| 35 Gallon cart (service day) | \$4.39 | \$0.06 | (\$0.09) | \$4.36 |
| 64 Gallon cart (service day) | \$6.06 | \$0.08 | (\$0.12) | \$6.02 |
| 96 Gallon cart (service day) | \$7.66 | \$0.10 | (\$0.15) | \$7.61 |
| *Senior rate will never be more than 72% of the 64 gallon rate. | | | | |
| *Green waste is a subscription service with an additional charge for each level of residential service. | | | | |

| Commercial Rates | Current Monthly Rates Effective 12/1/2014 | CPI Adjustment | Fuel Adjustment | New Monthly Rate Effective 12/1/2015 |
|-------------------------|--|-----------------------|------------------------|---|
| 2 yd - 1X Week | \$114.96 | \$1.46 | (\$2.30) | \$114.12 |
| 2 yd - 2X Week | \$217.38 | \$2.77 | (\$4.35) | \$215.80 |
| 2 yd - 3X Week | \$319.13 | \$4.06 | (\$6.38) | \$316.81 |
| 2 yd - 4X Week | \$421.35 | \$5.36 | (\$8.43) | \$418.28 |
| 2 yd - 5X Week | \$523.48 | \$6.67 | (\$10.47) | \$519.68 |
| 4 yd - 1X Week | \$217.38 | \$2.77 | (\$4.35) | \$215.80 |
| 4 yd - 2X Week | \$345.79 | \$4.40 | (\$6.92) | \$343.27 |
| 4 yd - 3X Week | \$518.24 | \$6.60 | (\$10.36) | \$514.48 |
| 4 yd - 4X Week | \$613.78 | \$7.82 | (\$12.28) | \$609.32 |
| 4 yd - 5X Week | \$767.24 | \$9.77 | (\$15.34) | \$761.67 |
| 6 yd - 1X Week | \$287.00 | \$3.65 | (\$5.74) | \$284.91 |
| 6 yd - 2X Week | \$464.09 | \$5.91 | (\$9.28) | \$460.72 |
| 6 yd - 3X Week | \$644.86 | \$8.21 | (\$12.90) | \$640.17 |
| 6 yd - 4X Week | \$831.87 | \$10.59 | (\$16.64) | \$825.82 |
| 6 yd - 5X Week | \$1,039.85 | \$13.24 | (\$20.80) | \$1,032.29 |

| Commercial Rates | Current Monthly Rates Effective 12/1/2014 | CPI Adjustment | Fuel Adjustment | New Monthly Rate Effective 12/1/2015 |
|-------------------------------------|--|-----------------------|------------------------|---|
| 8 yd - 1X Week | \$362.98 | \$4.62 | (\$7.26) | \$360.34 |
| 8 yd - 2X Week | \$593.59 | \$7.56 | (\$11.87) | \$589.28 |
| 8 yd - 3X Week | \$826.93 | \$10.53 | (\$16.54) | \$820.92 |
| 8 yd - 4X Week | \$1,068.26 | \$13.60 | (\$21.37) | \$1,060.49 |
| 8 yd - 5X Week | \$1,335.05 | \$17.00 | (\$26.70) | \$1,325.35 |
| 64 Gal commercial rate - trash | \$19.00 | \$0.24 | (\$0.38) | \$18.86 |
| 96 Gal commercial rate - trash | \$27.12 | \$0.35 | (\$0.54) | \$26.93 |
| Recycle | | | | |
| 64 or 96 Gallon - Mixed Recyclables | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 3 Yd - Cardboard only | \$30.24 | \$0.39 | (\$0.60) | \$30.03 |
| Extra Pickups | | | | |
| 2 yd Extra pickup | \$16.00 | \$0.20 | (\$0.32) | \$15.88 |
| 4 yd Extra pickup | \$29.53 | \$0.38 | (\$0.59) | \$29.32 |
| 6 yd Extra pickup | \$36.50 | \$0.46 | (\$0.73) | \$36.23 |
| 8 yd Extra pickup | \$45.27 | \$0.58 | (\$0.91) | \$44.94 |
| Snapshot - Excess yards | \$15.20 | \$0.19 | (\$0.30) | \$15.09 |

| Roll Off Rates | Current Monthly Rates Effective 12/1/2014 | CPI Adjustment | Fuel Adjustment | New Monthly Rate Effective 12/1/2015 |
|--|--|-----------------------|------------------------|---|
| 4 Cubic Yard | \$96.43 | \$1.23 | (\$1.93) | \$95.73 |
| 20 Cubic Yard | \$427.94 | \$5.45 | (\$8.56) | \$424.83 |
| 30 Cubic Yard | \$488.26 | \$6.22 | (\$9.77) | \$484.71 |
| Disposal | \$70.00 | \$0.00 | \$0.00 | \$70.00 |
| Per Day rental charge after seven days | \$11.62 | \$0.15 | \$0.00 | \$11.77 |
| Per hour relocation charge | \$29.05 | \$0.37 | \$0.00 | \$29.42 |

AGENDA ITEM

TO: Scott Taylor and Steve Holsinger, City Managers 

FROM: Tim Sailsbery, Finance Director 

SUBJECT: Appropriation Request-City Manager's Department

RECOMMENDATION

Approve, by motion, an appropriation of \$52,628 from General Fund to Accounts in 301.030 for City Manager Department Expenditures

SITUATION (or BACKGROUND):

Upon passage of the 2015-16 Budget, it was noted in the body of the Budget Document (Pg2-5) noted that the appropriations for the City Manager Department was based solely upon the cost of the existing City Manager as of 7/1/15. Any additional costs of employing a new City Manager would require change in appropriation. This item provides the estimated appropriation associated with the employ of the new City Manager and the cost of maintaining the 6 week transition period for the employ of two City Managers.

The largest component of the total appropriation of \$52,628 is the portion classified as "Salary". To assist in the breakdown of "Salary", please note that the salary difference between the incoming and outgoing CM's is but a minor portion of the total (\$7,197 of the \$35,704). The total make-up of the \$35,704 is as follows:

| | |
|---|-----------------|
| The actual base salary difference for the balance of fiscal year | \$ 7,197 |
| Cost of Maintaining Two CM's-Base Salary-During Transition Period | \$11,585 |
| <u>Cost of Accrual of Up Front Leave for Incoming CM</u> | <u>\$16,922</u> |
| Total Base "Salary" Cost Necessary for Appropriation | \$35,704 |

Please note that we are required by Accounting Principles, to accrue and expense unused credited leave at the end of each fiscal year. The "Cost of Accrual of Up Front Leave" takes into account the leave provided at the commencement of Mr. Taylor's contract.

Please refer to the attachments of this report for further details regarding the components of the appropriation.

FINANCIAL CONSIDERATIONS:

\$52,628 in General Fund appropriation

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Approve by motion
2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Approve, by motion, an appropriation of \$52,628 from General Fund to Accounts in 301.030 for City Manager Department Expenditures

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachments:

Summary of Appropriation-City Manager Transition
Pg2-5 of 2015-16 City of Willows Budget

City of Willows
 Summary of Appropriation
 City Manager Transition
 Presented 10/27/15

| | | Notes |
|------------------------|------------|-------|
| Salary | \$ 35,704 | 1 |
| Employer Payroll Taxes | \$ 2,214 | 2 |
| PERS | \$ 3,429 | 3 |
| Cafeteria Plan Cost | \$ (3,319) | 4 |
| Auto Allowance | \$ - | 5 |
| Other Benefits | \$ 9,600 | 6 |
| Moving Allowance | \$ 5,000 | |
| | \$ 52,628 | |

Notes

- 1 Salary consists of difference between the two City Manager's base salary, the accrual of compensated leave (Vacation, Floating Holiday, and Administrative Leave) up front on S. Taylor's contract, and paying two City Manager salaries during 6 week transition period.
- 2 Employer payroll tax for those items assumed to be paid out during the balance of the fiscal year, including cash out of remaining leave accruals for Holsinger. Employer payroll tax and other benefits are not accrued, as a matter of practice, at the time of accrual. Rather it is expended at time of usage/cashout.
- 3 PERS actuarial cost during concurrent period and the cost difference due to the difference in salaries of the incoming and outgoing CM.
- 4 Cost reduction due to difference in tier status of the CM's and also included cost of two CM's during transition period
- 5 Difference in contractual obligation for auto allowance January through June. Two CM auto allowances October through December. The difference of the two nets to \$-0-.
- 6 Consists primarily of City matched contributions, as per contract for each CM, into deferred compensation (Section 457) plan.

Other Notes:

Workers Compensation insurance cost is not included as any changes resulting from the transition and changeover will not be charged to the City until 2016-17

The PERS cost is strictly the base employer portion plus 1% of the employee portion currently covered by the City in this fiscal year. Any changes to base actuarial or to side pool amortization that may occur will not go into effect until 2016-17.

CITY OF WILLOWS
 2015-16 UPDATED BUDGET
 SUMMARY-CITY MANAGER

| | 2015-16 Updated | 2015-16 Original | 2014-15 |
|--------------|--------------------|---------------------|------------|
| General Fund | \$ 202,252 | \$ 192,485 | \$ 189,643 |
| Total | \$ 202,252 | \$ 192,485 | \$ 189,643 |

Items of Note:

| | |
|---|-------|
| Reduction in Workers Compensation | (-2K) |
| Increase In Special Department-Recruitment supply cost | 1K |
| Increase in Vehicle Allowance- Candidate related travel | 5K |
| Increase in PERS due to Actuarial Change | 6K |

PLEASE NOTE THAT THE BUDGET FOR THIS DEPARTMENT IS BASED UPON THE CURRENT CM'S SALARY AND BENEFIT PACKAGE. ANY CHANGES TO THE NEW CM'S STATUS WILL REQUIRE CHANGE IN APPROPRIATION.

AGENDA ITEM

TO: Scott Taylor and Steve Holsinger, City Managers

FROM: Tim Sailsbery, Finance Director

SUBJECT: Part-Time and Temporary Wage Scales



RECOMMENDATION

Approve Part Time and Temporary Wage Scale Effective January 1, 2016

SITUATION (or BACKGROUND):

Back in May, 2014, Council approved a wage scale for part time positions to go into effect to correspond to 6/1/14 in advance of the movement of the minimum wage from \$8.00 to \$9.00 per hour. At the time, Council approved a structure where most positions received a \$1.00 per hour raise similar to the move in minimum wage.

The State of California will implement another \$1.00 increase in minimum wage (from \$9.00 to \$10.00 per hour) effective 1/1/16. Again, Staff recommends an across the board movement of \$1.00 for each part time position.

At the time of 2015/16 budget implementation, this increase was known and was contemplated in calculating wage costs. As such, various part time wage totals include the implementation of this increase. However, based upon utilization to date, the Part Time Police Administrative Secretary and Building And Planning Administrative Assistant positions will likely exceed original budgetary expectations. This will be further reviewed, and a budget augmentation may be requested at the time of the Mid Year Budget Review in February, 2016.

FINANCIAL CONSIDERATIONS:

None at this time. Appropriations may be requested at Mid Year Budget Review.

NOTIFICATION

N/A

ALTERNATIVES

1. Approve as presented
2. Reject proposed Wage Scale
3. Recommend alternatives

RECOMMENDATION

Approve Part Time and Temporary Wage Scale Effective January 1, 2016.

Respectfully submitted,



Tim Sailsbery
Finance Director

Attachment:

Proposed Wage Scale
Existing Wage Scale
California Minimum Wage Order

Proposed
 Salary Scale-Part Time Positions
 Effective January 1, 2016

| | Step A | Step B | Step C | Step D | Step E |
|--|-----------|-----------|-----------|-----------|----------------------|
| Library Technician, Childrens Librarian, Catalog Technician | \$ 10.23 | \$ 10.64 | \$ 11.07 | \$ 11.52 | \$ 12.00 |
| Lifeguards | \$ 10.40 | \$ 10.82 | \$ 11.26 | \$ 11.72 | \$ 12.20 |
| Pool Manager (Not Currently Funded) | \$ 16.00 | \$ 16.75 | \$ 17.50 | \$ 18.25 | \$ 19.00 |
| Recreation Assistant | | | | | \$ 16.00 |
| Recreation Temporary-(Referees, Activities Helper) | | | | | \$ 10.00 |
| Public Works Seasonal Maintenance Custodian | | | | | \$ 12.00 \$ 11.68 |
| Substitute Firefighter | | | | | \$ 10.92 |
| Police Administrative Assistant Substitute Building and Planning Administrative Assistant | | | | | \$ 13.00 \$ 13.00 |

Salary Scale-Part Time Positions
Effective June 1, 2014

| | Step A | Step B | Step C | Step D | Step E |
|--|-----------|-----------|-----------|-----------|----------------------|
| Library Technician, Childrens Librarian, Catalog Technician | \$ 9.23 | \$ 9.64 | \$ 10.07 | \$ 10.52 | \$ 11.00 |
| Lifeguards | \$ 9.40 | \$ 9.82 | \$ 10.26 | \$ 10.72 | \$ 11.20 |
| Pool Manager (Not Currently Funded) | \$ 15.00 | \$ 15.75 | \$ 16.50 | \$ 17.25 | \$ 18.00 |
| Recreation Assistant | | | | | \$ 15.00 |
| Recreation Temporary-(Referees, Activities Helper) | | | | | \$ 9.00 |
| Public Works Seasonal Maintenance Custodian | | | | | \$ 11.00 \$ 10.68 |
| Substitute Firefighter | | | | | \$ 9.92 |
| Police Administrative Assistant Substitute Building and Planning Administrative Assistant | | | | | \$ 12.00 \$ 12.00 |

Please Post Next to Your IWC Industry or Occupation Order



OFFICIAL NOTICE

**California
Minimum Wage**

MW-2014

Minimum Wage - Every employer shall pay to each employee wages not less than the following:

\$8.00 \$9.00 \$10.00

per hour beginning January 1, 2008 per hour beginning July 1, 2014 per hour beginning January 1, 2016

To employers and representatives of persons working in industries and occupations in the State of California:

SUMMARY OF ACTIONS

TAKE NOTICE that on September 25, 2013, the California Legislature enacted legislation signed by the Governor of California, raising the minimum wage for all industries. (AB10, Stats of 2013, amending section 1182.12 of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2007. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders.

This summary must be made available to employees in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by ordering on-line at www.dir.ca.gov/WVP.asp, or by contacting your local Division of Labor Standards Enforcement office.

1. APPLICABILITY

The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer previously contained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicability, and in other sections of the IWC's industry and occupation orders may be used where any such provisions are enforceable and applicable to the employer.

2. MINIMUM WAGES

Every employer shall pay to each employee wages not less than eight dollars (\$8.00) per hour for all hours worked, effective January 1, 2008, not less than nine dollars (\$9.00) per hour for all hours worked, effective July 1, 2014, and not less than ten dollars (\$10.00) per hour for all hours worked, effective January 1, 2016.

3. MEALS AND LODGING

Meals or lodging may not be credited against the minimum wage without a voluntary written agreement between the employer and the employee. When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the following:

| | Effective January 1, 2008 | Effective July 1, 2014 | Effective January 1, 2016 |
|--|------------------------------|---------------------------|------------------------------|
| LODGING | | | |
| Room occupied alone..... | \$37.63 per week | \$42.33 per week | \$47.03 per week |
| Room shared..... | \$31.06 per week | \$34.94 per week | \$38.82 per week |
| Apartment – two thirds (2/3) of the ordinary rental value, and in no event more than:..... | \$451.89 per month | \$508.38 per month | \$564.81 per month |
| Where a couple are both employed by the employer, two thirds (2/3) of the ordinary rental value, and in no event more than:..... | \$668.46 per month | \$752.02 per month | \$835.49 per month |
| MEALS | | | |
| Breakfast..... | \$2.90 | \$3.26 | \$3.62 |
| Lunch..... | \$3.97 | \$4.47 | \$4.97 |
| Dinner..... | \$5.34 | \$6.01 | \$6.68 |

N/A

4. SEPARABILITY

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should be held invalid, unconstitutional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall continue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein.

5. AMENDED PROVISIONS

This Order amends the minimum wage and meals and lodging credits in MW-2007, as well as in the IWC's industry and occupation orders. (See Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders.

These Amendments to the Wage Orders shall be in effect as of July 1, 2014.

Questions about enforcement should be directed to the Division of Labor Standards Enforcement. Consult the white pages of your telephone directory under CALIFORNIA, State of, Industrial Relations for the address and telephone number of the office nearest you. The Division has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Van Nuys.

AGENDA ITEM

October 27, 2015

TO: Honorable Mayor Domenighini and City Council Members
FROM: Natalie Butler, City Clerk
SUBJECT: Appointments of Library Board Trustees

As Council is aware, there is one vacant seat on the Willows Library Board of Trustees due to the resignation of former board member Adrienne Haylor which term is due to expire on June 30, 2016. At the September 8, 2015, City Council Meeting, staff was directed to advertise and solicit applications to fill this seat and Council Members Mello & Williams expressed an interest to serve on the subcommittee to review applications and make their recommendations for an individual to fill this position. Only one application was received from current Planning Commissioner Robert Griffith. The subcommittee interviewed Mr. Griffith on October 21 and it is their recommendation to appoint Mr. Griffith to serve the remainder of the term of the vacant seat on the Library Board of Trustees.

STAFF RECOMMENDATION:

Consider Council subcommittee's recommendation and, by motion, appoint Robert Griffith to the Library Board of Trustees.

Submitted by:



Natalie Butler,
City Clerk