



Willows City Council Regular Meeting

January 25, 2022
Willows City Hall
6:00 p.m.

City Council
Larry Domenighini, Mayor
Gary Hansen, Vice Mayor
Kerri Warren, Council Member
Jeff Williams, Council Member
Robert Griffith, Council Member

City Manager
Marti Brown

City Clerk
Tara Rustenhoven

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

Agenda

PLEASE NOTE: Pursuant to the December 13, 2021 Order of the California Department of Public Health, **Masks are required for all individuals in all indoor public settings, regardless of vaccination status from December 15, 2021 through February 15, 2022.** All persons in attendance at this meeting are required to wear a mask unless specifically exempted in the CDPH Order. Surgical masks or higher-level respirators are recommended. If you have questions or for more information about this mandatory requirement, please consult the CDHP Mask Order and related Mask Guidance and Frequently Asked Questions at: <https://tinyurl.com/b4yvum6r>

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: trustenhoven@cityofwillows.org

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers. Z45408-Z45469, 39093-39127, 051812-051845.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

b. Minutes Approval

Recommended Action: Approve January 11, 2022 City Council Special/Regular Meeting Minutes and January 12, 2022 City Council Special Meeting Minutes.

Contact: Tara Rustenhoven, City Clerk, trustenhoven@cityofwillows.org

c. Covid 19 Prevention Program

Recommended Action: Authorize the City Manager to 1.) implement the attached Covid 19 Prevention Program (CPP) in accordance with CAL OSHA rules and regulations with concurrence of the City Attorney; and 2.) update the CPP as needed in order to comply with State regulations.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

d. Senate Bill 1383 Recycled-Content Paper Procurement Policy

Recommended Action: Approve the attached Recycled-Content Paper Procurement Policy as required by State Senate Bill 1383.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

e. Library Board of Trustees Appointment

Recommended Action: Consider the recommendation of the council appointed subcommittee of Mayor Domenighini and Councilmember Griffith to appoint the Library Board of Trustees, Ardythe Brandon, to the remainder of the term of former Board Member Robert Griffith, ending June 30, 2022.

Contact: Tara Rustenhoven, City Clerk, trustenhoven@cityofwillows.org

f. City Swimming Pool Donation Sponsorships and Fundraising

Recommended Action: Authorize the City Manager, or her designee, to:

- 1) Increase the "Pool for a Day" sponsorship donation from \$350 to \$500 per day;
- 2) Add a new sponsorship level of "Pool for a Half Day" donation of \$250; and
- 3) Discontinue other types of fundraising efforts.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

6. PRESENTATION

a. Annual Update: State of the Fire Department

Recommended Action: Receive the presentation and provide Council and public comment and feedback.

Contact: Nathan Monck, Fire Chief, nmonck@cityofwillows.org

7. COMMENTS & REPORTS

a. City Council Comments & Reports

b. City Manager's Report

8. ADJOURNMENT

This agenda was posted on January 21, 2022



Tara Rustenhoven, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider



CONSENT CALENDAR



PERIOD

01/04/2022 TO 12/30/2022

Payroll Direct Deposit Z45408 TO Z45469

General Checking 39093 TO 39127

Check Register 051812 TO 051845

APPROVAL DATE 01/25/2022

APPROVED _____

REPORT.: 01/04/22
RUN...: 01/04/22 Time: 16:15
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

Check Number	Check Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
Z45408	01/07/22	01/02/22	DOM00	DOMENIGHINI, LARRY A	01-22	07-22	250.00
Z45409	01/07/22	01/02/22	GRI02	GRIFFITH, ROBERT	01-22	07-22	250.00
Z45410	01/07/22	01/02/22	HAN02	HANSEN, GARY L	01-22	07-22	250.00
Z45411	01/07/22	01/02/22	WAR02	WARREN, KERRI LYNN	01-22	07-22	250.00
Z45412	01/07/22	01/02/22	WIL02	WILLIAMS, JEFF	01-22	07-22	250.00
Z45413	01/07/22	01/02/22	BRO01	Brown, Martha	01-22	07-22	5955.77
Z45414	01/07/22	01/02/22	BUT01	BUTLER, KATIE LEEANN	01-22	07-22	1839.09
Z45415	01/07/22	01/02/22	RUS01	RUSTENHOVEN, TARA L	01-22	07-22	2221.85
Z45416	01/07/22	01/02/22	EHO00	EHORN, MARIA ANNETTE	01-22	07-22	2205.23
Z45417	01/07/22	01/02/22	ARE00	Arellanes, Ashley Marie	01-22	07-22	182.00
Z45418	01/07/22	01/02/22	BOW00	BOWERS, LINDA S	01-22	07-22	56.00
Z45419	01/07/22	01/02/22	BRI00	BRIONES, BRENDA VALENZU	01-22	07-22	105.00
Z45420	01/07/22	01/02/22	DUN00	DUNCAN, ROSE A	01-22	07-22	1336.62
Z45421	01/07/22	01/02/22	OLI00	OLIVER, LINDA F	01-22	07-22	63.00
Z45422	01/07/22	01/02/22	SIL00	SILVA, EMILY M	01-22	07-22	140.00
Z45423	01/07/22	01/02/22	SPE02	SPENCE, KYLIEGH C	01-22	07-22	182.00
Z45424	01/07/22	01/02/22	VAR00	Vargas, Giovanni	01-22	07-22	182.00
Z45425	01/07/22	01/02/22	HUT04	HUTSON, KRISTINA RENEE	01-22	07-22	53.82
Z45426	01/07/22	01/02/22	ABO00	ABOLD, STEVEN B	01-22	07-22	1856.72
Z45427	01/07/22	01/02/22	MCM00	MCMAHON, SHARON M	01-22	07-22	125.44
Z45428	01/07/22	01/02/22	VAS01	VASQUEZ, PEDRO CEASAR	01-22	07-22	2670.41
Z45429	01/07/22	01/02/22	ENO00	ENOS, KYLE	01-22	07-22	1965.61
Z45430	01/07/22	01/02/22	HUT01	Hutson, Evan C	01-22	07-22	1856.70
Z45431	01/07/22	01/02/22	MON00	MONCK, NATHANIAL T	01-22	07-22	4434.00
Z45432	01/07/22	01/02/22	PET02	PETERSEN, MATTHEW	01-22	07-22	1925.15
Z45433	01/07/22	01/02/22	SIN00	Sinyard, Isaac	01-22	07-22	812.16
Z45434	01/07/22	01/02/22	MIN00	MINGS, MICHAEL E	01-22	07-22	2052.75
Z45435	01/07/22	01/02/22	PFY00	PFYL, NATISA N	01-22	07-22	3367.14

36838.46

REPORT.: 01/05/22
RUN...: 01/05/22 Time: 16:00
Run By.: Katie Butler

CITY OF WILLOWS
Check Register
*** CHECK REVERSAL ***

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
245430	01/07/22	01/07/22	HUT01	Hutson, Evan C	01-22	07-22	-1856.70
245432	01/07/22	01/07/22	PET02	PETERSEN, MATTHEW	01-22	07-22	-1925.15
							-3781.85

REPORT.: 01/05/22
RUN....: 01/05/22 Time: 16:10
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
245436	01/07/22	01/02/22	HUT01	Hutson, Evan C	01-22	07-22	854.88
245437	01/07/22	01/07/22	PET02	PETERSEN, MATTHEW	01-22	07-22	2879.73
							3734.61

REPORT.: 01/18/22
 RUN...: 01/18/22 Time: 14:32
 Run By.: Katie Butler

CITY OF WILLOWS
 Check Register

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
39118	01/21/22	01/16/22	GAR03	GARCIA, DAVID	01-22	07-22	67.50
39119	01/21/22	01/16/22	LED02	LEDERER, MANUEL A	01-22	07-22	75.00
39120	01/21/22	01/16/22	LEV00	Levesque, Tyler	01-22	07-22	67.50
Z45438	01/21/22	01/16/22	BRO01	Brown, Martha	01-22	07-22	5955.77
Z45439	01/21/22	01/16/22	BUT01	BUTLER, KATIE LEEANN	01-22	07-22	1934.31
Z45440	01/21/22	01/31/22	MUL00	MULLER, HILGARD N	01-22	07-22	50.00
Z45441	01/21/22	01/16/22	RUS01	RUSTENHOVEN, TARA L	01-22	07-22	2221.85
Z45442	01/21/22	01/31/22	WOO00	WOODS, CANDIS K	01-22	07-22	50.00
Z45443	01/21/22	01/16/22	EHO00	EHORN, MARIA ANNETTE	01-22	07-22	2205.23
Z45444	01/21/22	01/16/22	ARE00	Arellanes, Ashley Marie	01-22	07-22	421.46
Z45445	01/21/22	01/16/22	BOW00	BOWERS, LINDA S	01-22	07-22	120.00
Z45446	01/21/22	01/16/22	BRI00	BRIONES, BRENDA VALENZU	01-22	07-22	300.00
Z45447	01/21/22	01/16/22	DUN00	DUNCAN, ROSE A	01-22	07-22	1336.62
Z45448	01/21/22	01/16/22	OLI00	OLIVER, LINDA F	01-22	07-22	285.00
Z45449	01/21/22	01/16/22	RAN00	RANDOLPH, ABIGAIL S	01-22	07-22	120.00
Z45450	01/21/22	01/16/22	SIL00	SILVA, EMILY M	01-22	07-22	150.00
Z45451	01/21/22	01/16/22	SPE02	SPENCE, KYLIEGH C	01-22	07-22	347.25
Z45452	01/21/22	01/16/22	VAR00	Vargas, Giovanni	01-22	07-22	555.00
Z45453	01/21/22	01/16/22	BOB00	BOBADILLA, PEDRO D	01-22	07-22	50.00
Z45454	01/21/22	01/16/22	BOB01	Bobadilla, Tristan	01-22	07-22	75.00
Z45455	01/21/22	01/16/22	FLO00	Flowerdew, Nick	01-22	07-22	67.50
Z45456	01/21/22	01/16/22	HUT04	HUTSON, KRISTINA RENEE	01-22	07-22	609.96
Z45457	01/21/22	01/16/22	PEA05	Peabody, Garrett	01-22	07-22	67.50
Z45458	01/21/22	01/16/22	RAY00	Raygoza, Rodrigo	01-22	07-22	75.00
Z45459	01/21/22	01/16/22	THRO0	Throm, Billie	01-22	07-22	67.50
Z45460	01/21/22	01/16/22	ABO00	ABOLD, STEVEN B	01-22	07-22	1856.72
Z45461	01/21/22	01/16/22	MCM00	MCMAHON, SHARON M	01-22	07-22	188.16
Z45462	01/21/22	01/16/22	SEN00	SENGMANY, SITXAY	01-22	07-22	512.00
Z45463	01/21/22	01/16/22	VAS01	VASQUEZ, PEDRO CEASAR	01-22	07-22	2056.16
Z45464	01/21/22	01/16/22	ENO00	ENOS, KYLE	01-22	07-22	3187.45
Z45465	01/21/22	01/16/22	HUT01	Hutson, Evan C	01-22	07-22	854.88
Z45466	01/21/22	01/16/22	MON00	MONCK, NATHANIAL T	01-22	07-22	4434.00
Z45467	01/21/22	01/16/22	PET02	PETERSEN, MATTHEW	01-22	07-22	1925.15
Z45468	01/21/22	01/16/22	MIN00	MINGS, MICHAEL E	01-22	07-22	1650.46
Z45469	01/21/22	01/16/22	PFY00	PFYL, NATISA N	01-22	07-22	3136.52

 37076.45

REPORT : 01/05/22
 RUN ON : 01/05/22 Time: 11:14
 RUN BY : Katie Butler

CITY OF WILLOWS

PAGE: 001
 ID #: SPVR
 CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
39093	01/05/22	EDD01 EMPLOYMENT DEVELOP.DEPT.	C20105	01/05/22	STATE INCOME TAX	01-22	938.01	938.01
39094	01/05/22	EDD02 EMPLOYMENT DEVELOPMENT DEP	C20105	01/05/22	SDI	01-22	383.14	383.14
39095	01/05/22	ICM01 ICMA RETIREMENT TRUST 457	C20105	01/05/22	DEFERRED COMP - ICMA	01-22	200.00	200.00
39096	01/05/22	NAT00 NATIONWIDE RETIREMENT SOLU	C20105	01/05/22	USCM DEF. COMP.	01-22	1404.39	
39096	01/05/22	NAT00 NATIONWIDE RETIREMENT SOLU	1C20105	01/05/22	USCM DEF. COMP. MTCH	01-22	278.85	1683.24
39097	01/05/22	PER01 P.E.R.S.	C20105	01/05/22	PERS PAYROLL REMITTANCE	01-22	5682.94	5682.94
39098	01/05/22	UMP00 UMPQUA BANK	C20105	01/05/22	DIRECT DEPOSIT	01-22	24584.42	24584.42
39099	01/05/22	UMP01 UMPQUA BANK - MYTAXPAYER	C20105	01/05/22	FEDERAL INCOME TAX	01-22	2584.90	
39099	01/05/22	UMP01 UMPQUA BANK - MYTAXPAYER	1C20105	01/05/22	FICA	01-22	4443.00	
39099	01/05/22	UMP01 UMPQUA BANK - MYTAXPAYER	2C20105	01/05/22	MEDICARE	01-22	1039.10	8067.00
TOTAL DISBURSED...							41538.75	41538.75

REPORT.: 01/18/22
 RUN...: 01/18/22 Time: 09:53
 Run By.: Katie Butler

CITY OF WILLOWS
 Check Register

PAGE: 001
 ID #: PRCR
 CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount	Tax Amount	Deduction Amount	Check Amount
39100	01/21/22	01/21/22	BUT01 BUTLER, KATIE LEEANN	01-22	07-22	1890.00	379.43	.00	1510.57
39101	01/21/22	01/21/22	RUS01 RUSTENHOVEN, TARA L	01-22	07-22	1890.00	346.10	.00	1543.90
39102	01/21/22	01/21/22	EHO00 EHORN, MARIA ANNETTE	01-22	07-22	1890.00	346.10	.00	1543.90
39103	01/21/22	01/21/22	DUN00 DUNCAN, ROSE A	01-22	07-22	1890.00	384.88	.00	1505.12
39104	01/21/22	01/21/22	HUT04 HUTSON, KRISTINA RENEE	01-22	07-22	846.00	165.90	.00	680.10
39105	01/21/22	01/21/22	ABO00 ABOLD, STEVEN B	01-22	07-22	1890.00	345.80	.00	1544.20
39106	01/21/22	01/21/22	MCM00 MCMAHON, SHARON M	01-22	07-22	945.00	155.58	.00	789.42
39107	01/21/22	01/21/22	SEN00 SENGMANY, SITXAY	01-22	07-22	720.00	87.56	.00	632.44
39108	01/21/22	01/21/22	VAS01 VASQUEZ, PEDRO CEASAR	01-22	07-22	1890.00	295.37	.00	1594.63
39109	01/21/22	01/21/22	CHA00 CHAPMAN, LANCE D	01-22	07-22	504.00	159.77	.00	344.23
39110	01/21/22	01/21/22	ENO00 ENOS, KYLE	01-22	07-22	1890.00	399.27	.00	1490.73
39111	01/21/22	01/21/22	MON00 MONCK, NATHANIAL T	01-22	07-22	72.00	6.29	.00	65.71
39112	01/21/22	01/21/22	PEA04 PEABODY, ROBERT WAYNE	01-22	07-22	1332.00	217.92	.00	1114.08
39113	01/21/22	01/21/22	PET02 PETERSEN, MATTHEW	01-22	07-22	1224.00	144.85	.00	1079.15
39114	01/21/22	01/21/22	STE05 STEPHENS, KYRA	01-22	07-22	648.00	77.95	.00	570.05
39115	01/21/22	01/21/22	CAR03 CARLSON, JOSHUA D	01-22	07-22	1404.00	184.12	.00	1219.88
39116	01/21/22	01/21/22	MIN00 MINGS, MICHAEL E	01-22	07-22	1890.00	281.10	.00	1608.90
39117	01/21/22	01/21/22	PFY00 PFYL, NATISA N	01-22	07-22	1890.00	399.27	.00	1490.73
						24705.00	4377.26	.00	20327.74

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
39121	01/19/22	EDD01 EMPLOYMENT DEVELOP.DEPT.	C20105	01/05/22	STATE INCOME TAX	01-22	13.29	
39121	01/19/22	EDD01 EMPLOYMENT DEVELOP.DEPT.	C20119	01/19/22	STATE INCOME TAX	01-22	1438.23	1451.52
39122	01/19/22	EDD02 EMPLOYMENT DEVELOPMENT DEP	C20105	01/05/22	SDI	01-22	- .52	
39122	01/19/22	EDD02 EMPLOYMENT DEVELOPMENT DEP	C20119	01/19/22	SDI	01-22	668.54	668.02
39123	01/19/22	ICM01 ICMA RETIREMENT TRUST 457	C20119	01/19/22	DEFERRED COMP - ICMA	01-22	200.00	200.00
39124	01/19/22	NAT00 NATIONWIDE RETIREMENT SOLU	C20119	01/19/22	USCM DEF. COMP.	01-22	1404.39	
39124	01/19/22	NAT00 NATIONWIDE RETIREMENT SOLU	1C20119	01/19/22	USCM DEF. COMP. MTCH	01-22	278.85	1683.24
39125	01/19/22	PER01 P.E.R.S.	C20119	01/19/22	PERS PAYROLL REMITTANCE	01-22	5696.59	5696.59
39126	01/19/22	UMP00 UMPQUA BANK	C20119	01/19/22	DIRECT DEPOSIT	01-22	24538.93	24538.93
39127	01/19/22	UMP01 UMPQUA BANK - MYTAXPAYER	C20105	01/05/22	FEDERAL INCOME TAX	01-22	22.53	
39127	01/19/22	UMP01 UMPQUA BANK - MYTAXPAYER	C20119	01/19/22	FEDERAL INCOME TAX	01-22	4288.98	
39127	01/19/22	UMP01 UMPQUA BANK - MYTAXPAYER	1C20105	01/05/22	FICA	01-22	-5.86	
39127	01/19/22	UMP01 UMPQUA BANK - MYTAXPAYER	1C20119	01/19/22	FICA	01-22	7535.96	
39127	01/19/22	UMP01 UMPQUA BANK - MYTAXPAYER	2C20105	01/05/22	MEDICARE	01-22	-1.36	
39127	01/19/22	UMP01 UMPQUA BANK - MYTAXPAYER	2C20119	01/19/22	MEDICARE	01-22	1762.60	13602.85
TOTAL DISBURSED...							47841.15	47841.15

Invoice No	Description	Invoice Date		Actual Period		Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm						
Check #: 051812 Check Date.: 01/14/22		Vendor I.D.: AFF00 (AFFORDABLE COMPUTER SOLUTIONS)							
6384-	SEVER SECURITY UPDATES	12/31/21	01-22				90.00	.00	90.00
		01/14/22	07-22						
Check #: 051813 Check Date.: 01/14/22		Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)							
68797-	CLEANING UNIFORMS FOR PUBLIC WORKS	01/04/22	01-22				109.64	.00	109.64
		01/14/22	07-22						
72145-	CLEANING UNIFORMS FOR PUBLIC WORKS	01/11/22	01-22				109.64	.00	109.64
		01/14/22	07-22						
** Vendor's Subtotal ----->							219.28	.00	219.28
Check #: 051814 Check Date.: 01/14/22		Vendor I.D.: AND01 (ANDY HEATH FINANCIAL SERVICES)							
0222-	SERVICE PROVIDED 12-15-21 TO 1-14-22	01/14/22	01-22				8842.50	.00	8842.50
		01/14/22	07-22						
Check #: 051815 Check Date.: 01/14/22		Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)							
203643932-	New Print Mat. Willows Li	12/29/21	01-22				412.89	.00	412.89
		01/14/22	07-22						
Check #: 051816 Check Date.: 01/14/22		Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)							
619987-	DEC 21 STATEMENT	12/06/21	01-22	A			13.73	.00	13.73
		01/14/22	07-22						
Check #: 051817 Check Date.: 01/14/22		Vendor I.D.: COL08 (COLE HUBER LLP)							
38739-	LEGAL ADVICE- NUISANCE ABATEMENT	11/30/21	01-22				1475.00	.00	1475.00
		01/14/22	07-22						
38740-	429 N. SHASTA ST. WILLOWS	11/30/21	01-22				265.50	.00	265.50
		01/14/22	07-22						
38741-	650 N. BUTTE ST- ABATEMENT	11/30/21	01-22				354.00	.00	354.00
		01/14/22	07-22						
38742-	141 N. CRAWFORD- ABATEMENT	11/30/21	01-22				21321.96	.00	21321.96
		01/14/22	07-22						
** Vendor's Subtotal ----->							23416.46	.00	23416.46
Check #: 051818 Check Date.: 01/14/22		Vendor I.D.: COM16 (COMCAST CABLE)							
C20110-	SERVICE 12-29-21 TO 1-28-22 ACCT. 5941	12/24/21	01-22				145.94	.00	145.94
		01/14/22	07-22						
Check #: 051819 Check Date.: 01/14/22		Vendor I.D.: DEM01 (DEMCO, INC.)							
7057290-	PAPERFOLD 12" x 24" JACK, ECT	12/20/21	01-22	A			341.58	.00	341.58
		01/14/22	07-22						
Check #: 051820 Check Date.: 01/14/22		Vendor I.D.: DOM01 (DOMAIN LISTINGS)							
2421848-	ANNUAL WEBSITE DOMAIN LISTING	12/27/21	01-22				228.00	.00	228.00
		01/14/22	07-22						
Check #: 051821 Check Date.: 01/14/22		Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)							
C20107-	DEC 2021 STATEMENT FOR PUBLIC WORKS	12/31/21	01-22	A			1701.14	.00	1701.14
		01/14/22	07-22						
Check #: 051822 Check Date.: 01/14/22		Vendor I.D.: INK01 (THE INKWELL)							
3413-	CAL	12/29/21	01-22	A			25.46	.00	25.46
		01/14/22	07-22						

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
Check #.: 051823 Check Date.: 01/14/22		Vendor I.D.: ITF01 (INDUSTRIAL TRUCK & FARM)						
582072-	TEFLON TAP & GAUGE	01/04/22	01-22 A			3.71	.00	3.71
		01/14/22	07-22					
Check #.: 051824 Check Date.: 01/14/22		Vendor I.D.: LEW00 (THE LEW EDWARDS GROUP)						
001-	PER PROFESSIONAL SERVICES AGREEMENT	12/31/21	01-22			5000.00	.00	5000.00
		01/14/22	07-22					
Check #.: 051825 Check Date.: 01/14/22		Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)						
054733-	NATURAL TOLL TOWEL	01/07/22	01-22			122.27	.00	122.27
		01/14/22	07-22					
Check #.: 051826 Check Date.: 01/14/22		Vendor I.D.: MID03 (MIDWEST TAPE)						
501518013-	NEW MATERIAL FOR WILLOWS LIB	01/06/22	01-22			187.86	.00	187.86
		01/14/22	07-22					
Check #.: 051827 Check Date.: 01/14/22		Vendor I.D.: MJB01 (MJB WELDING SUPPLY, INC.)						
01369393-	RENTAL	12/31/21	01-22 A			43.40	.00	43.40
		01/14/22	07-22					
Check #.: 051828 Check Date.: 01/14/22		Vendor I.D.: NAT26 (NATIONAL FIRE SYSTEMS, INC.)						
52730-	6MONTH HOOD INSPECTION	01/04/22	01-22			276.81	.00	276.81
		01/14/22	07-22					
97015-	6 LITRE AMEREX, K ORING, K VALVE STEM	01/04/22	01-22			303.62	.00	303.62
		01/14/22	07-22					
** Vendor's Subtotal ----->						580.43	.00	580.43
Check #.: 051829 Check Date.: 01/14/22		Vendor I.D.: NOR18 (NORTHERN CALIF. GLOVES)						
545891-	GLOVES	12/28/21	01-22			584.93	.00	584.93
		01/14/22	07-22					
Check #.: 051830 Check Date.: 01/14/22		Vendor I.D.: NOR43 (ACCESS)						
9160863-	40" SECURITY CONSOLES	12/31/21	01-22			81.79	.00	81.79
		01/14/22	07-22					
Check #.: 051831 Check Date.: 01/14/22		Vendor I.D.: NSW00 (NSWTS)						
0350-	MONTHLY SERVICE FEE 12-1-21	01/07/21	01-22			130.00	.00	130.00
		01/14/22	07-22					
Check #.: 051832 Check Date.: 01/14/22		Vendor I.D.: PGE01 (PG & E)						
C20110-	UTILITY ELECTRIC FOR ACCT 3795	01/03/22	01-22 A			42.11	.00	42.11
		01/14/22	07-22					
Check #.: 051833 Check Date.: 01/14/22		Vendor I.D.: RGS01 (REGIONAL GOVERNMENT SERVICES)						
12877-	REIMBURSABLE EXPENSES FOR NEOGOV POSTING	11/30/21	01-22			1425.00	.00	1425.00
		01/14/22	07-22					
Check #.: 051834 Check Date.: 01/14/22		Vendor I.D.: RUM03 (RUMIANO CHEESE COMPANY)						
C20115-	HOUSING AND COMMUNITY DEVELOPMENT	01/15/22	01-22			741580.00	.00	741580.00
		01/14/22	07-22					
Check #.: 051835 Check Date.: 01/14/22		Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)						
50826-	FLAT REPAIR	12/18/21	01-22			40.00	.00	40.00
		01/14/22	07-22					

Invoice No	Description	Invoice Date		Actual Period		Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount	
		Due Date	Fiscal	Tm							
Check #.: 051836 Check Date.: 01/14/22		Vendor I.D.: SEV00 (INFRAMARK, LLC)									
71617-	BASE OPERATION, REPAIRS/ MAINT. & COLLECTION SYST.	01/04/22	01-22	01/14/22	07-22			56811.84	.00	56811.84	
Check #.: 051837 Check Date.: 01/14/22		Vendor I.D.: STO01 (STONY CREEK UNIFIED SCHOOL DISTRICT)									
C20107-	JAN 2022 RENT	01/07/22	01-22	01/14/22	07-22			100.00	.00	100.00	
Check #.: 051838 Check Date.: 01/14/22		Vendor I.D.: TEH01 (TEHAMA COUNTY EAC)									
C20115-	ANNUAL MEMBERSHIP DUES CALENDAR YR 2022	01/15/22	01-22	01/14/22	07-22			45.00	.00	45.00	
Check #.: 051839 Check Date.: 01/14/22		Vendor I.D.: USB02 (US BANK)									
461279416-	Equip. Maint.	12/24/21	01-22	01/14/22	07-22			676.18	.00	676.18	
Check #.: 051840 Check Date.: 01/14/22		Vendor I.D.: USB03 (US BANK ST. PAUL CM-9705)									
1893116-	TAXABLE PENSION OBLIGATION BONDS PAYMENT	01/07/22	01-22	01/14/22	07-22			82469.44	.00	82469.44	
Check #.: 051841 Check Date.: 01/14/22		Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)									
C20110-	DEC. 2021 MONTHLY STATEMENT FOR ACCT 0146	12/31/21	01-22	01/14/22	07-22			1061.50	.00	1061.50	
Check #.: 051842 Check Date.: 01/14/22		Vendor I.D.: VER02 (VERIZON WIRELESS)									
989599037-	Telephone Exp. FOR 11-27-21 TO 12-26-21	12/26/21	01-22	01/14/22	07-22			169.21	.00	169.21	
Check #.: 051843 Check Date.: 01/14/22		Vendor I.D.: WIL04 (WILLOWS HYDRO JETS)									
C20107-	WLOS HYDRO JETS POOL REIMBURSEMENT	01/07/22	01-22	01/14/22	07-22			304.00	.00	304.00	
Check #.: 051844 Check Date.: 01/14/22		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)									
262894-	SPRAY PAINT	01/10/22	01-22	01/14/22	07-22	A		8.57	.00	8.57	
264092-	LOCK SET AND KEYS	01/07/22	01-22	01/14/22	07-22	A		35.30	.00	35.30	
265064-	KEYS	01/03/22	01-22	01/14/22	07-22	A		3.74	.00	3.74	
265571-	HEAT CABLE	07/04/22	01-22	01/14/22	07-22	A		42.89	.00	42.89	
265580-	SUPPLIES FOR THE PARKS	01/10/22	01-22	01/14/22	07-22	A		49.31	.00	49.31	
								** Vendor's Subtotal ----->	139.81	.00	139.81
Check #.: 051845 Check Date.: 01/14/22		Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)									
77196-	GORILLA SUPERGLUE	01/04/22	01-22	01/14/22	07-22			6.42	.00	6.42	
77444-	TANK LEVELER UNIVERSAL	01/11/22	01-22	01/14/22	07-22			2.15	.00	2.15	
C20107-	DEC 2021 STATEMENT WITH CREDIT APPLIED	01/04/22	01-22	01/14/22	07-22			180.34	.00	180.34	
								** Vendor's Subtotal ----->	188.91	.00	188.91
								** Total Checks Paid ----->	927224.37	.00	927224.37



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL/REGULAR MEETING HELD JANUARY 11, 2022

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

1. Mayor Domenighini called the Special meeting to order at 5:32 p.m.
2. The meeting opened with the Pledge of Allegiance led by Council Member Griffith.

3. Roll Call:

Council Members Present: Council Members Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

Council Members Absent:

Staff Present: City Manager Marti Brown, City Attorney David Ritchie, City Engineer John Wanger and City Clerk Tara Rustenhoven

4. Closed Session:

a. Conference with Legal Counsel – Existing Litigation (§ 54956.9)

Cases (2)

Name of Case: O’Connell v. City of Willows et al, Glenn Sup Ct. Case No. 20CV02511

City of Willows v. Lucky B. Wyatt II, Glenn Sup Ct. Case No. 21CV02682

b. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation (§54956.9(b)) No. Cases 91

Initiation of Litigation (§ 54956.9(c)) No. Cases (1)

Council recessed into closed session at 5:32 p.m.

5. Council reconvened into open session at 6:05 p.m.

Announcement of any action taken in closed session:

Mayor Domenighini reported no reportable action and direction was given to staff.

6. Oath of Office:

City Clerk Tara Rustenhoven swore in new Planning Commissioners Kellie Burt and Lorri Pride.

7. Changes to the Agenda: Remove item 9a. This item will be on the February 9th meeting.

8. Public Comment & Consent Calendar: No public comments or written communications.

Public Comment:

David Vodden of Thunderhill Raceway wanted to thank the City of Willows for allowing them to have a place to have the racetrack and will be celebrating their 30th year of operation.

Dennis Asbury-Presented an intent of recall against Council Member Warren, Vice Mayor Hansen, and Mayor Domenighini.

Robert Faust-had questions on a gas tax SB1; how much SB1 funds did the City of Willows receive? Is the SB1 being used for the Pacific Street program. How much is left to repair other roads in the program.

Consent Calendar:

a. Register Approval

Approval of general checking, payroll & direct deposit check registers Z45350-Z45407, 39055-39092, 051750-051811.

b. Minutes Approval

Approval of minutes of the Special City Council Meeting held on November 17, 2021 and the Regular Meeting held on December 14, 2021.

c. Committee Appointment Change

Approve an amendment to the previously approved Council Committee Appointments from the December 14, 2021 City Council Regular meeting by appointing Councilmember Griffith as one of the two primary members to the Regional Transit Committee and appointing Councilmember Warren and the alternate member.

d. Grant Application Submission and Awards

Authorize the City Manager, or her designee, to apply for, if awarded, accept and execute all associated documents for Federal, State, Local and other grants on behalf of the City without prior Council approval provided that no local matching funds from the City are required.

Action:

Motion: Council Member Griffith/Second: Council Member Williams

Moved to approve the Consent Calendar as presented above and the following item(s).

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

AYES: Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

10. Discussion & Action Calendar:

a. Pacific Avenue Restoration Project

Authorize the City Manager to execute a contract amendment to Coastland's professional services agreement to provide design services for the Pacific Avenue Rehabilitation Project.

City Engineer John Wanger was present to present this item.

Action:

Motion: Vice Mayor Hansen/Second: Council Member Warren

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH COASTLAND CIVIL ENGINEERING FOR THE DESIGN OF THE PACIFIC AVENUE REHABILITATION PROJECT.

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

AYES: Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES:
ABSENT:
ABSTAIN:

b. City of Willows Water Department South of Tehama Street

Authorize the City Manager to execute a professional services agreement with Rolls, Andersen and Rolls (RAR) to provide surveying services associated with the South Tehama Water Main Extension Project.

City Engineer presented this item.

Action:

Motion: Council Member Griffith/Second: Vice Mayor Hansen

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH ROLLS, ANDERSON AND ROLLS TO PROVIDE SURVEYING SERVICES NEEDED FOR THE SOUTH TEHAMA WATER MAIN EXTENSION PROJECT.

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

AYES: Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES:

ABSENT:

ABSTAIN:

c. Council Goal and Priority Setting Workshop

Appoint a City Council Ad Hoc Committee to interview potential contractors to facilitate a City Council Goal and Priority Setting Workshop in the spring of 2022.

Rick Thomas, suggested looking at past surveys before moving forward.

Roberta Asbury, urges council not vote on this item.

Lorri Pride, agrees with waiting on this item.

Councilmembers Warren and Griffith will come in a review documents and report back to council a later date.

David Vodden asked council to consider what is it that they want out of the study before considering the Goal and Priority Setting workshop.

Doug Ross, resident of willows had comments on this item.

By consensus, council will table this item for a future meeting.

d. City Council Meeting Calendar and Schedule

Adopt the 2022 City Council Meeting Calendar and Schedule.

Action:

Motion: Vice Mayor Hansen/Second: Council Member Griffith

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ESTABLISHING THE 2022 CITY COUNCIL MEETING CALENDAR AND SCHEDULE.

The motion passed unanimously 4/1 carried by the following roll call vote:

AYES: Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

NOES: Williams

ABSENT:

ABSTAIN:

11. Comments & Reports:

- a. City Council Comments & Reports: Council gave comments/reports on activities and various meetings they attended.
- b. City Managers Report:
 - Update on the computer for the NEWCSD

12. Adjournment:

The Meeting was adjourned at 7:33 p.m.

Dated: January 20, 2022

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD JANUARY 12, 2022

Meeting audio is available at the City of Willows website. This is not a live feature. Audio recordings are posted the succeeding business day following the scheduled City Council Meeting.

Please visit www.cityofwillows.org for free PodBean recordings.

1. Mayor Domenighini called the meeting to order at 6:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Council Member Williams.

3. Roll Call:

Council Members Present: Council Members Williams, Griffith, Warren, Vice Mayor Hansen, Mayor Domenighini

Council Members Absent:

Staff Present: City Manager Marti Brown Finance Consultant Andy Heath, Library Director Jody Meza and City Clerk Tara Rustenhoven

4. Public Comment: No public comments or written communications.

5. Presentation:

a. Updated Fiscal Year 2021-2022 Budget.

Andy Heath was present to present this item.

Roberta Asbury, thanked Andy for the presentation and had questions on the budget.

Lorri Pride and Council Member Williams also had questions on the budget.

Bob Faust had questions on the SB1 Funds balance.

6. Adjournment:

The Meeting was adjourned at 7:26 p.m.

Dated: January 20, 2022

Tara Rustenhoven, City Clerk



Date: January 25, 2022
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Covid 19 Prevention Program

Recommendation:

Authorize the City Manager to 1.) implement the attached Covid 19 Prevention Program (CPP) in accordance with CAL OSHA rules and regulations with concurrence of the City Attorney; and 2.) update the CPP as needed in order to comply with State regulations.

Rationale for Recommendation:

Currently, the City does not have adopted policies and procedures for responding to Covid 19. The California Division of Occupational Safety and Health (Cal OSHA) requires all public agencies to adopt and institute a Covid 19 Prevention Program in response to the pandemic (California Code of Regulations, Title 8, Section 3205. COVID-19 Prevention).

Background:

From the onset of the pandemic in March 2020 multiple state agencies established regulations for California employers to follow. Since then, there have been continuous and regular updates to those regulations and guidelines.

In June 2021, the Glenn County Board of Supervisors authorized the Personnel Director (in concurrence with County Counsel and the County Administrator) to develop a Covid 19 Prevention Program.

In addition and most recently, Cal OSHA issued Covid 19 Emergency Temporary Standards (ETS) supplementing prior standards.

Discussion & Analysis:

In an effort to comply with State regulations and remain consistent with Glenn County (which also adopted a Covid 19 Prevention Program), staff recommends adopting the attached draft

Program, as well as authorize the City Manager to update the CPP to comply with State regulations as needed.

Fiscal Impact:

There is no fiscal impact by adopting the proposed Covid 19 Prevention Program and authorizing the City Manager to implement it, as well as stay abreast of State mandates and update the City's Program on an as need basis to be in compliance with the State and consistent with the County.

Attachments:

Attachment 1: Draft Covid 19 Prevention Program

Attachment 2: Revisions to the COVID-19 Prevention Emergency Temporary Standards (Effective January 14, 2022) - FAQ

COVID-19 PREVENTION PROGRAM (CPP) FOR THE CITY OF WILLOWS

All California employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)). This policy is adopted to ensure that the City of Willows (the “Agency”) is compliant with these regulations and with the requirements of California AB 685 (2020).

It further provides guidance on best practices to minimize the risks and spread of COVID-19 and provides procedures for the Agency and all employees to follow in the event of instances of potential COVID-19 illness.

The purpose of this policy, including its enactment, is so that the Agency can take all reasonable steps that a responsible employer would take to prevent and eliminate employee exposure to COVID-19 in an expedited manner and to mitigate any hazards associated with such exposure.

Where required by this policy, the Agency has identified the specific provisions that apply by placing an “X” or completing the additional information in the spaces provided.

TO ALL EMPLOYEES: COVID-19 is an infectious disease that can be spread through the air. COVID-19 may also be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth. An infectious person may have no symptoms.

Date Adopted: January 25, 2022 [Effective Retroactively to January 1, 2021].

1. AUTHORITY AND RESPONSIBILITY

The City Manager or her/his designee has overall authority and responsibility for implementing the provisions of this CPP in all Agency workplaces and is designated as the Agency’s Workplace Infection Prevention Coordinator. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using, and must use, safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

2. IDENTIFICATION AND EVALUATION OF COVID-19 HAZARDS

The Agency shall employ the following procedures to aid in the identification and evaluation of Covid-19 hazards within the Agency workplaces:

- Conduct workplace-specific evaluations using the Appendix A: Identification of COVID-19 Hazards form.
- Evaluate employees’ potential workplace exposures to all persons at, or who may enter, our workplaces.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and

- prevention.
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

3. DEFINITIONS

The definitions section is critical to your understanding of this policy. Some definitions include definitions in combination. Wherever a definition includes a previously defined term, those previously defined terms are shown in *italics*.

- a) “Infectious Period” means the time period a COVID-19 positive individual is infectious as defined by the State Department of Public Health.
- b) “Notice of Potential Exposure” means (any of):
 1. Notification from a public health official or licensed medical provider that an employee was exposed to a qualifying individual at the worksite.
 2. Notification from an employee or an employee representative or emergency contact that the employee is a qualifying individual.
 3. Notification from an employer-provided testing protocol that the employee is a qualifying individual.
 4. Notification from a subcontracting employer that a qualifying individual was on the worksite.
- c) “Qualifying Individual” means any person who has (any of):
 1. A lab-confirmed case of COVID-19
 2. A Positive COVID-19 diagnosis from a licensed health care provider
 3. A COVID-19 related order to isolate provided to them by a public health official.
 4. Died due to COVID-19.
- d) “Worksite” means the building, store, facility, or other location where a worker worked during the infectious period. It does not include buildings, floors, or other locations that a qualified individual did not enter.
- e) “Exposed Workplace” means any work location, work area or common area at a worksite used or accessed by a qualifying individual during the high-risk period, including bathrooms, walkways, hallways, aisles, meal, and rest areas, and waiting areas.
- f) “High Risk Period” means, the “*infectious period*” and any of the following:
 1. For persons who develop COVID-19 symptoms: from two days before they first develop symptoms until at least 10 days after symptoms first appeared and until 24 hours have passed after symptoms have disappeared and no fever (without taking fever-reducing medication) is present.
 2. For persons who test positive for COVID-19 but do not develop symptoms, from two days before the specimen for their first positive test was collected until 10 days after the test was

collected.

g) “COVID-19 Outbreak” means in non-residential, non-healthcare settings, three probable or confirmed COVID-19 cases within any 14-day period, of people who are epidemiologically linked in the setting, not from the same household and not identified as close contacts in any other investigation.

h) “Close Contact” means being within 6 feet of another person for an aggregate of 15 minutes in any 24-hour period.”

i) “Epidemiologically Linked” means those who are connected because they were in “*Close Contact*” or those that are members of a risk cohort as defined by public health authorities and including those that have identifiable connections between them such as shared office space or other contact indicating a higher risk of spread than arises from incidental community contact.

j) “COVID-19 Symptoms” means fever of 100.4 degrees or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea, unless these symptoms are determined by a licensed health care professional to be caused by a known condition other than COVID-19.

k) “Possible Exposure” means direct contact for more than 15 minutes (in total) in any 24-hour period with a person who is a *qualifying individual* during their *high-risk period* OR having direct contact with another person who is a *qualifying individual* and to whom they are *epidemiologically linked* during their *high-risk period*.

4. EMPLOYEE PARTICIPATION

Employees and their authorized employees’ representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards. Employees are not compelled to disclose medical information unless required by law and specified in this Prevention Program Policy. Employees will not be subject to retaliation for disclosing a positive COVID-19 test or diagnosis or an order to quarantine or isolate.

Employee personally identifying information shall not be released and is exempt from disclosure under the California Public Records Act, as the privacy interests of employees in this personally identifiable information outweighs the interest in public disclosure of such information.

5. EMPLOYEE SCREENING

Employees are required to pre-screen themselves by deliberately assessing the following, daily, prior to or upon arrival at their worksite.

Screening processes includes:

Sanitize hands

Verify they have a mask

Self-assessment for any COVID-19 Symptoms

Self-assess any contact resulting in “possible exposure” (see definition)

Temperature Check (must be below 100.3F)

If an employee has symptoms of COVID-19, a temperature above 100.3 degrees or has a “possible exposure, they must not enter the worksite and must contact their supervisor to report their absence related to failing pre-screening procedures.

6. CORRECTION OF COVID-19 HAZARDS

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

All identified hazards will be reported to the City Manager within 24 hours

The City Manager will take appropriate remedial action immediately or as soon as possible after the hazard becomes known.

Once an immediate hazard has been mitigated, the City Manager will ensure that COVID-19 Hazards transition into the Agency’s control model in 7), below.

7. CONTROL OF COVID-19 HAZARDS

a) Physical Distancing

Where possible, all persons present on Agency property must ensure at least six feet of physical distance is maintained at all times from anyone who is not a member of their immediate household. When six feet of distancing cannot be achieved, individuals are to maintain as much distance as possible.

To the extent possible, the Agency evaluates the operational needs to assess whether remote work arrangements are possible, it limits the number of persons in any one area at any given time including visitors and members of the public.

Employees should, to the extent possible, avoid all face-to-face gatherings, including meetings even in small groups and use teleconferencing tools to interact with other staff. Meals and breaks should be taken in a staggered fashion at different times. Arrival and departure times for employees may be adjusted, along with work schedules, if that is needed to reduce interpersonal contact and to maintain delivery of Agency services to the public.

b) Face Coverings

The Agency provides clean, undamaged, disposable face coverings (masks) and will ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the

California Department of Public Health (CDPH) or local health department.

Face coverings will be available at the public entryway to all Agency buildings. When arriving at a workplace, employees and members of the public are required to wear a face covering before entering or immediately upon entry if using an agency-provided mask.

The following are exceptions to the use of face coverings in the workplace:

- When an employee is alone in their own office if that office is a private, fully enclosed space with the door closed.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- When performing specific tasks that cannot feasibly be performed with a face covering.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons.

c) Engineering controls

The Agency will maximize, to the extent feasible, the quantity of outside air circulated in our buildings with mechanical or natural ventilation systems by ensuring the exchange with outside air unless doing so is unreasonable due to exterior air quality or outdoor temperatures falling outside the range of 50 degrees to eighty-five degrees Fahrenheit.

The Agency uses air exchange filters that provide the maximum filtration efficiency compatible with the existing central ventilation system in each location.

d) Cleaning and Disinfecting

The Agency utilizes the following cleaning and disinfection measures for frequently touched surfaces:

- Sanitizing using a commercial grade sanitizer or other disinfectant solution designed to eliminate bacteriological or viral agents including coronavirus-type viruses.
- Semi-weekly deep cleaning of all surfaces, doorknobs, switches, buttons, handles, elevator buttons, touchscreen surfaces with a commercial-grade sanitizer or other disinfectant solution designed to eliminate bacteriological or viral agents including coronavirus-type viruses.

In the event of a documented COVID-19 case in our workplace, we will implement the following procedures:

- The workspace of the affected individual when a single case is discovered will be closed to use for a period of 72 hours.
- Deep cleaning of all surfaces, handles, switches, buttons, and other touch surfaces in the

workspace will be conducted prior to re-opening the area for use by any employee. Deep cleaning shall only be conducted by staff trained to perform maintenance functions that include training in the use of chemical disinfectant agents or by outside vendors with the same training.

X In the event that a single workplace has three or more documented, epidemiologically linked cases within any 14-day period, an outside vendor will be contracted with to provide deep-cleaning / disinfection services for affected employee workstations/offices and common areas. That worksite will be closed to use until the deep cleaning has been completed.

e) Shared vehicles, tools, equipment, and personal protective equipment (PPE)

PPE must not be shared, e.g., masks, respirators, gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses. Each user of shared materials is responsible for disinfection of the item before and after use, using disinfectant agents and disposable paper towels provided by the Agency. If supplies are needed to perform disinfection tasks, employees shall contact their supervisor to obtain such supplies.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Employees shall, in addition to disinfecting surfaces described herein, use hand sanitizer before and after touching shared items (see below).

f) Hand sanitizing

Handwashing with warm water and soap for a minimum of 20 seconds is the preferred method to sanitize hands. When an employee is unable to wash their hands for at least 20 seconds, the use of an effective hand sanitizer is an effective and acceptable alternative.

To implement effective hand sanitizing procedures, the Agency will allow employees to use lavatory facilities for handwashing on an as-needed basis. Handwashing should always be for a period greater than 20 seconds in each session, using soap, and drying with disposable towels immediately after. The agency will provide effective hand sanitizer and a sanitation station inside each workplace.

Employees may choose and are encouraged to use their own hand-sanitizer according to preference. Do not use disinfectant sprays or wipes designed for cleaning or disinfection of non-porous surfaces on your skin. Acceptable hand sanitizer includes only those that meet the following parameters:

- **MUST** contain at least 60% ethanol (ethyl alcohol) or isopropyl alcohol (isopropanol or 2-propanol)

- **DO NOT** contain Methanol and/or 1-propanol which can be toxic to humans and which may be absorbed through the skin.

g) Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

8. INVESTIGATING AND RESPONDING TO COVID-19 CASES

When the Agency receives Notice of a Potential Exposure to COVID-19 it shall, within one business day:

- a) Provide a written notice to all employees, and the employer of any subcontracted employees, who were present in the workplace (worksite) with the qualifying individual within the period of time they may have been infectious that they may have been exposed to COVID-19. Copies of these notices shall be retained for at least three (3) years.
- b) Provide a written notice to the exclusive representative (if applicable) of any employee receiving a notice in section 8 a) (above). This notice shall include the same information as is required for a Cal/OSHA Form 300 injury log unless that information is inapplicable or unknown.
- c) The notices in a) and b) (above) shall provide information regarding COVID-19 related benefits that the employee may be entitled to under Federal State or local laws including worker's compensation, COVID-19 leave, Employer-provided sick leave, or other state-mandated leave, and shall explain any anti-retaliation and anti-discrimination protections the employee may have.
- d) The notices in a) and b) (above) shall include a copy of this policy and provide information about the specific disinfection and safety plan that will be completed per the then current Centers for Disease Control (CDC) guidelines.

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be required to take a COVID-19 test. The Agency will pay for the cost of the first test. Employees who have had a potential exposure may be required to stay home until they satisfy any applicable return-to-work requirements. Where feasible, employees will be assigned work remotely if they are unable to be physically present in the workplace.

9. RESPONSE TO COVID-19 OUTBREAK

If the Agency is notified that the number of cases meet the California Department of Public Health definition of a "COVID-19 Outbreak", the Agency will, within 48 hours, notify the Local Public Health Agency of the names, number, occupation, and worksite of each employee who is a qualifying individual along with the business address and NAICS code of the worksite(s) where the qualifying individuals work. The Agency will supplement this notification by providing the same information for each subsequent lab-confirmed case of COVID-19 at the worksite(s).

CDPH has defined a COVID-19 Outbreak, in non-residential, non-healthcare settings as: “Three probable or confirmed COVID-19 cases within any 14-day period of people who are epidemiologically linked in the setting, not from the same household and not identified as close contacts in any other investigation.”

10. SYSTEM FOR COMMUNICATING

The Agency has implemented a two-way communication system to ensure that information is shared promptly with and from all employees and, when required, to recognized employee representatives in a form that is readily understood.

a) Employees should immediately inform their supervisor verbally or in writing if they are suffering from COVID-19 symptoms (see definition), if they have had any COVID-19 possible exposure (see definition) in or away from the workplace that they become aware of, or of possible COVID-19 hazards at the workplace. Retaliation or discriminatory treatment for making a report under this policy is prohibited.

b) Employees making such a report will be provided with a copy of this policy, and direction regarding whether they must remain away from the worksite, what the conditions must be met to allow their return to the worksite, any available leave, or other benefits during the period of absence from work, and information about how and where they can get tested for COVID-19 if a test has not yet been taken.

c) Our procedures or policies for accommodating employees with documented medical or other conditions that put them at increased risk of severe COVID-19 illness may include staggering work hours, remote or partially remote work, to ensure minimized contact with other employees. In cases where a medical provider for an employee with a qualifying disability has disclosed the need for restrictions and the employee’s essential functions are impacted by these restrictions, the Agency will engage in an Interactive Process with the employee to evaluate accommodations that may be made that will allow the employee to perform the essential functions of their job, and whether such accommodation(s) are reasonable.

d) If an employee is concerned that they have had possible exposure to COVID-19 as defined in this policy, away from the worksite, they should immediately contact their medical provider for information on where testing may be available to them. If recommended by their medical provider, they should self-isolate until test results are returned to them. If an employee receives a recommendation to self-isolate from a medical provider while awaiting COVID-19 test results, they must not come to work and must contact their supervisor to report a COVID-19-related need for absence from work. The purpose of this subsection is to reduce the likelihood that an employee may, without their knowledge bring COVID-19 into the workplace without their knowledge, such as prior to experiencing symptoms.

e) In the event the Agency is required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test. As noted in this policy, the first test mandated by the Agency will be at no cost to the employee.

f) When an employee tests positive for COVID-19 or has possible exposure, the employee is

requested and strongly encouraged to disclose the following: When they had a positive test, when (if applicable) they first experienced symptoms of COVID-19, a description of all times they were present in the workplace from the period of time two days prior to the positive test or experiencing symptoms – whichever is earlier, and a listing of all other individuals that they had more than a total of 15 minutes of close contact with at the workplace during that time period.

g) When necessary, the Agency will share information relating to possible exposure with any affected employee. The Agency does so to prevent further spread and will only share the information needed to accomplish that goal. To the extent possible, the Agency will not disclose any private medical information or the identity of any employee who tests positive or is unable to come to work due to possible exposure.

11. TRAINING AND INSTRUCTION

We will provide effective training and instruction that includes:

- Distribution of this and any other COVID-19 policies and procedures designed to protect employees from COVID-19 hazards.
- Distribution of information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

If you have questions about any of the topic areas listed above and have not been provided with information such that you clearly understand each, please first review this Coronavirus Preparedness Plan in detail and request to discuss the plan and the above guidance with your supervisor.

Appendix D: COVID-19 Training Roster will be used to document this training.

12. EXCLUSION OF COVID-19 CASES

When the Agency has a COVID-19 case or possible exposure in our workplace, we will limit transmission by:

Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.

Excluding employees with COVID-19 exposure from the workplace until a negative Covid 19 test result is received.

Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever it is established that the COVID-19 exposure is work related. Providing employees at the time of exclusion with information on available benefits, including available statutory paid leave, accrued sick leave or vacation leave approval, available State Disability Leave, and other programs.

13. REPORTING, RECORDKEEPING AND ACCESS

It is our policy to report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department. The Agency also will make a report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.

The Agency maintains records of the steps taken to implement our written COVID-19 Prevention Program for three (3) years in accordance with CCR Title 8 section 3203(b).

The Agency also makes written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.

The Agency uses the attached form: **Appendix C: Investigating COVID-19 Cases** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

14. RETURN TO WORK CRITERIA

Positive COVID-19 cases with COVID-19 symptoms will not return to work until at least 72 hours have passed since the employee is no longer symptomatic, and at least 10 days have passed since the date of the positive test or COVID-19 symptoms first appeared, whichever is later.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

A negative COVID-19 test will not be required for an employee to return to work; however, an employee who had a positive COVID-19 test, has no symptoms, or no longer has symptoms, and has two subsequent consecutive negative COVID-19 tests spaced 24 hours apart may return to work

before the 10 days waiting time (above) has elapsed.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

By: _____

AGENCY REPRESENTATIVE

EMPLOYEE ACKNOWLEDGEMENT

I, _____ acknowledge receipt of this policy and confirm that I have read and understand the contents and will follow the policy as written. I further acknowledge that if I have questions about this policy or about COVID-19, prevention of COVID-19, impacts upon the workplace or other questions related to COVID-19 that I will address those questions to my direct supervisor.

Date: _____ By: _____

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, may be considered potentially infectious. Particular attention will be paid to areas where people may congregate or encounter one another, regardless of whether employees are performing an assigned work task or not. For example: meeting spaces, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be for all persons at the workplace or those who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation:

Date:

Name(s) of other participating employees and authorized employee representatives:

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions, and ventilation

Appendix B: COVID-19 Inspections

Date:

Name of person conducting the inspection:

Work location evaluated:

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, except for unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date:

Name of person conducting the investigation:

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case, all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed:			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*If an employer is made aware of a non-employee infection source and their COVID-19 status.

Appendix D: COVID-19 Training Roster

Date:

Person that conducted the training (see Policy Section 11):

Employee Name	Signature

Multiple COVID-19 Infections and COVID-19 Outbreaks – ADDITIONAL POLICIES

This section of CPP will be added to the Agency’s Coronavirus Prevention Policy if a COVID-19 Outbreak occurs, and will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- The Agency will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees’ working hours.
- COVID-19 testing consists of the following:
 - All employees in an exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in the workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review, and hazard correction

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.

- When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.
 - [describe other applicable controls].

Notifications to the local health department

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Major COVID-19 Outbreaks – ADDITIONAL POLICIES

If the Agency workplace experiences twenty (20) or more COVID-19 cases in any thirty (30) day period, this Section of the CPP will become operative and stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

COVID-19 hazard correction

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.

Employer-Provided Housing – ADDITIONAL POLICIES

COVID-19 Prevention in Employer-Provided Housing

This section of the CPP shall become operative if the Employer Provides Housing to Employees. Employer-provided housing is any place or area of land, any portion of any housing accommodation, or property upon which a housing accommodation is located, consisting of: living quarters, dwelling, boardinghouse, tent, bunkhouse, maintenance-of-way car, mobile home, manufactured home, recreational vehicle, travel trailer, or other housing accommodations. Employer-provided housing includes a “labor camp” as that term is used in title 8 of the California Code of Regulations or other regulations or codes. The employer-provided housing may be maintained in one or more buildings or one or more sites, including hotels and motels, and the premises upon which they are situated, or the area set aside and provided for parking of mobile homes or camping. Employer-provided housing is housing that is arranged for or provided by an employer, other person, or entity to workers, and in some cases to workers and persons in their households, in connection with the worker’s employment, whether rent or fees are paid or collected.

This section does not apply to housing provided for the purpose of emergency response, including firefighting, rescue, and evacuation, and support activities directly aiding response such as utilities, communications, and medical operations, if:

- The employer is a government entity; or
- The housing is provided temporarily by a private employer and is necessary to conduct the emergency response operations.

The requirements below for Physical distancing and controls, Face coverings, Cleaning and disinfecting, Screening, and Isolation of COVID-19 cases and persons with COVID-19 exposure do not apply to occupants, such as family members, who maintained a household together prior to residing in employer-provided housing, but only when no other persons outside the household are present.]

The Employer will ensure that shared housing unit assignments are prioritized in the following order:

- Residents who usually maintain a household together outside of work, such as family members, will be housed in the same housing unit without other persons.
- Residents who work in the same crew or work together at the same worksite will be housed in the same housing unit without other persons.
- Employees who do not usually maintain a common household, work crew, or worksite will be housed in the same housing unit only when no other housing alternatives are possible.

a) Physical distancing and controls

The employer will ensure, as applicable:

- The premises are of sufficient size and layout to permit at least six feet of physical distancing between residents of different family units, in housing units, common areas, and other areas of the premises.
- Where residents are from different family units, beds are spaced at least six feet apart in all directions and positioned to maximize the distance between sleepers’ heads. For beds positioned next to each other, i.e., side by side, the beds will be arranged so that the head of one bed is next to the foot of the next bed. For beds positioned across from each other, i.e., end to end, the beds will be arranged so that the foot of one bed is closest to the foot of the next bed. Bunk beds will not be used.
- Maximization of the quantity and supply of outdoor air and increase filtration efficiency to the highest

level compatible with the existing ventilation system in housing units.

b) Face coverings

The Employer will provide face coverings to all residents and provide information to residents on when they should be used in accordance with state or local health officer orders or guidance.

c) Cleaning and disinfection

The employer will ensure, where residents are members of separate family units, that:

- Housing units, kitchens, bathrooms, and common areas are effectively cleaned and disinfected at least once a day to prevent the spread of COVID-19. Cleaning and disinfecting shall be done in a manner that protects the privacy of residents.
- Unwashed dishes, drinking glasses, cups, eating utensils, and similar items are not shared.

d) Screening

All residents are encouraged to report any COVID-19 symptoms, positive tests or possible exposure to the employee's direct supervisor through the employee.

e) COVID-19 testing

The employer will establish, implement, and maintain effective policies and procedures for COVID-19 testing of occupant members of an employee's immediate family who had a COVID-19 exposure, who have COVID-19 symptoms, or as recommended by the local health department.

f) Isolation of COVID-19 cases and persons with COVID-19 possible exposure

If applicable, the employer will effectively isolate COVID-19 exposed residents or positive cases from all other occupants who are not in the same immediate family. Effective isolation will include providing COVID-19 exposed residents with a private bathroom, sleeping area, and cooking and eating facility.

g) Confidentiality Requirements

The Employer will keep confidential any personal identifying information regarding COVID-19 cases and persons with COVID-19 symptoms, in accordance with our CPP Investigating and Responding to COVID-19 Cases.

h) Isolation requirements

The employer will not require isolation outside the express requirements of this policy - CPP Exclusion of COVID-19 Cases, and Return to Work Criteria, or any applicable local or state health officer orders.

CAL-OSHA EMERGENCY TEMPORARY STANDARDS (ETS) – COVID 19

The following are modifications to the City of Willows Covid Prevention Policy(CPP) for 2022; and so far as the CPP are not consistent with the following changes, these changes shall prevail and are incorporated into the policy. These are Employer obligations under new Cal-OSHA Emergency Temporary Standards (Covid-19).

Providing Face Coverings: Employers still must provide face coverings to employees who are not fully vaccinated, which must be worn while indoors or in vehicles, subject to some exceptions. Additionally, employers still must provide face coverings to employees upon request, regardless of the employee’s vaccination status. However, what may be considered an acceptable “face covering” has been revised for consistency with language in the federal Occupational Safety and Health Administration’s own ETS (“Federal ETS”). For example, face coverings may be tightly woven fabric or non-woven material of at least two layers, but such masks should not let light pass through when held up to a light source. Gaiters now may be worn, but must have two layers of fabric or be folded to make two layers. A face covering must completely cover the nose and mouth and be secured to the head, cannot have any slits or holes, and must fit snugly.

Wearing of Face Coverings and Employer Obligations Re Compliance: Some employees may be exempt from face covering requirements due to a medical or mental health condition or disability. In circumstances where the employee would otherwise be required to wear a face covering but for this exemption **and** where the employee cannot wear a non-restrictive alternative (e.g., face shield with a drape on the bottom), the revised ETS require that employee to (1) remain six feet apart from others; **and** (2) be fully vaccinated (see new definition below) **or** be tested at least weekly for COVID-19.

Employers must also provide face coverings and ensure they are worn by employees when required by orders from the CDPH or applicable local public health order. The CDPH’s recently imposed, mandatory “Guidance for the Use of Face Coverings” currently requires face coverings be worn by all individuals indoors regardless of vaccination status until at least January 15. Thus, the CDPH’s indoor mask mandate will supersede the ETS’s current face covering guidance until at least January 15 (unless extended).

Employer-provided Testing: Employers must make COVID-19 testing available at no cost to employees who had a close contact in the workplace, regardless of vaccination status. The prior version of the ETS only required employers to offer testing to those who were not fully vaccinated before the close contact.

Employers must make COVID-19 testing available at no cost to all employees who, during a COVID-19 outbreak or major outbreak (See the CPP draft for what an “Outbreak” is), are within the “exposed group.” Previously, employees who were fully vaccinated and did not have symptoms did not need to be offered testing. As before, testing must occur weekly for outbreaks and twice-weekly for major outbreaks until no longer required under the ETS.

Employee Screening: As has long been required, employers must maintain a process for screening employees for COVID-19 symptoms (this can be a self-screen system where the employee must consider – do they have any symptoms, have they had a known exposure, etc.). If the screenings are conducted indoors at the workplace, face coverings (as newly defined above) must be worn regardless of vaccination status. Previously, face coverings were not required for fully vaccinated individuals.

Excluding Employees with Known Exposure:

Generally speaking, an employer must exclude from the workplace all employees who have had a close contact with a positive COVID-19 case. The revised ETS still provide that an employee need not be excluded from the workplace if they were fully vaccinated before the close contact or recovered from COVID-19 in the past 90 days, **and** remain asymptomatic. Now, however, in order to remain at work, those close contacts must wear a face covering and maintain six feet of distance from others for at least 14 days following the last date of close contact. These employees also must be provided information about any applicable precautions that the CDPH recommends employees take after having close contact with a COVID-19 case.

Close contacts who **are** excluded from the workplace, but never developed any COVID-19 symptoms, may generally return to work 14 days after the close contact. However, they may return **earlier** in the following circumstances (this is different from the CDC guidance):

- 10 days have passed since the last known close contact **and** the employee wears a face covering and maintains six feet of distance from others until 14 days have passed since the last date of close contact; **or**
- 7 days have passed since the last known close contact **and** the employee tests negative for COVID-19 using a COVID-19 test. The test must be taken at least 5 days after the last known date of close contact. The employee must wear a face covering and maintain six feet of distance from others until 14 days have passed since the last date of close contact.

IMPORTANT: the revised ETS have **eliminated** (1) the exception for those who had a close contact and developed symptoms, but tested negative for COVID-19 using a PCR test (in addition to other requirements); and (2) the exception pertaining to critical staffing shortages.

Required Notices Changes from Original CPP: The recipients of the notice for exposures that occur in the workplace have been expanded slightly. The revised ETS now require employers to provide the required notice to the authorized representative of: (1) the employee who tested positive or was diagnosed with COVID-19; (2) any employee who had close contact with the COVID-19 case; and (3) any employee who was at the same worksite as a COVID-19 case during the high-exposure period. Employers previously had to provide the notice to independent contractors and other employers at the same worksite, which remains essentially unchanged. In

particular, employers should make sure they now notify close contacts via written notice in addition to any verbal notification provided.

NOTE: “Workplaces” no longer include sites where employees work alone, and also do not include any telecommute locations (such as if an employee works from home).

Additionally: Notice can be given via e-mail or text message

Revisions to the COVID-19 Prevention Emergency Temporary Standards (effective January 14, 2022) Frequently Asked Questions

Updated - January 14, 2022

COVID-19 Prevention Emergency Temporary Standards

The COVID-19 Prevention Emergency Temporary Standards are still in effect. The workplace standards were updated in December 2021 to include minor revisions to be more consistent with CDPH and federal OSHA. In addition to these requirements, employers must follow public health orders on COVID-19. More information on the COVID-19 Prevention Emergency Temporary Standards is available in [Cal/OSHA's Fact Sheet](#).

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Background

1. Q: Why did Cal/OSHA propose revising the COVID-19 Prevention Emergency Temporary Standards?

A: Cal/OSHA proposed revisions to the COVID-19 emergency temporary standards (ETS), title 8 section 3205-3205.4, for several reasons. First, the proposed revisions reflect updated CDPH guidance and additional protections given the Delta, Omicron and possible future variants. Second, the proposed revisions were made to make the ETS more consistent with federal OSHA standards. Finally, the proposed revisions include other minor clarifications to make the regulation easier to understand and follow.

2. **Q: What is the status of the ETS?**

A: The ETS took effect on November 30, 2020. On June 17, 2021, the Occupational Safety and Health Standards Board (Standards Board) voted to update the ETS. On December 16, 2021 the Standards Board again voted to update and extend the ETS.

3. **Q: What are the effective dates of this version of the ETS?**

A: This latest ETS update is effective from January 14, 2022 through April 14, 2022.

What Changed

1. **Q: What are the important changes in the January 14, 2022 revised ETS?**

A: The important changes include the following:

- Some of the definitions in the ETS were revised. (Cal. Code Regs., tit. 8, § 3205(b))
 - The definition of “COVID-19 test” now includes specific instructions for workers using a test at home with self-read results. The employer or a telehealth professional must observe the use of the test.
 - The definition of “face covering” was updated to include more specific detail on the different types of acceptable face coverings.
 - The definition of “fully vaccinated” now includes the minimum amount of time workers need to wait between the first and second dose of a two-dose vaccine.
- Employers must make COVID-19 testing available to fully vaccinated employees after close contact. Under the previous version of the ETS, fully vaccinated employees were exempt from this requirement. (Cal. Code Regs., tit. 8, § 3205(c)(3)(B)5.)
- The period of time before an employee can return to work after a close contact has been revised. (Cal. Code Regs., tit. 8, § 3205(c)(10)(D).) However, CDPH has since reduced its recommended isolation and quarantine times, and these recommendations override the return to work criteria in the revised ETS under the Governor’s [Executive Order N-84-20](#). For more information on return to work criteria, please refer to the section on [CDPH’s Isolation and Quarantine Guidance](#) in the [general FAQs](#), and to [Cal/OSHA’s fact sheet](#) that explains the impact of the latest CDPH guidance on the ETS.
- When employees who are fully vaccinated, regardless of whether they are booster-eligible or boosted, cannot be tested as required by CDPH quarantine guidance, those employees must wear face coverings and physically distance (six feet) from others for 14 days if they are to be exempted from the exclusion requirements after a close contact (Cal. Code Regs., tit. 8, § 3205(c)(9)(B).)
- During an outbreak, employers must make COVID-19 testing available to their employees, regardless of vaccination status, on a weekly basis. (Cal. Code Regs., tit. 8, § 3205.1(b)(1)) During a major outbreak, employers must make COVID-19 testing available to their employees, regardless of vaccination status,

twice a week, or more frequently if the local health department recommends it. (Cal. Code Regs., tit. 8, § 3205.2(b)). In housing provided by an employer, fully vaccinated employees are no longer exempt from testing, isolation and quarantine requirements. The employer must make COVID-19 testing available to all residents, regardless of vaccination status, if there are more than three COVID-19 cases in 14 days. (Cal. Code Regs., tit. 8, § 3205.3(g) & (h).)

- In transportation provided by an employer, fully vaccinated employees are no longer exempt from face covering requirements. (Cal. Code Regs., tit. 8, § 3205.4(c)(2).)

2. Q. Are there requirements from the previous version of the ETS that will remain in place?

A: Yes, they include but are not limited to the following requirements:

- Establishing, implementing, and maintaining an effective written COVID-19 Prevention Program.
- Providing effective training and instruction to employees on the employer's prevention plan and their rights under the ETS.
- Providing notification to public health departments of outbreaks.
- Providing notification to employees of exposure and close contacts.
- Requirements to [offer COVID-19 testing](#) after potential exposures.
- Requirements for responding to COVID-19 cases and outbreaks.
- Isolation and exclusion pay requirements.
- Basic prevention requirements for employer-provided housing and transportation.

Physical Distancing

1. Q: Are there physical distancing requirements in the revised ETS?

A: The physical distancing requirements continue to be eliminated in the revised ETS except as follows:

- During an outbreak (three or more employees in an exposed group), employers are required to evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
- Physical distancing must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status except when an employer demonstrates that maintaining six feet of distance is not feasible. When it is not feasible to maintain six feet of distance, persons must be as far apart as feasible.
- Nothing in the revised ETS prevents employers from implementing additional protective measures than are required, including the use of physical distancing and barriers.

- Employers are under an ongoing requirement to assess workplace hazards and implement controls to prevent transmission of disease. There may be circumstances in which employers determine that physical distancing is necessary in their workplace.
- As described above, physical distancing is sometimes required, for a limited period, if fully vaccinated employees cannot be tested after a close contact.

Respirators

1. Q: Are there any changes to respirator requirements in the January 14, 2022 ETS compared to the previous version of the ETS.

A: No, there are no changes to the respirator requirements in the January 14, 2022.

ETS Face Coverings

1. Q: Who has to wear face coverings?

A: Face coverings are required indoors and in vehicles for unvaccinated employees. Regardless of vaccination status, employees in certain indoor settings must wear a face covering if required by [CDPH order](#) or if they are a passenger in employer-provided transportation. (Cal. Code Regs., tit. 8, § 3205.4(c)(2).)

2. Q: CDPH currently requires face coverings in all indoor workplaces and other indoor public settings, regardless of vaccination status. Are there exceptions to wearing face coverings indoors?

A: Yes. The most common exceptions are:

- When alone in a room or vehicle;
- When eating and drinking;
- When an accommodation is required; and
- When job duties make a face covering infeasible or create a hazard.

3. Q: The new definition of face covering includes as an example of an acceptable face covering “tightly woven fabric or non-woven material of at least two layers” that does not let light pass through when held up to a light source. Does this mean all face coverings must completely block out light?

A: No, face coverings do not need to completely block out light – this is just one example of an acceptable face covering made from a tightly woven fabric or non-woven material. Holding a face covering up to a light is also a good way to see if there are any very small holes or perforations that would not normally be visible.

Vaccines

1. **Q: Is documentation required for a fully vaccinated employee to work without a face covering indoors?**

A: Under [CDPH guidance](#) in effect through February 15, 2022, face coverings are required for all individuals in all indoor workplaces and other public settings, regardless of vaccination status, subject to limited exceptions. Under the ETS, employers are required to comply with this guidance.

If, after February 15, 2022, CDPH does not extend their orders, employers may allow fully vaccinated employees to work indoors without a face covering, but vaccination status must be documented. The January 14, 2022 revised ETS is the same as the previous ETS and does not specify a particular method. The employer must record the vaccination status for any employee not wearing a face covering indoors and this record must be kept confidential. Acceptable options include:

- Employees provide proof of vaccination (vaccine card, image of vaccine card or health care document showing vaccination status) and employer maintains a copy.
- Employees provide proof of vaccination. The employer maintains a record of the employees who presented proof, but not the vaccine record itself.
- Employees self-attest to vaccination status and employer maintains a record of who self-attests.

Nothing in the revised ETS prevents an employer from requiring all employees to wear a face covering instead of having a documentation process.

Testing

1. **Q: What are the testing requirements of the revised ETS?**

A: Employers must offer testing at no cost to employees during paid time to:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure. This is the same as the previous version of the ETS.
- All employees regardless of vaccination status, who have had close contact with a COVID-19 case, except for recently recovered employees.
- All employees except for recently recovered employees, regardless of vaccination status, in an outbreak or a major outbreak. When following [CDPH's Isolation and Quarantine Guidance](#) to keep employees working or return them sooner, if tested.

2. **Q: What are the testing requirements for returning to work after a COVID-19 test or close contact?**

A: In some cases, employees may be able to return to work sooner if they receive a negative test. Please refer to the section on [CDPH's Isolation and Quarantine Guidance](#) in the [general FAQs](#), and to [Cal/OSHA's fact sheet](#) that explains the impact of the latest CDPH guidance on the Emergency Temporary Standards.

Outbreaks

- 1. Q. How will Cal/OSHA ensure employees are adequately protected if there is a surge in COVID-19 cases?**

A: The revised ETS still requires employers to implement more protective requirements if an outbreak or major outbreak occurs in a workplace. Cal/OSHA also has the option of proposing changes to the ETS one additional time, if necessary.

Enforcement

- 1. Q: Will Cal/OSHA issue citations for employers who do not implement all provisions of the January 14 COVID-19 Prevention Emergency Temporary Standards immediately?**

A: Employers must implement the revised ETS by January 14, 2022.



Date: January 25, 2022
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Senate Bill 1383 Recycled-Content Paper Procurement Policy

Recommendation

Approve the attached Recycled-Content Paper Procurement Policy as required by State Senate Bill 1383.

Rationale for Recommendation:

On January 1, 2022, Senate Bill (SB) 1383's compost law will be in effect requiring a variety of City, County and other jurisdictions to comply. While the bulk of SB 1383 is being implemented by the County of Glenn and Waste Management on behalf of the City of Willows, the City of Willows must implement its own recycled-content paper procurement policy.

Background:

On January 1, 2022, California's new compost law will officially go into effect (which includes requirements for recycled-content paper procurement). SB 1383 was passed in September 2016 as part of a statewide effort to reduce emissions of short-lived climate pollutants. SB 1383 set the ambitious targets of reducing organic waste disposal 50% by 2020 and 75% by 2025.

Beginning on January 1, 2022, in addition to providing organic waste collection services, every jurisdiction in California (i.e., city, county, or special district that provides solid waste collection services) is required to also comply with its recycled-content paper procurement policy.

Discussion & Analysis:

Beginning January 1, 2022, SB 1383 requires cities and counties to procure annually a quantity of recovered organic waste products to satisfy the State's annual procurement target. The annual recovered organic waste product procurement targets for the City of Willows are 499 tons of organic waste per year.

Fiscal Impact:

There is no fiscal impact by approving this policy.

Attachment:

Attachment 1: Resolution XX-2022



ATTACHMENT

**City of Willows
Resolution xx-2022**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ESTABLISHING A RECYCLED-CONTENT PAPER PROCUREMENT POLICY CONSISTENT WITH
STATE SENATE BILL 1383**

WHEREAS, California State Senate Bill (SB) 1383 was passed in September 2016 as part of a statewide effort to reduce emissions of short-lived climate pollutants; and

WHEREAS, SB 1383 set the ambitious targets of reducing organic waste disposal 50% by 2020 and 75% by 2025; and

WHEREAS, on January 1, 2022, SB 1383 became fully effective statewide requiring cities and counties to procure annually a quantity of recovered organic waste products to satisfy the State's annual procurement target; and

WHEREAS, the annual recovered organic waste product procurement targets for the City of Willows are 499 tons of organic waste per year; and

WHEREAS, SB 1383 requires municipalities, counties and other jurisdictions to comply with the State's new compost law, which includes requirements for recycled-content paper procurement; and

WHEREAS, beginning on January 1, 2022, in addition to providing organic waste collection services, every jurisdiction in California (i.e., city, county, or special district that provides solid waste collection services) is required to also comply with its recycled-content paper procurement policy.

WHEREAS, while the bulk of SB 1383 is being implemented by the County of Glenn and Waste Management on behalf of the City of Willows, the City of Willows must implement its own recycled-content paper procurement policy.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council of the City of Willows, California shall adopt the attached Recycled-Content Procurement Policy in accordance with SB 1383 (Exhibit A).

PASSED AND ADOPTED by the Willows City Council this 25th day of January, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk

Exhibit A: Recycled-Content Paper Procurement Policy

RECYCLED-CONTENT PAPER PROCUREMENT POLICY

I. PURPOSE

The purpose of this policy is for the City of Willows to procure recyclable products in a manner that integrates fiscal responsibility with environmental stewardship in accordance with Senate Bill 1383.

II. POLICY

It is the Policy of the City of Willows to implement Recycled-Content Paper Procurement Policy as directed by Senate Bill 1383. This Council policy is in compliance with Section 22150 of the Public Contract Code requiring local governments to purchase recycled products instead of non-recycled products whenever recycled products are available at the same or a lesser total cost than non-recycled items, if fitness and quality are equal.

Senate Bill 1383 regulations require jurisdictions to procure Paper Products, including printing, and writing paper consistent with the requirements of sections 22150 through 22154 of the Public Contract Code. Nothing in this policy will be construed as requiring a department or contractor to procure products or services that do not meet functionality and quality standards, exclude competition, or are not available at a reasonable price in a reasonable time period.

III. OBJECTIVE

The City's goal is to reduce environmental impacts of purchasing decisions by converting conventional paper products and service purchases to environmentally preferable choices when fiscally feasible and reduce materials that are disposed of in landfills. It means looking for products that are less polluting and that minimize waste and maximize the use of recycled materials.

IV. REQUIREMENTS

Purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consist of at least 30%, by fiber weight, postconsumer fiber, whenever the total cost is the same or a lesser total cost than nonrecycled items.

V. VENDOR REQUIREMENTS

All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City shall:

1. Purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consist of at least 30%, by fiber weight, postconsumer fiber, if fitness and quality are equal to or lesser than that of non-recycled items.
2. Only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standards as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).
3. Certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website.
4. Certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the Jurisdiction is eligible to be labeled with an unqualified recyclable label as defined in Title 16 Code of Federal Regulations Section 260.12 (2013).

VI. RESPONSIBILITIES

The designated department will be the responsible department to act as the Recordkeeping Designee that will be responsible for obtaining records pertaining to Procurement of Recycled-Content Paper Products and Recycled Content Printing and Writing Paper. The Recordkeeping Designee will do the following to track Procurement of Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper: 1. Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments and/or divisions procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of Jurisdiction's documentation of its compliance with 14 CCR Section 18993.3. 2. Compile annual report(s) and maintaining data and issuing reports related to the City's progress in environmental purchasing.

VII. EFFECTIVE DATE OF POLICY

This policy shall be effective on January 1, 2022 per Senate Bill 1383 regulatory requirements.



Date: January 25, 2022
To: Honorable Mayor and Councilmembers
From: Tara Rustenhoven
Subject: Library Board of Trustees Appointment

Recommendation:

Consider the recommendation of the council appointed subcommittee of Mayor Domenighini and Councilmember Griffith to appoint the Library Board of Trustees, Ardythe Brandon, to the remainder of the term of former Board Member Robert Griffith, ending June 30, 2022.

Background:

As directed by the Council at the December 14, 2021 City Council meeting, City staff executed a recruitment process to appoint a Library Board of Trustee to replace former Trustee, Bob Griffith. Standard recruitment procedures were followed. City Staff received two applications for the seat scheduled to expire on June 30, 2022.

Discussion & Analysis:

On January 20, 2022, Mayor Domenighini and Councilmember Griffith interviewed applicants and directed staff to include the Library Board of Trustee appointment on the January 25, 2022 City Council meeting agenda. At that time, the subcommittee will recommend to appoint Ardythe Brandon.

Fiscal Impact:

There is no fiscal impact.



Date: January 25, 2022
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: City Swimming Pool Donation Sponsorships and Fundraising

Recommendation:

Authorize the City Manager, or her designee, to:

- 1) Increase the "Pool for a Day" sponsorship donation from \$350 to \$500 per day;
- 2) Add a new sponsorship level of "Pool for a Half Day" donation of \$250; and
- 3) Discontinue other types of fundraising efforts.

Rationale for Recommendation:

The "Pool for a Day" sponsorship donation has not been increased in several years and the cost to operate the pool has increased over time. At the same time, the proposed sponsorship levels allow for another less expensive sponsorship level that may encourage more overall sponsorships to help fund the cost of keeping the City swimming pool open and operating during the summer months. In addition, the other fundraising efforts that include sending out a postcard to City and County residents are cost ineffective and an inefficient use of staff time and City resources to manage.

Background:

For several years, the City has participated in fundraising and solicitation of donations to fund the City's swimming pool operations during the summer. The efforts included a sponsorship flyer sent to a select group of business and other groups (Attachment 1) and a postcard sent to City of Willows residents and to a limited number of surrounding unincorporated County residents.

In 2019, the last time that the City engaged in traditional fundraising efforts (due to Covid 19), the City raised \$12,250 from the sponsorship program and \$3,245 from the city and county solicitation via postcards. The cost to print and send the postcards was \$1,412. This expense does not include staff time to coordinate and manage the program.

Discussion & Analysis:

The full cost to operate the City swimming pool has been difficult to calculate. In part, because of Covid 19 and the gap in service, but also because some costs are aggregated as part of overall City expenses (e.g., toilet paper for the restrooms of all City facilities). That said, the costs that staff have been able to calculate total more than \$800 per day to operate the swimming pool during the summer months. This number includes lifeguards, staff time, and chemicals for the pool. It does NOT include incidentals such as toilet paper for the restrooms, the PG&E bill to operate the swimming pool pumps and lights. At the end of the day, staff reasonably anticipates that the cost of operating the City swimming pool exceeds \$1000 per day. Therefore, the increases and changes in sponsorship levels are reasonable and practical. In addition, by offering a new sponsorship level – “Pool for a ½ Day” – sponsors can continue to participate in the sponsorship program at an affordable rate if they desire. As a comparison, the City of Orland is also proposing to increase its “Pool for a Day” sponsorship to \$500 this year.

Staff also recommends discontinuing any other formal fundraising efforts (e.g., postcard to residents), because these efforts do not generate sufficient funds to offset the staff time to manage the fundraising program and/or the hard costs. That said, the City would continue to accept any other donations that are submitted via mail and/or at City Hall regardless of the donation amount.

Fiscal Impact:

There is no anticipated fiscal impact and/or loss. Staff anticipates reaching a similar sponsorship level for the attached sponsorship levels (Attachment 1). Any fundraising shortfall to operate the City swimming pool would be absorbed by the City’s General Fund (as it has in past years).

Attachment:

Attachment 1: 2022 Sponsorship Levels

Willows City Pool 2022 Sponsorship Levels

We are looking for businesses and families to sponsor the city pool. The funds raised will help with facility improvements and most importantly keep our pool open! We have been especially fortunate in past years to have great support and we cherish it very much. Let's make this year the best one yet!

\$5,000 - Gold Sponsor

*Includes a plaque, recognition on the city webpage and local newspapers.

\$2,500 - Silver Sponsor

*Includes a plaque, recognition on the city webpage and local newspapers.

\$1,000 - Bronze Sponsor

*Includes a plaque, recognition on the city webpage and local newspapers.

\$500 - "Pool for a Day" Sponsorship

\$250 - "Pool for 1/2 a Day" Sponsorship

Other Amount _____

If you are interested please complete the information requested below and return with your check payable to the City of Willows. Your commitment to our City Pool is truly appreciated.

Payments are due May 1st, 2022 If you have any questions please contact the Willows Recreation Department at (530) 934-7043 or rec@cityofwillows.org

Name of Business or Family: _____

Address: _____

Phone: _____

Contact person: _____