



Willows City Council Regular Meeting

March 24, 2020
Willows City Hall
7:00 p.m.

City Council
Kerri Warren, Mayor
Larry Domenighini, Vice Mayor
Gary Hansen, Council Member
Lawrence Mello, Council Member
Joe Flesher, Council Member

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

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

Agenda

1. **CALL TO ORDER**- 7:00 p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)**
 - a. Reading of a Proclamation declaring the month of April as Child Abuse Prevention, Sexual Assault Awareness Month & Denim Day California.
 - b. Reading of a Proclamation declaring March 29th as "Welcome Home Vietnam Veteran's Day"
5. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**
 - a. Public Comments:

Pursuant to N-25-20 issued by Governor Gavin Newsom, this City Council meeting will be CLOSED to the public to prevent the transmission of the COVID-19 virus. Members of the public may attend the meeting telephonically by following the instructions below. Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time by stating your name and address. Then please wait until you are recognized by the Mayor or Vice Mayor. No formal action will be taken unless the matter is placed on a future agenda. Each caller will be limited to three (3) minutes.

Dial in Number: (605) 313-5611
Access Number: 404150
6. **CONSENT AGENDA**

Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Council Member requests, in which event the item will be removed from the consent agenda. It is recommended that the Council:

 - a. Approval of general checking, payroll & direct deposit check registers 50038-50074, Z10634-Z10663, 38557-38575.
 - b. Approval of minutes of the Regular City Council Meeting held on February 11, 2020.
 - c. Approval of minutes of the City Council Special Town Hall Meeting-Sewer Rate Adjustment held on March 9, 2020.
 - d. Approval of minutes of the Regular City Council Meeting held on March 10, 2020.

Comments from the public are welcome. The Mayor will allow an opportunity for comments related to Public Hearings or any item on the agenda. Please limit comments to three minutes per topic, and one comment per person per topic. Once comments conclude, please allow the Council the opportunity to continue its consideration of the item without interruption.

7. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RESPECTING THE RETIREMENT OF JAKE HUTSON.**
- b. By motion, Approve the Request for Proposal for Comprehensive Professional Planning Services and Direct Staff to Proceed According to the Timeline.
- c. Review and accept the Annual Housing Element Progress Report and direct staff to forward to the Governor's Office of Planning and Research and the State of Department of Housing and Community Development as required by Government Code Section 65400.
- d. Discussion and possible adoption of a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS PROCLAIMING A LOCAL HEALTH EMERGENCY WITHIN THE CITY OF WILLOWS.**
- e. Discussion and possible adoption of a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE GLENN COUNTY HEALTH OFFICER'S ENFORCEMENT OF PUBLIC HEALTH STATUTES, ORDERS AND QUARANTINE REGULATIONS WITHIN THE CITY OF WILLOWS.**
- f. Presentation and discussion of questions pertaining to the City's pay policies during the COVID-19 pandemic.

8. COUNCIL/ STAFF REPORTS/COMMENTS

- a. Staff Reports/Comments:
- b. Council Reports/Comments:

9. ADJOURNMENT

This agenda was posted on March 20, 2020



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



CEREMONIAL MATTERS

City of Willows Proclamation

WHEREAS, the United States of America Vietnam War Commemoration gives us the opportunity for all Americans to recognize, honor and thank our Vietnam Veterans and their families for their service and sacrifices during the Vietnam War from November 1, 1955 - May 15, 1975; and

WHEREAS, more than 9,000 organizations across America have joined with the Department of Defense as Commemorative Partners to honor our Nation's Vietnam Veterans, including the Jacob Bennett Chapter of the New Mexico State Organization National Society of the Daughters of the American Revolution; and

WHEREAS, this commemoration includes the 9 million Americans, approximately 7 million living today, who served in the United States Armed Forces during this period, and makes no distinction between those who served in-country, in-theater, or were stationed elsewhere during those 20 years because all of them answered the call or duty; and

WHEREAS, Veterans Affairs Secretary Robert A. McDonald has designated March 29th, the Vietnam 50th Anniversary, as a day to honor those who have "borne the battle," and to extend gratitude and appreciation to them and their families;

NOW, THEREFORE, I, Kerri Warren, Mayor of Willows, California, do hereby proclaim March 29th as,

"WELCOME HOME VIETNAM VETERAN'S DAY"

and encourage our citizens to recognize and appreciate the service and sacrifices made by Vietnam Veterans and their families.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this official seal of the City of Willows to be affixed this 24th day of March, 2020.



Kerri Warren, Mayor

City of Willows Proclamation

DECLARING THE MONTH OF APRIL AS CHILD ABUSE PREVENTION, SEXUAL ASSAULT AWARENESS MONTH & DENIM DAY CALIFORNIA

April is National Sexual Assault Awareness Month (SAAM). This proclamation calls attention to the fact that sexual violence is widespread and impacts every person in this community. The goal of SAAM is to raise public awareness about sexual violence and educate communities on how to prevent it. Rape, sexual harassment and others forms of sexual violence harm our community, and statistics show one (1) in five (5) women and one (1) in sixty-seven (67) men will be raped at some point in their lives.

Child sexual abuse prevention must be a priority to confront the reality that one (1) in six (6) boys and one (1) in three (3) girls will experience sexual assault before age eighteen (18).

On campuses, one (1) in five (5) women and one (1) in sixteen (16) men are sexually assaulted during their time in college.

The theme of this year's SAAM campaign is "I Ask". The campaign informs individuals on how they can use their words to stop sexual violence before it happens by promoting safety, respect, and equality.

Our words shape the world around us. Whether you speak out against locker room talk or help someone better understand these issues, your voice is powerful and necessary in this conversation.

Individuals can embrace their voices to show their support for survivors, stand up to victim blaming, shut down rape jokes, correct harmful misconceptions, promote everyday consent, and practice healthy communication with kids.

I join Sexual Assault Advocates and communities across the country in taking action to prevent sexual violence. April is Sexual Assault Awareness Month and each day of the year is an opportunity to create change for the future.

NOW THEREFORE I, Kerri Warren, Mayor, City of Willows, join Rape Crisis Intervention & Prevention sexual assault advocates and communities across the country in taking action to prevent sexual violence. Along with the United States Government and the State of California, I do hereby proclaim April 2020 as "Sexual Assault Awareness Month" and April 29, 2020, as Denim Day in California.

IN WITNESS WHEREOF I hereunto set my hand and caused the official seal of the City of Willows be affixed hereto this 24th day of April, 2020.



Kerri Warren, Mayor





CONSENT AGENDA



Period

3/7/2020 TO 3/20/2020

General Checking 50038 TO 50074

Payroll Direct Deposit Z10634 TO Z10663

Payroll Checks 38557 TO 38575

APPROVAL DATE 3/24/2020

APPROVED _____

REPORT.: Mar 10 20 Tuesday
 RUN...: Mar 10 20 Time: 15:58
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 03-20 Bank Account.: 1045

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
050038	03/10/20	AFF00	AFFORDABLE COMPUTER SOLUT	406.55	.00	406.55	5620	SERVER
050039	03/10/20	AMA00	AMAZON.COM	616.34	.00	616.34	C00310	FEBRUARY STMT PER ATTACHE
050040	03/10/20	AME02	AMERIPRIDE UNIFORM SVCS.	733.22	.00	733.22	C00309	FEBRUARY STMT PER ATTACHE
050041	03/10/20	ASE00	LI ASERON	32.81	.00	32.81	C00310	SUPPLY REIMBURSEMENT
050042	03/10/20	BAT00	BATTERIES + BULBS	72.72	.00	72.72	22472790	4V LEAD BATTERY
050043	03/10/20	COM16	COMCAST CABLE	145.94	.00	145.94	C00309	ADMIN INTERNET 2/29-3/28/
050044	03/10/20	CUR01	L.N. CURTIS & SONS	203.78	.00	203.78	365460	VINYL COVER
				579.15	.00	579.15	367275	VALVE KITS
			Check Total.....:	782.93	.00	782.93		
050045	03/10/20	FGL00	FGL ENVIRONMENTAL	135.00	.00	135.00	071255A	ORGANIC ANALYSIS
050046	03/10/20	GAN01	GANDY-STALEY OIL CO.	2374.06	.00	2374.06	C00309	FEBRUARY STMT PER ATTACHE
050047	03/10/20	GCS00	GCS ENVIRONMENTAL EQUIPME	84.68	.00	84.68	21084	#16 SWEEPER REPAIR
050048	03/10/20	GRE09	GREAT NORTHERN EQUIPMENT	345.69	.00	345.69	306375	#37 STUMPER REPAIR
050049	03/10/20	HEL01	HELENA CHEMICAL COMPANY	2150.26	.00	2150.26	98334231	CHEMICALS
				1371.46	.00	1371.46	98334232	CHEMICALS
			Check Total.....:	3521.72	.00	3521.72		
050050	03/10/20	HUN02	ROBERT W HUNT	2857.50	.00	2857.50	20-03	GENERAL LEGAL SERVICES
050051	03/10/20	INK01	THE INKWELL	78.44	.00	78.44	C00310	FEBRUARY STMT PER ATTACHE
050052	03/10/20	ITF01	INDUSTRIAL TRUCK & FARM	66.63	.00	66.63	541502	PORT VALVE
050053	03/10/20	JER00	JEREMY'S PEST STOMPERS	35.00	.00	35.00	32202	PEST CONTROL FD MARCH 202
050054	03/10/20	JUN01	JUNIOR LIBRARY GUILD	116.90	.00	116.90	507201	BOOKS
050055	03/10/20	MEL00	MARISSA MELLO	323.44	.00	323.44	C00310	REIMBURSE RESTITUTION
050056	03/10/20	MEN02	MENDES SUPPLY COMPANY	150.64	.00	150.64	R04134100	TOWELS/TISSUE
050057	03/10/20	MJB01	MJB WELDING SUPPLY, INC.	38.57	.00	38.57	1286246	CYLINDER RENTAL
050058	03/10/20	NOR18	NORTHERN CALIF. GLOVES	91.49	.00	91.49	524694	GLOVES
				200.84	.00	200.84	525630	GLOVES
				251.32	.00	251.32	526217	GLOVES
			Check Total.....:	543.65	.00	543.65		
050059	03/10/20	O'R01	O'REILLY AUTO PARTS	30.54	.00	30.54	487827673	PUMP/HOSE/FITTING
050060	03/10/20	OFF05	OFFICE DEPOT, INC.	-18.00	.00	-18.00	333955001C	OFFICE SUPPLY-CREDIT
				179.78	.00	179.78	335016001	OFFICE SUPPLIES
			Check Total.....:	161.78	.00	161.78		
050061	03/10/20	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2876650	PROF. SERVICES GENERAL OF
050062	03/10/20	SAC08	SACRAMENTO VALLEY MIRROR	36.90	.00	36.90	16387	LEGAL AD/CUP DESIGN
				1200.00	.00	1200.00	16413	DISPLAY AD/SEWER RATE
				75.00	.00	75.00	C00309	SUBSCRIPTION RENEWAL
			Check Total.....:	1311.90	.00	1311.90		
050063	03/10/20	SAF03	SAFETY TIRE SERVICE	947.70	.00	947.70	41775	TIRES U-7
				144.98	.00	144.98	41963	FLAT REPAIR
			Check Total.....:	1092.68	.00	1092.68		
050064	03/10/20	SEV00	INFRAMARK, LLC	85045.41	.00	85045.41	49421	WILLOWS OPERATION MARCH
050065	03/10/20	SUN07	SUN LIFE FINANCIAL	4922.08	.00	4922.08	C00310	GAP PREMIUM JAN-FEB 2020
050066	03/10/20	TRA02	TRACTOR SUPPLY CREDIT PLA	75.06	.00	75.06	70560	BOOTS
050067	03/10/20	USB02	US BANK	439.69	.00	439.69	408136141	EQUIP. MAINT.02/20-3/20/2
050068	03/10/20	USB04	U.S. BANK CORPORATE PAYME	5890.47	.00	5890.47	BC00310	FEBRUARY STMT PER ATTACHE
050069	03/10/20	VER02	VERIZON WIRELESS	194.66	.00	194.66	C00309	TELEPHONE EXP. 1/27-2/26/
050070	03/10/20	WIL17	WILLDAN	233.06	.00	233.06	222275	PLAN CHECK THROUGH 1/31/2
				365.02	.00	365.02	002-22273	PLAN CHECK THROUGH 1/31/2

REPORT.: Mar 10 20 Tuesday
 RUN...: Mar 10 20 Time: 15:58
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 03-20 Bank Account.: 1045

PAGE: 002
 ID #: FY-DP
 CTL.: WIL

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Description
050070	03/10/20	WILL17	WILLDAN	74.71	.00	74.71	002-22274	PLAN CHECK THROUGH 1/31/2
Check Total.....:				672.79	.00	672.79		
050071	03/10/20	WILB1	WILBUR-ELLIS COMPANY	98.13	.00	98.13	13234447	CHEMICALS
050072	03/10/20	WILHD	WILLOWS HARDWARE, INC.	170.88	.00	170.88	C00309	FEBRUARY STMT PER ATTACHE
050073	03/10/20	WILHI	WILLOWS ACE HARDWARE	171.19	.00	171.19	C00309	FEBRUARY STMT PER ATTACHE
050074	03/10/20	WILHQ	WILLOWS AUTO PARTS	236.20	.00	236.20	C00310	FEBRUARY STMT PER ATTACHE
Cash Account Total.....:				114039.17	.00	114039.17		
Total Disbursements.....:				114039.17	.00	114039.17		
Cash Account Total.....:				.00	.00	.00		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD FEBRUARY 11, 2020

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.

Mayor Warren called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Vice Mayor Domenighini.

Roll Call:

Council Members Present: Council Member Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Clerk Tara Rustenhoven

Public Comment/ Written Communications: No public comments or written communications.
jeff Williams

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers
- b. Approval of minutes of the Special Sewer Rate Ad Hoc Committee Meeting held on January 21, 2020.
- c. Approval of minutes of the Regular City Council Meeting held on January 28, 2020.

Jeff Williams wanted to make a comment on item 5c-

Action:

Motion: Council Member Hansen /Second: Council Member Mello

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

The motion passed unanimously 4/0 carried by the following voice vote:

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

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2019.

Roy Seiler, went over the financial statements for the 2019-2020 budget.

Action:

Motion: Council Member Hansen/Second: Vice Mayor Domenighini

Moved to accept the audited financial statements of the City of Willows for the fiscal year ending June 30, 2019.

The motion passed unanimously 4/0 carried by the following voice vote:

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

NOES:

ABSENT:

ABSTAIN:

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Interim City Manager wanted to let council know that the eda project is back under way. The Rumiano Cheese
- Carte Balance is to hopefully open doors on Friday
- Town Hall Meeting set for Thursday @ 530 open to the public.
- Weather is nice so if you're wanting to reserve any of the parks make sure to give city hall a call.

b. City Council Reports Comments: Council gave comments/reports on activities and various meetings they attended.

Adjournment:

The Meeting was adjourned at 7:18 p.m.

Dated: February 12, 2019

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL TOWN HALL MEETING-SEWER RATE ADJUSTMENT HELD MARCH 09, 2020

*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.*

Mayor Warren called the meeting to order at 6:30 p.m.

The meeting opened with the Pledge of Allegiance led by Vice Mayor Domenighini.

Roll Call:

Council Members Present: Council Members Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

Council Members Absent: Council Member Flesher

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney Robert Hunt, Community Development Tech Maria Ehorn and City Clerk Tara Rustenhoven

Presentation:

- a. City Staff will present and discuss information about structure of sewer operations and the proposed rate increase for sewer service fees.

Interim City Manager went over the Town Hall Meeting Rules.

Administrative Services Director Tim Sailsbery introduce the meeting and went over the presentation, "Where Funds-Where Do They Come From and Where Do They Go".

He also announced that there will be an Item on the agenda for the March 10th City Council meeting, to schedule a date and time for the Proposition 218 process.

Public Comment:

Public Comment is restricted to only those topic(s) listed on the agenda and is generally restricted to three minutes.

Jeff Williams- Expressed his concerns on using the Sewer Funds to supplement the General Funds. He also wanted to point out that Coastland did a study on surrounding areas and wondered why there wasn't a study on Orland, Corning, Williams, Colusa, Gridley and Live Oak.

Ruby Hill, explained that she pays money to the district. She wanted to know where the districts money goes and what does it do. Feels the increase will be hard for her on a limited income.

Dennis Asbury, wanted to know the status of City owned properties being added to the assessment roll.

Keith Corum-Wanted to thank staff for continuing these town hall meetings. Mr. Corum wanted clarification on the amount or percentage of the sewer rate fee. He also suggested getting an engineering study. He had questions regarding the employees working on the city sewer system.

Eric Fellersen-Wanted to know if the fee increase will be based off the \$482 or the \$560 which includes a debt service.

Closing Comments:

There were no closing comments.

Adjournment:

The Meeting was adjourned at 7:02 p.m.

Dated: March 13, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD MARCH 10, 2020

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.

Mayor Warren called the meeting to order at 7:00 p.m.

The meeting opened with the Pledge of Allegiance led by Vice Chair Jose Hansen.

Roll Call:

Council Members Present: Council Members Flesher, Hansen, Mello arrived at 7:10 p.m., Vice Mayor Domenighini, Mayor Warren

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Clerk Tara Rustenhoven

CGSO Staff Present: Sheriff Warren

Public Comment/ Written Communications:

Jose Hansen wanted to say he has been working along-side Council Member Mello and wanted to note that he is a very hard working man.

Mayor Warren read a letter by the request of Jeff Williams, who was unable to attend the meeting.

Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 37650-37685, Z10565-Z10595, 38508-38526.
- b. Approval of minutes of the Special City Council Mid-Year Budget Meeting held on February 25, 2020.
- c. Approval of the Appropriations directed by the City Council to be brought forward for formal action as result of the February 25, 2020 Mid-Year Budget Review.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

Moved to approve the Consent Agenda as amended.

The motion passed unanimously 4/0 carried by the following voice vote:

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

NOES:

ABSENT:

ABSTAIN:

Regular Business:

- a. By motion, authorize the Administrative Services Director to Engage HdL Companies for ongoing sales and tax management services and for assistance in developing a revenue estimate associated with the proposed district sales tax measure.

Action:

Motion: Council Member Hansen/Second: Council Member Flesher

Approved by motion, the Administrative Services Director to engage HdL Companies for ongoing sales and tax management services and for assistance in developing a revenue estimate associated with the proposed district sales tax measure.

The motion passed unanimously 4/0 carried by the following voice vote:

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

NOES:

ABSENT:

ABSTAIN:

- b. By motion, approve the opening of contract negotiations with the Willows Employees' Association and the Willows Public Safety Association.

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

Moved to approve the opening of contract negotiations with the Willows Employees' Association and the Willows Public Safety Association.

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

AYES: Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

NOES:

ABSENT:

ABSTAIN:

- c. Set date and time for Proposition 218 Public Protest Hearing-Sewer Rates.

After discussion, Council is in favor of the meeting being held on May 21, 2020 at 6:00 p.m.

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Chief Wayne Peabody went over the code enforcement projects around Willows.
- Little League has started, so please be cautious going down Elm Street.
- Council Member Mello asked Sheriff Warren what the Sheriff's Office is doing to take precautions of the Corona Virus.

b. City Council Reports Comments: Council gave comments/reports on activities and various meetings they attended.

Adjournment:

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

Dated: March 11, 2019

Tara Rustenhoven, City Clerk



REGULAR BUSINESS

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: Industrial Disability Retirement-Jake Hutson

RECOMMENDATION

Adopt the Resolution of the City Council of the City of Willows Respecting the Retirement of Jake Hutson

SITUATION (or BACKGROUND):

Jake Hutson contracted an industrial (work related) illness in March 2019. The nature of the illness and the prognosis is such that it has been determined by a Qualified Medical Examiner ("QME") that Jake will not be able to return to his capacity as a Firefighter. The City conducted the Interactive Process with Jake to determine if there were other jobs available that would fit within Jake's work restrictions, and no such open positions are available at this time. The City, with Jake's consent, will submit an application for industrial disability retirement to the California Public Employees' Retirement System ("CalPERS").

FINANCIAL CONSIDERATIONS:

The retirement will be factored into future actuarial costs to be borne by the City with CalPERS.

NOTIFICATION

CalPERS

ALTERNATE ACTIONS

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

RECOMMENDATION

Adopt the Resolution of the City Council of the City of Willows Respecting the Retirement of Jake Hutson

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

- Resolution

RESOLUTION NO. XX-2020

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
RESPECTING THE RETIREMENT OF JAKE HUTSON

WHEREAS, The City of Willows (hereinafter referred to as “Agency”) is a contracting agency of the California Public Employees Retirement System; and

WHEREAS, Public Employee Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he is classified as a local safety member is disabled for purposes of the Public Employee’s Retirement Law and whether such disability is “industrial” within the meaning of such Law; and

WHEREAS, an application for industrial disability retirement for Jake Hutson employed by the Agency in the position of Firefighter/Engineer has been filed with the California Public Employees’ Retirement System; and

WHEREAS, the City of Willows has reviewed the medical and other evidence relevant to such alleged disability

NOW, THEREFORE, BE IT RESOLVED that the City of Willows finds and determines and it does hereby find and determine that Jake Hutson is incapacitated within the meaning of the Public Employees Retirement Law for the performance of his duties in the position of Police Officer; and hereby find and determine that Jake Hutson is incapacitated for performance of the usual duties of the position for other California public agencies in CalPERS; and

BE IT FURTHER RESOLVED that the City of Willows finds and determines and it does hereby find and determine that such disability is the result of injury or disease arising out of and in the course of employment. Neither Jake Hutson nor the Agency has applied to the Workers’ Compensation Appeals Board pursuant to Section 21166 whether such disability is industrial; and

BE IT FURTHER RESOLVED that the member will be separated from his employment in the position of Police Officer with respect to leave rights under Section 21164 of the Government Code on or about March 31, 2020 and no dispute regarding such

leave rights are pending. His last day on pay status is March 31, 2020. The primary disabling condition is leukemia.

PASSED AND ADOPTED by the City Council of the City of Willows this 24th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

APPROVED:

CITY CLERK

Kerri Warren, MAYOR

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the City Council
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Request for Proposal-Comprehensive Professional Engineering, Building Plan Review, Fire Plan Review and On Call Building Inspection Services

RECOMMENDATION

By Motion, Approve the Request for Proposal for Comprehensive Professional Planning Services and Direct Staff to Proceed According to the Timeline

SITUATION (or BACKGROUND):

The City of Willows for the past 12 years has been receiving professional contract engineering service from Coastland Engineering Services. Through this contract John Wanger has served as City's contract Engineer with the Coastland technical support staff available as an as needed basis. We are in our fourth extension of the contract which ends 06-30-2020.

The attached request for proposal will seek firms that provide this type of service. We will also be looking at consolidating all our plan check and having availability of a Building Inspector for large projects. Staff will review and compare the proposals and return to Council on May 26th, for contract award.

FINANCIAL CONSIDERATIONS:

TBD

NOTIFICATION

Various Consulting Firms upon Approval of RFP

ALTERNATE ACTION

- Approve as Recommended
- Reject Request for Proposal
- Request Further Information
- Advise staff to request an extension for 3yrs with current provider

March 24th, 2020

RECOMMENDATION

By Motion, Approve the Request for Proposal for Comprehensive Professional Planning Services and Direct Staff to Proceed According to the Timeline

Respectfully submitted,



Wayne Peabody
Interim City Manager

Attachment-Request for Proposal

ATTACHMENT



CITY OF WILLOWS

REQUEST FOR PROPOSAL

*Comprehensive Professional Services
for
Engineering, Building Plan Review, Fire Plan Review
and Building Inspection Services*

Proposals Must be Received No Later than 5:00 p.m., April 24, 2020

Remit To:
City of Willows
Tara Rustenhoven, City Clerk
201 North Lassen Street
Willows, CA 95988

REQUEST FOR PROPOSAL OUTLINE

- I. PROPOSAL SUBMITTAL
- II. PURPOSE
- III. BACKGROUND
- IV. SCOPE OF SERVICES
- V. SUBMITTAL REQUIREMENTS
- VI. PROPOSAL REVIEW AND EVALUATION CRITERIA
- VII. TIMELINE
- VIII. ADDITIONAL REQUIREMENTS
- IX. INSURANCE AND INDEMNIFICATION

City of Willows
Request for Proposal
For
Comprehensive Professional
Engineering, Building Plan Review,
and Building Inspection Services

I. PROPOSAL SUBMITTAL

- A. Proposals will be accepted until 5:00 p.m., April 24, 2020. Use of US Mail or other third-party delivery services will be at the proposer's risk. **Proposals received after this date and time will not be considered.**
- B. Proposals must be signed by a duly authorized officer of the bidding organization, delivered along with all required documents, and plainly addressed as follows:

**City of Willows
Tara Rustenhoven, City Clerk
201 North Lassen Street
Willows, CA 95988**

- C. All costs of the Request for Proposal preparation shall be the responsibility of the proposer.
- D. The original and three (3) copies of the proposal package must be completed and submitted as noted above.
- E. If a prospective bidder has any questions relating to this proposal, they must be received in writing via e-mail to tsailsbery@cityofwillows.org. Questions will not be accepted via other methods. All questions and responses will be distributed to all prospective bidders.
- F. All materials submitted in response to the Request for Proposal become the property of the City of Willows and may be returned only at the City's option and at the expense of the bidder.

II. PURPOSE

The purpose of this Request for Proposal ("RFP") is to solicit and award a contract to a service provider that can provide comprehensive professional building and engineering services as needed by the City of Willows. The City of Willows aims to provide timely, efficient and professional service responsive to the needs of the project applicants.

III. BACKGROUND

The City of Willows, is located in the northern central valley of California, approximately 75 miles north of Sacramento on Interstate 5 and is the county seat for Glenn County. The City of Willows is incorporated with a population of a little over 6,000. The City of Willows is seeking a qualified and experienced consultant to provide comprehensive range of services for Engineering, Building Plan

Review, Fire Plan Review and Building Inspection Services. It is the City's intent to procure a consultant on the basis of demonstrated competence and professional qualifications.

IV. SCOPE OF SERVICES

The City of Willows is seeking qualified Consultant(s) for the Engineering, Building Plan Review, Fire Plan Review and Building Inspection and Fire Plan Review.

The selected firms or consultants are expected to be familiar with and well versed in all related deliverables required for Building Plan Review, Building Inspection and Engineering Services as described in this Request for Proposals.

Engineering

Candidates wishing to be selected shall be capable of providing architectural, structural, and other building and construction related engineering services. In addition to design services, consultants shall be capable of providing and reviewing public project reports, studies, master planning, conceptual designs, bid packages, specifications, permitting, and budget estimates; such services will be defined, scheduled, and authorized using contract amendments.

Additional services that may be required including work in the areas of civil, mechanical, structural, land survey, soil testing, electrical, plumbing, fire protection, environmental testing, accessibility and mechanical work as required.

The following is a list of the types of projects that the City anticipates over the life of the resulting on-call contract.

- As-built existing structures: interior and exterior and create as-built floor plan drawings for base plan as required.
- Feasibility studies: Review and discuss with City regarding possible options for remodeling, based on information collected and identified on the as-built floor plans and meetings with user groups.
- Schematic design
- Design development
- Construction drawings in PDF
- Civil & structural engineering design & calculations
- Plan, specification, and bid package development
- Accessibility/ADA design
- Bid assistance
- Engineering Cost Estimating
- Construction support

Building Plan Review

The consultant must be able to provide full service building plan review, including Green Building Standards, Accessibility and Fire Plan Review. The consultant must provide details and documentation to plan review process. The consultant must provide the City standard turnaround time and always be within the two-week maximum allowable for all plan reviews. Additionally, provide an expedited review option.

- Perform complete, comprehensive plan reviews including architectural, structural, civil, electrical, plumbing, mechanical, accessibility, and fire prevention.

- Provide digital final approved plans review package and supporting documentation to the City of Willows – Community Development Services.
- Ability to teleconference and conduct online meetings with Community Development Services staff and consultant regarding projects in plan review or under construction, as needed.

Building Inspections

While the City maintains a contractual relationship with the County of Glenn for routine building inspection services, the consultant must be able to provide full service building construction inspection services on an as needed basis. Building inspections shall include all aspects of construction including:

- Structural, fire prevention, life safety, electrical, plumbing, mechanical, energy efficiency, accessibility standards, and site work.

Adequate inspection services shall be provided to enforce compliance with the conditions of approval, City, State, and Federal laws and the requirements set forth on the plans for which the permit is issued. When infractions are observed, inspectors shall write citations and/or stop work in progress depending on the nature of the infraction, document actions, and testify in court if necessary.

V. SUBMITTAL REQUIREMENTS

Candidates shall submit proposals that thoroughly respond to the items listed below. The most responsive proposal will address the issues in this section, while minimizing unnecessarily elaborate presentation materials beyond that sufficient to present a complete and effective response. The proposal must be organized and presented in the exact order as outlined in this section. Failure to do so may remove the proposer/consultant/bidder from further consideration.

1. Statement of Understanding

A description of the approach to the performance of the work requested that illustrates the consultant's understanding of the nature of the work being requested and the total cost of services presented in the proposal.

2. Proposed Project Team Members

A brief description of the primary consultant and sub-consultants (if any), along with an organizational chart of the Project team indicating the primary responsible representative(s) and title(s). Designation of a single point of contact for the project is required. Provide the role and relevant background experience of the primary individuals involved in the project, e.g. a brief description of the qualifications of the key personnel and responsibilities should be included.

3. References

Include a minimum of three (3) references of persons, firms, or agencies that City staff may contact to verify the experience of the proposer, preferably projects that are similar in nature of this RFP.

VI. PROPOSAL REVIEW AND EVALUATION CRITERIA

- A. The City of Willows Interim City Manager, Administrative Services Director, and the Community Development Services Director will evaluate the proposals to determine a bidder's responsibility and responsiveness
- B. A responsible bidder is one whose proposal substantially complies with all requirements of the RFP.
- C. A responsible bidder is one who:
 - 1. Possesses the competency, experience, and education required to effectively perform the duties enumerated in the Scope of Services
 - 2. Has no record of unsatisfactory performance, lack of integrity, or poor business ethics.
 - 3. Is otherwise qualified and eligible to receive an award under applicable statutes and regulations,
 - 4. Has the experience of successfully performing similar services
 - 5. Demonstrates the ability to be readily accessible to the City regarding the progress of the Scope of Services
 - 6. Has acceptable references
- D. The City reserves the right to declare any proposal irregular and not considered for award if it is conditional, incomplete, or not responsive to the RFP.
- E. The City reserves the right to waive any proposal irregularity. However, this will not relieve the Contactor from full compliance with the bidding process if awarded the contract.
- F. The City reserves the right to reject any and all proposals and to, re-start the Request for Proposal process
- G. The contract award will not be based solely on price. A combination of factors determined to be in the best interest of the City and of the project will be considered. Given the specialized expertise required for this project, the City reserves the right to further negotiate contract terms with the successful bidder.

VII. TIMELINE

RFP Issuance	March 25, 2020
Question Submittal Deadline	April 17, 2020
RFP Submittal (5:00 pm)	April 24, 2020
Interview Date (optional)	May 6, 2020
City Council Award of Contract	May 12, 2020

VIII. ADDITIONAL REQUIREMENTS

- A. Successful bidder must obtain a business license with the City of Willows prior to the commencement of any work performed.
- B. Successful bidder must acknowledge that the individual or entity performing services is doing so as an independent contractor of the City of Willows and will provide Form W-9 upon signing of Professional Services Contract.

VIII. INSURANCE REQUIREMENTS AND INDEMNIFICATION, EORROS AND OMISSIONS

Insurance

The successful bidder shall provide a Certificate of Insurance naming the City as additional insured for the following:

- A. Worker's Compensation
- B. General Liability and Property Damage with a combined limit of \$1,000,000.00
- C. Automobile Liability Insurance in an amount not less than \$500,000.00
- D. The policy shall not be cancelable within thirty (30) days advance written notice to city and shall be in a form and by a surety approved by the city.
- E. In the event the policy is canceled prior to the completion of the project and the Contractor does not furnish a new Certificate of Insurance prior to cancellation, the city may obtain the required insurance and deduct the premium(s) from contract monies due to the Contractor.
- F. If the policy is a claims-made policy, the policy shall contain language providing coverage up to six (6) months following the completion of the contract in order to provide insurance coverage for the hold harmless provisions herein.
- G. As used above, the term "Contractor" includes the Labor Standards Coordinator, and its officers, agents, or employees.

Indemnification

- A. Contractor agrees to hold harmless and to indemnify the city from every claim or demand which may be made for any injury or death, or damage to property caused by the performance of this contract.
- B. Such duty shall be irrespective of the date upon which the claim or demand is asserted.
- C. If any judgment is rendered against the city for any injury, death, or damage caused by contractor in the performance of this contract, the Contractor shall, at his own expense, satisfy and discharge any judgment.
- D. None of the foregoing paragraphs shall be applicable if the injury, death, or damage is caused solely by city's negligence.
- E. Contractor agrees that it shall immediately notify the city and Contract's insurance carriers of any incident occurring during performance of this contract which may result in a claim or liability.
- F. As used above, the term city means the City of Willows or its officers, agents, or employees.

Small, minority and female-owned businesses and Section 3 business concerns are encouraged to apply.

The City of Willows is an Equal Opportunity Provider.

March 24, 2020

AGENDA ITEM

TO: Honorable Mayor Warren and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Housing Element Annual Progress Report A review and discussion regarding the City of Willows Housing Element Year End Review for period from January 1, 2019 to December 31, 2019

RECOMMENDATION

Review and accept the Annual Housing Element Progress Report and direct Staff to forward to the Governor's Office of Planning and Research and the State Department of Housing and Community Development as required by Government Code Section 65400

Environmental: T

This Housing Element Annual Progress Report is not a project but a reporting document, and does not create or alter policy and therefore is not subject to the California Environmental Quality Act (CEQA) per Section 15306

Project Description:

The preparation of a Housing Element Annual Progress Report (APR) per Government Code Section 65400, is required for each city. The APR details the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. Furthermore, the APR includes the RHNA numbers and where the City stands with meeting these numbers. (The current RHNA planning period covers from January 1, 2014 to June 30, 2019- however because the City is on an eight-year cycle for updating the Housing Element, this planning period extends until 2021).

The Progress Report was brought before the Planning Commission at their regular meeting on March 18, 2020^t with the no amendments to the report. The Commission recommended to forward the APR to the City Council for their review and acceptance, as required by Government Code Section 65400(b).

Analysis/Background:

Analysis: The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for final review and approval. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on April 16, 2015. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

The City adopted its General Plan in 1981 and has not updated the General Plan since, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, and updated Housing Elements in 2005, 2010 and 2015. However, currently the City is underway with starting the process to update the General Plan (all elements), which process will take another year at least to complete.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (Glenn County for Willows) based upon information provided by the State Department of Housing and Community Development (HCD).

The following figures prescribe how many housing units the City of Willows must plan for at varying levels of affordability to be developed between the years of 2014 to 2019 (2021), broken into those income categories.

HOUSEHOLD INCOME LEVEL	UNITS	PERCENTAGE
Extremely low	7	11.1
Very Low	8	12.7
Low	11	17.5
Moderate	11	17.5
Above Moderate	26	41.2
TOTAL	63	100%

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element of the City's General Plan according to the programs listed within the Element. Within the report are figures of the City's housing accomplishments within the planning years.

2019 Accomplishments: There has been some single-family residential development within the City within the past year. One unit was finalized for occupancy, and four more single-family units have been issued building permits. The City was notified in 2019 that the HOME award for the 24-unit multi-family apartment complex has been granted, and the building and improvement plans have been submitted for plan check review. This housing development will begin construction in 2020 and anticipate completion the same year.

Programs to Accomplish before end of Housing Element timeframe:

Program HD-1.2.1 refers to the Planning Commission meeting at least twice during the 2014-2019 planning period to review the zoning map and land use map with consideration of meeting future housing needs, and to work closely with Glenn County to ensure orderly development of unincorporated lands. The Commission has completed the development of single-family residential design guidelines to be used on any future subdivisions for housing. Staff will be preparing a text amendment to the code before implementation of the guidelines. This should take place in 2020.

Program HD-1.4.5 requires the City to promote market rate and affordable housing sites, housing program and support services by developing an informational brochure discussing the opportunities by June 2015. Staff has not prepared this brochure as of yet, but anticipate completion by end of the year.

Program RC-1.1.1 requires the City to periodically re-examine the Zoning Ordinance for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations. The City has not had any inquiries within the past year for new housing construction or considerations for reducing cost of such. The Density Bonus section of the City's zoning ordinance allows for the City to take into consideration, requests for reductions such as parking, and will continue to work with future developers with their needs and requests.

Program RC-1.2.1 requires the City to survey other cities in Glenn County area to ensure that local development fees do not become a constraint on housing production. Survey to be completed by 12/2016. The survey has been started but has not been completed as of yet. Staff anticipates this survey will be done prior to the end of the year.

Program EO-1.1.1 requires the City to disperse information to the public regarding an Equal Housing Opportunity Program and fair housing laws. This informational program is to be completed by 12/2016. The program/brochure has not been

developed as yet, however Staff is in communication with the County regarding this topic and intends to prepare the program by the end of this year.

FINANCIAL CONSIDERATIONS

None

RECOMMENDATION

That the City Council review the Housing Element Annual Progress Report, and by motion adopt the report, and direct staff to forward to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

Respectfully submitted,

/s/ Karen Mantele

Karen Mantele
Principal Planner

Approved by:



Wayne Peabody
Interim City Manager

Attachment:

1. State General Plan Annual Element Progress report forms

Please Start Here

General Information	
Jurisdiction Name	Willows
Reporting Calendar Year	2019
Contact Information	
First Name	Karen
Last Name	Mantele
Title	Principal Planner
Email	kmantele@cityofwillows.org
Phone	5309347041
Mailing Address	
Street Address	201 N. Lassen Street
City	Willows
Zipcode	95988

Import Last Year's Data

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 2_27_20

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Jurisdiction	Willows
Reporting Year	2015 (Jan. 1 - Dec. 31)

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

(COR Title 25 §65202)

Table A
Housing Development Applications Submitted

Project Identifier	Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes						Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes		
	3	3		4	5	6	7	8	9					10	
Prior APN	Local Jurisdiction Tracing ID	Unit Category (SFA, SFD, 2 to 4.5+ ADU, MH)	Tenure (Renter, Owner)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Non Deed Restricted	Low-Income Deed Restricted	Moderate-Income Non Deed Restricted	Moderate-Income Deed Restricted	Above Moderate-Income	Total ELIGIBLE Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED pursuant to GC § 911.46 ("§ 911.46" Streamlining)	Notes
	Project Name										5	7	8	0	10
Summary Row: Start Data Entry Below															

Jurisdiction	Willows
Reporting Year	2019 (Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
 Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Income Level	2										Total Remaining RHNA by Income Level		
	2014	2015	2016	2017	2018	2019						3	4
Very Low		49	23									72	
Low			2			2						4	7
Moderate			1									1	10
Above Moderate				2								5	21
Total RHNA		49	26	2	2	5						82	38

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

(C.C.R. Title 25 §6202)

Justification	Willows	Willows	Willows
Reporting Year	2015	Jan. 1 - Dec. 31	Jan. 1 - Dec. 31
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including total efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeline or HRA	Status of Program Implementation
Program HD-1.1.1	Continue to monitor the available	As developers approach	The City has been approached by individual potential buyers of vacant lots as well
Program HD-1.1.2	Work in close cooperation with Glenn County to ensure consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts	The City will meet with Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually	No annexations have been proposed. Zoning Ordinance revisions Completed in 2015.
Program HD-1.1.3	Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in these areas.	Attend monthly meetings and review the zoning and land use maps twice during the planning period	Staff has worked with the Planning Commission on developing Single Family Change Ordinances/standards. The City has begun the process in conjunction with the County in updating our General Plan Elements, with process to take up to another year to complete
Program HD-1.3.1	The City will continue to offer pre-application consultations for interested developers and make available public information handouts for each entitlement	Ongoing, as projects are processed through the Planning Department	Public information handouts for Design Review are made available to prospective developers as well as other entitlements.
Program HD-1.4.1	Assist in the development of affordable housing	Annually apply for funds as NDBAs are released	In 2016 city approved a 24 unit MF apt complex and made a HOME application for funding availability for the complex. Obtained a HOME grant of award in 2018 with construction to start in 2020
Program HD-1.4.2	Continue to support the emergency housing program operated by the Glenn County Human Resource Agency, which provides emergency shelter for all Glenn County residents provided certain requirements are met, and support the provision of transitional housing	Ongoing	The City works in conjunction with the County of Glenn HRA department regarding requests for emergency shelter or transitional housing. The City has not had any requests nor has the county of Glenn
Program HD-1.4.3	Expand homeownership opportunities for very low- and low-income and first-time homebuyers through the use of CDBG General Allocation funds as they become available	Apply for CDBG allocations	As housing funds become available they will be made public
Program HD-1.4.4	The City will consider providing incentives to builders to provide housing and earn choices for seniors of all income levels and levels of independence. Possible incentives may include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding	Offer incentives on an ongoing basis as developers show interest in developing senior housing	A 49 unit senior housing development was completed in 2015. Parking incentives were provided to the development by way of reduced covered parking.
Program HD-1.4.5	Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015	Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015	The City works with any developer who will develop for special needs. In 2015 the city applied for HOME funds to assist with a senior housing development. The informational brochure will be completed by the end of 2020.
Program HD-1.4.6	Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new lower-income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually	Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter. Prioritize a portion of the funds, based on the monitoring analysis, as funding is available	The city encourages affordable housing and has in conjunction with an affordable housing developer, submitted a HOME application last year which the city has just been notified recently that the application was granted and the 24 MF apt project is expected to begin development in 2019. No SRO's have been requested. The city takes requests from interested developers on proposed housing development projects. Recently (2019) the city made text amendments to the code to allow SF and MF use of structures built as houses which have lost their allowable use under the code to re-establish a residential use with an approved use permit.
Program EC-1.1.1	Promote and encourage the "weatherization" program administered by the Glenn County Human Resource Agency and funded by Pacific Gas and Electric	Ongoing as funding is available	The City works with the Glenn County HRA to administer these programs
Program EC-1.1.2	Continue to support the energy audits free to all homes located within the city limits	Ongoing as funding is available	The City supports free energy audits to homes in the City
Program EC-1.2.1	Encourage use of solar energy installations in new residential construction	Ongoing and as projects are processed through the planning year	The City Building Department has issued numerous solar energy permits for residents within the City over the past year
Program MI-1.1.1	Apply for rehabilitation funding as funding becomes available through the CDBG and HOME programs	Annually apply for CDBG, HOME, and other state and federal funding	Public informational meetings are held annually to assess the availability of grant funding
Program MI-1.2.1	Continue code enforcement of the Housing, Electrical, and Fire Prevention Codes and Health and Safety Regulations by appropriate City departments	Ongoing	The Code Enforcement officer for the City of Willows enforces code violations regularly.
Program RC-1.1.1	Periodically reexamine the Zoning Ordinance (e.g., every two years) for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations	Biannually, 2014-2019	The City is held to comply with the California Building Codes regarding basic health and safety. Staff will bring forth any ideas for the Zoning Ordinance to re-examine for possible amendments to reduce housing construction costs.
Program RC-1.2.1	Survey other cities in the Glenn County area to ensure that local development fees do not become a constraint on housing production	Survey by December 2016	Survey is underway and will be completed by end of 2020
Program RC-1.3.1	amend the Zoning Ordinance to allow transitional and supportive housing in all zones allowing residential uses and require no conditions other than those conditions identified for residential uses in those zones	Amend Zoning Ordinance by June 2015	Completed in 2015
Program RC-1.3.2	amend the Zoning Ordinance to remove any references limiting household sizes for the definition of "Family"	Amend Zoning Ordinance by June 2015	Completed in 2015
Program EO-1.1.1	In coordination with the Glenn County Human Resource Agency, establish an Equal Housing Opportunity Program. This program will disperse information on fair housing laws, refer tenant complaints on discrimination, and act as a tenant advocacy organization. The information will be distributed to and displayed at City Hall, the Glenn County Human Resource Agency, local community and senior centers, the Glenn County Public Works Department, and the public library in Willows.	Establish Equal Housing Opportunity Program by December 2015	An informational EHO program/brochure has not been completed as yet, anticipate completion by end of 2020

Jurisdiction	Willows	
Reporting Period	2019 (Jan. 1 - Dec. 31)	

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting year.

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of			
Table G			
Project Identifier			
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺
Realistic Capacity Identified in the Housing Element	Entity to whom the site transferred	Intended Use for Site	
			4
Summary Row: Start Data Entry Below			

Jurisdiction	Willows	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		3
Total Units		5

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	0
Number of Proposed Units in All Applications Received:	0
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Check for potential errors

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Format A2 for easy printing

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Ensure all dates are valid

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credits is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR>

Submittal Instructions

Please save your file as Jurisdictionname2019 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2019

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System (Preferred) - Please see the link to the online system to the left. This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - if you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

RESOLUTION NO. XX-2020 _____

**A RESOLUTION OF THE
CITY COUNCIL OF THE CITY OF WILLOWS
PROCLAIMING A LOCAL HEALTH EMERGENCY
WITHIN THE CITY OF WILLOWS.**

Adopted by the City Council of the

CITY OF WILLOWS
on Date of March 24, 2020

**PROCLAMATION OF LOCAL EMERGENCY
(Government Code § 8630)**

WHEREAS, the California Emergency Services Act (Government Code section 8630, et seq.) establishes procedures for proclaiming emergencies and for responding promptly to the needs that arise during emergencies; and

WHEREAS, the World Health Organization (WHO) officials report that sustained human-to-human transmission of the virus is occurring and transmission from an asymptomatic individual has been documented. Although most individuals infected with COVID-19 recover from the disease without special treatment, some may become seriously ill, particularly those with compromised immune systems or underlying health issues; and

WHEREAS, on January 30, 2020, the WHO declared the COVID-19 outbreak a public health emergency of international concern, and on January 31, 2020, the U.S. Department of Health and Human Services declared a public health emergency, requiring coordination among state and local health departments to ensure readiness for potential health threats associated with the virus; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and to help the state prepare for broader spread of COVID-19; and

WHEREAS, On March 11, 2020, the WHO declared COVID-19 to be a pandemic, presently affecting six continents where sustained transmission of the virus has infected more than 120,000 people and killed more than 4,300 worldwide; and

WHEREAS, on March 13, 2020, the President of the United States of America declared a national emergency making \$50 billion in emergency funding available to

assist and local governments in preventing the spread of an addressing the effects of COVID-19; and

WHEREAS, the Centers for Disease Control (CDC) has issued guidance to local and State health departments, including Glenn County's Health and Human Services Agency, Public Health Department (GCPH), concerning risk assessment and public health management of persons with potential exposure to COVID-19; and

WHEREAS, on March 17, 2020 the Glenn County Health Officer proclaimed a local health emergency in Glenn County arising from the coronavirus (COVID-19) affecting the residents of Glenn County, including the City of Willows; and

WHEREAS, the Interim City Manager of the City of Willows has determined that the City of Willows cannot comply with the CDC's or the GCPH's guidance without immediate action beyond the City's ordinary response capabilities, including but not limited to directing personnel and resources from other City departments to assist with the ongoing and developing threat of COVID-19; and

WHEREAS, the aforesaid conditions are creating conditions of extreme peril and such conditions are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Willows and warrant and necessitate the proclamation of the existence of a local emergency and immediate action is necessary to support the activities of the GCPH in order to mitigate the potential public calamity; and

WHEREAS, the City of Willows intends to take such actions as may be necessary to support the efforts of the GCPH to protect the public health and safety during this local, state and national public health emergency,

NOW, THEREFORE, IT IS PROCLAIMED THAT:

1. A local emergency, as defined in Government Code section 8558(c), now exists throughout the City of Willows.
2. During the existence of said local emergency, the City of Willows shall have full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefore.
3. During the existence of said local emergency the City Council of the City of Willows, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety.
4. During the existence of said local emergency, pursuant to Public Contract Code sections 20134, 22050, and 20395, the Interim City Manager, or designee, is hereby

authorized to engage independent contractors to complete all necessary work to mitigate the effects of said local emergency. Contracts for this work may be executed without prior City Council approval of plans, specifications, and working details, without giving notice for bids to let contracts.

5. The Interim City Manager, Wayne Peabody, or his designee, is hereby designated as the authorized representative for public and individual assistance of the City of Willows for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

IT IS FURTHER PROCLAIMED AND ORDERED THAT:

1. All City officers and employees take all steps requested by the Interim City Manager, the Glenn County Health Officer, the Deputy Director of Public Health, the Emergency Services Director, and their designees, to prevent the spread of COVID-10 and to prevent or alleviate illness or death due to the virus.

2. All City officers and employees take all steps requested by the Interim City Manager and the Emergency Services Director to qualify the City for reimbursement from the State (CalOES) or Federal Emergency Management Agency (FEMA) and for other state and federal relieve as may be available to reimburse the City for the costs and expenses it incurs in addressing this emergency.

ADOPTED by the City Council of the City of Willows this 24th day of March 2020 by the following vote:

Ayes:
Nays:
Other:

ATTEST:

By: _____
Kerri Warren, Mayor
City of Willows

Tara Rustenhoven, City Clerk
City of Willows

APPROVED AS TO FORM:

Robert W. Hunt, City Attorney
City of Willows

City of Willows

201 North Lassen • Willows, California 95988 • (530) 934-7041 • FAX (530) 934-7402



March 24, 2020


TO: Governor's Office of Emergency Services

On March 16, 2020, the Glenn County Health Officer proclaimed a local health emergency throughout Glenn County due to the advent of the COVID-19 pandemic.

On March 24, 2020, the City of Willows City Council proclaimed a local health emergency in the City of Willows due to the advent of the COVID-19 virus.

The COVID-19 health emergency is requiring unprecedented response operations and emergency actions to protect the health and safety of residents of the City of Willows and in mutual aid to the County of Glenn. Due to these anticipated response actions the City of Willows requests all CDAA and Federal funding as may be available.

Your favorable consideration is appreciated.



R. Wayne Peabody, Int. City Manager
Fire Chief
City of Willows, California

March 24, 2019

AGENDA ITEM

TO: Hon. Mayor and City Council Members
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Appointment of City Health Officer

SUMMARY

The proposed resolution authorizes the Glenn County Health Officer to enforce public health statutes, orders and quarantine regulations in the City of Willows, thus making the Glenn County Health Officer the de facto Health Officer for the City.

BACKGROUND

By statute the City of Willows must “take measures necessary to preserve and protect the public health, including the regulation of sanitary matters in the city, and including if indicated, the adoption of ordinances, regulations and orders”. (Health & Safety Code § 101450.)

The City is required by statute to appoint a Health Officer, unless “other arrangements” have been made. (Health & Safety Code 101460.) One of those “other arrangements” is to authorize the county to exercise public health functions within the City. (Section 101460.)

Health & Safety Code section 101375 provides that the City may consent, by resolution or ordinance, to the county health officer enforcing within the city public health statutes, orders and quarantine regulations promulgated by the County Health department.

The proposed resolution consents to the Glenn County Health Officer serving as the de facto City Health Officer with power to enforce statutes regulating public health, and orders and quarantine regulations within the City of Willows.

FINANCIAL CONSIDERATIONS

None known.


ALTERNATE ACTIONS

1. Reject the proposed ordinance and direct staff to identify and bring the appointment of a City Health Officer back to council for approval.

RECOMMENDATION:

Approve the proposed Resolution consenting to the Glenn County Health Officer enforcing public health statutes, orders and quarantine regulations within the City of Willows.

Respectfully submitted,


Wayne Peabody
Interim City Manager

RESOLUTION NO. xx-2020

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
CONSENTING TO THE GLENN COUNTY HEALTH OFFICER'S
ENFORCEMENT OF PUBLIC HEALTH STATUTES, ORDERS AND
QUARANTINE REGULATIONS WITHIN THE CITY OF WILLOWS.**

Adopted by the City Council of the

CITY OF WILLOWS
on Date of March 24, 2020

WHEREAS, concurrent with this Resolution the City Council of the City of Willows intends to adopt a proclamation of a local public health emergency within the City of Willows; and

WHEREAS, the City of Willows currently does not have a duly appointed Health Officer; and

WHEREAS, pursuant to Health & Safety Code section 101460 a city "shall appoint a health officer, except when the city has made other arrangements" for the county to exercise the same powers and duties within the city; and

WHEREAS, Health & Safety Code section 101375 authorizes a city to adopt a resolution or ordinance consenting to the County Health Officer's enforcement of public health statutes, orders, and quarantine regulations with the city; and

WHEREAS, the consent to the County Health Officer's enforcement of statutes, orders and quarantine regulations shall continue until terminated by the city's adoption of a resolution or ordinance terminating such consent,

NOW, THEREFORE, BE IT RESOLVED that:

1. The above recitals are true and correct, and incorporated herein.
2. Pursuant to the authority granted in Health & Safety Code section 101375 the City Council of the City of Willows does hereby consent to the Glenn County Health Officer's enforcement of statutes, orders and quarantine regulations pertaining to public health within the City of Willows.
3. The consent granted herein shall continue until terminated by the City's adoption of a resolution or ordinance terminating such consent.

PASSED AND ADOPTED by the Willows City Council this 24th day of March 2020 by the following vote:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
CONSENTING TO THE GLENN COUNTY HEALTH OFFICER'S
ENFORCEMENT OF STATUTES, ORDERS AND QUARANTINE REGULATIONS
WITHIN THE CITY OF WILLOWS.

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Kerri Warren, Mayor

Tara Rustenhoven, City Clerk

March 24, 2019

AGENDA ITEM

TO: Hon. Mayor and City Council Members
FROM: Wayne Peabody, Interim City Manager
SUBJECT: Compensation of City Employees During COVID-19 Emergency

SUMMARY

During the current COVID-19 public health emergency, a number of circumstances may prevent employees from reporting to work. Staff wishes to discuss these situations with Council and receive policy guidance.

BACKGROUND

- A. City employees may be unable to report to work because:
1. The employee is ill, seeking diagnosis, is receiving treatment and recuperating from infection by the COVID-19 virus;
 2. The employee has a family member infected by the COVID-19 virus and the family member requires care by the employee;
 3. The employee may have been ordered *quarantined* by the authorities to prevent the spread of the COVID-19 virus;
 4. The employee may be under state or federal *guidelines* to self-quarantine (those over 65 years old or suffering from serious underlying chronic conditions);
 5. The employee may be under a “shelter-in-place” *order* preventing them from reporting to work;
 6. The City may direct non-essential employees to stay home;
 7. The employee may be required to care for children as a result of closure of schools;
 8. The employee may voluntarily stay from work without any direction to do so.
- B. The issue before the City is whether and/or how employees in these various categories are to be paid during their absences from work.

Staff Report re Discussion of Payment to Absent Employees

1. Federal legislation signed by President Trump on Wednesday, March 18th, provides that employees are to receive up to two weeks of paid sick leave if they are *ill, quarantined or seeking diagnosis or preventive care for the coronavirus, or if they are caring for sick family members. It also gives 12 weeks of paid leave to people caring for children whose schools are closed because of the coronavirus.* It applies to all government agencies and most employers with fewer than 500 employees. This legislation covers the situations in circumstances in #1, #2, #3 and #7 above.

2. The Federal legislation may also cover those circumstances in #5 above, and potentially in #4 as well. These questions will probably come down to the terms "quarantine," "shelter-in-place order," and "guideline" are ultimately interpreted and applied.

3. At this time there is no Federal or State guidance regarding how employers are to deal with the circumstances in #6 and #8 above.

C. The Council will presumably adopt the public health emergency proclamation before it. In many cases, the declaration of a public emergency qualifies the government entity to financial aid from the Federal or State government. The emergency proclamation before the Council explicitly authorizes the City seek such financial assistance. At this time, however, it is simply not known what, if any, financial aid may be available, the extent of any available aid, and what might qualify for reimbursement under such available aid.

D. For these reasons Staff asks Council to provide guidance regarding the following questions:

1. Is an employee who fails to report for duty (#8 above) absent any illness or direction to the contrary to be paid during that absence?

a. Is such an employee required to use accrued sick leave and/or vacation in order to receive payment?

b. Is such an employee to receive full or partial pay for such absence?

c. Is there any limit on the length of time for which the employee will receive payment?

2. Is a non-essential employee who has been directed not to report to work (#6 above) to be paid during that absence?

a. Is such an employee required to use accrued sick leave and/or vacation in order to receive payment?

b. Is such an employee to receive full or partial pay for such absence?

c. Is there any limit on the length of time for which the employee will receive payment?

3. Is an employee under state or federal *guidelines* to self-quarantine (those over 65 years old or suffering from serious underlying chronic conditions) (#4 above) to be paid during that absence?

a. Is such an employee required to use accrued sick leave and/or vacation in order to receive payment?

b. Is such an employee to receive full or partial pay for such absence?

c. Is there any limit on the length of time for which the employee will receive payment?

4. Is an employee who may be subject to a “shelter-in-place” *order* preventing them from reporting to work (#5 above) to be paid during that absence?

a. Is such an employee required to use accrued sick leave and/or vacation in order to receive payment?

b. Is such an employee to receive full or partial pay for such absence?

c. Is there any limit on the length of time for which the employee will receive payment?

5. Are employees who do not work pursuant to the reasons in #1, #2, #3 and #7 above to be paid for absences which extend longer than that required under the new Federal legislation?

a. Is such an employee required to use accrued sick leave and/or vacation in order to receive payment?

b. Is such an employee to receive full or partial pay for such absence?

c. Is there any limit on the length of time for which the employee will receive payment?

FINANCIAL CONSIDERATIONS

Potentially significant, but undetermined at this time. In addition, pursuant to Gov. Newsom’s Executive Order N-25-20 those employees suffering with the coronavirus (medical documentation) and off work may qualify for SDI benefits. Similarly, those off work for other reasons related to the pandemic (caring for ill family member or idled school children, ordered to ‘shelter-in-place’, etc.) may qualify for unemployment benefits. In both cases, the Governor’s Executive Order waived the usual one-week waiting period.

RECOMMENDATION:

Staff seeks guidance on establishing policy to deal with these questions and to inform all employees as soon as possible.

Respectfully submitted,



Wayne Peabody
Interim City Manager
