



# Willows City Council Regular Meeting

April 13, 2021  
Willows City Hall  
7:00 p.m.

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

City Council  
Larry Domenighini, Mayor  
Gary Hansen, Vice Mayor  
Kerri Warren, Council Member  
Joe Flesher, Council Member  
Jeff Williams, Council Member

Interim City Manager  
Wayne Peabody

City Clerk  
Tara Rustenhoven

## Agenda

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **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 Z44809-Z44836, 38856-38866, 051002-051081.
- b. Approval of minutes of the Regular City Council Meeting held on March 23, 2021.

*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.*

**6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION**

- a. By motion, adopt a resolution entitled; **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, ESTABLISHING A ONE-YEAR PILOT SIDEWALK REPAIR PROGRAM AND ALLOCATING ONE-TIME FUNDING IN THE AMOUNT OF \$20,000 FROM GAS TAX, SB-1, GENERAL FUND, OR OTHER DISCRETIONARY FUNDING SOURCES.**
- b. By motion, adopt a resolution entitled; **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, DECLARING CERTAIN PUBLIC WORKS PROPERTY TO BE SURPLUS AND AUTHORIZING THE SALE OR DISPOSAL OF SAME PURSUANT TO THE WILLOWS MUNICIPAL CODE.**

**7. COUNCIL/ STAFF REPORTS/COMMENTS**

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

**8. CLOSED SESSION**

- a. PUBLIC COMMENT: Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.
- b. PUBLIC EMPLOYEE APPOINTMENT (CA Gov. Code § 54957) Title: City Manager, Finance Manager, Community Services Director
- c. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section §54956.9:  
Number of Cases: 3

**9. ADJOURNMENT**

**This agenda was posted on April 8, 2021**

  
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](http://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 AGENDA



PERIOD

03/25/2021 TO 04/08/2021

Payroll Direct Deposit                      Z44809                      TO                      Z44836

General Checking                            38856                      TO                      38866

Check Register                                051002                      TO                      051081

APPROVAL DATE    04/13/2021

APPROVED \_\_\_\_\_

Invoice No	Description	Invoice Date	Actual Period	Discount		Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm	G/L	Account No			
Check #.: 051002 Check Date.: 03/25/21		Vendor I.D.: AIR00 (AIRGAS NCN)						
997812383-	CYL OXYGEN	02/28/21	03-21			124.08	.00	124.08
		03/25/21	09-21					
Check #.: 051003 Check Date.: 03/25/21		Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)						
102510196-	CLEANING UNIFORMS	03/16/21	03-21			94.54	.00	94.54
		03/25/21	09-21					
Check #.: 051004 Check Date.: 03/25/21		Vendor I.D.: ATT01 (A.T.& T.)						
C10325-	Telephone Exp. 2-19-21 TO 3-18-21	03/19/21	03-21	A		1132.02	.00	1132.02
		03/25/21	09-21					
Check #.: 051005 Check Date.: 03/25/21		Vendor I.D.: BAR01 (BARCELOUX BROTHERS AUTO)						
596670-	NAPA EXTLIFE GAL	03/05/21	03-21	A		30.01	.00	30.01
		03/25/21	09-21					
597088-	SAESW30	03/10/21	03-21	A		41.06	.00	41.06
		03/25/21	09-21					
597089-	INTERIOR DOOR HANDLE	03/10/21	03-21	A		23.42	.00	23.42
		03/25/21	09-21					
597102-	AIR & OIL FILTER	03/10/21	03-21	A		42.13	.00	42.13
		03/25/21	09-21					
597690-	BUTTON, GREY GASKET, ECT.	03/16/21	03-21	A		50.79	.00	50.79
		03/25/21	09-21					
597817-	QUICK DISCONNECTOR	03/18/21	03-21	A		8.89	.00	8.89
		03/25/21	09-21					
597933-	HOSE ASY & HEAT HOS FOR FLAT BED #4	03/19/21	03-21	A		41.96	.00	41.96
		03/25/21	09-21					
** Vendor's Subtotal ----->						238.26	.00	238.26
Check #.: 051006 Check Date.: 03/25/21		Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)						
C10324-	120 HARVEST DR WILLOWS 2/5/21 TO 3/5/21	03/08/21	03-21	A		85.41	.00	85.41
		03/25/21	09-21					
C10325-	WATER & SEWER FOR ACCOUNT 8491677777	03/11/21	03-21	A		2776.93	.00	2776.93
		03/25/21	09-21					
** Vendor's Subtotal ----->						2862.34	.00	2862.34
Check #.: 051007 Check Date.: 03/25/21		Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)						
49903-	PRINCIPAL ENGINEER	10/31/20	03-21			903.75	.00	903.75
		03/25/21	09-21					
49904-	PROFESSIONAL SERVICES	10/31/20	03-21			306.25	.00	306.25
		03/25/21	09-21					
49947-	REVISED TENTATIVE MAP PROCESS	10/31/20	03-21			1487.50	.00	1487.50
		03/25/21	09-21					
49953-	SUPERVISING ENGINEER MAP CHECK	10/31/20	03-21			337.50	.00	337.50
		03/25/21	09-21					
49954-	ASST. ENGINEER AND PRICIPAL ENGINEER	10/31/20	03-21			586.25	.00	586.25
		03/25/21	09-21					
49955-	CONSTRUCTION SUPPORT	10/31/20	03-21			612.50	.00	612.50
		03/25/21	09-21					
49956-	PRINCIPAL ENGINEER 10/5 10/12 10/13	10/31/20	03-21			175.00	.00	175.00
		03/25/21	09-21					
49965-	BUILDING INSPECTION	10/31/20	03-21			3770.00	.00	3770.00
		03/25/21	09-21					
49971-	WASTEWATER TREATMENT AND COLLECTION SYSTEM	10/31/20	03-21			10653.50	.00	10653.50
		03/25/21	09-21					
50284-	4305 336 N MURDOCK AVE - 2ND APPROVED 1-12-21	01/12/21	03-21			258.75	.00	258.75
		03/25/21	09-21					
50285-	4303 FOR 1245 W SYCAMORE STREET FIRE ALARM	12/31/20	03-21			1522.50	.00	1522.50
		03/25/21	09-21					
50286-	4298 246 N HUMBOLT: BLACK BEAR DINER- PATIO	01/12/21	03-21			427.50	.00	427.50
		03/25/21	09-21					
50295-	4296 1245 W SYCAMORE STREET- FIRE ALARM	12/31/20	03-21			733.11	.00	733.11
		03/25/21	09-21					
50296-	4276 159 ELM STREET - DETACHED GARAGE	12/31/20	03-21			367.50	.00	367.50
		03/25/21	09-21					
50297-	4275 PLAN REVIEW FOR 159 ELM ST	12/31/20	03-21			902.50	.00	902.50
		03/25/21	09-21					
50329-	4308 735 S VILLA AVE- RESIDENTAL SOLAR OVERVIEW	12/31/20	03-21			191.25	.00	191.25
		03/25/21	09-21					
50331-	ENGINEERING TACHNICIAN	12/31/20	03-21			3086.25	.00	3086.25
		03/25/21	09-21					
50336-	PRINCIPAL ENGINEER	12/31/20	03-21			218.75	.00	218.75
		03/25/21	09-21					

		Invoice Date	Actual Period			Discount	Gross	Discount	Net
Invoice	No Description	Due Date	Fiscal	Tm	G/L Account No	Amount	Amount	Amount	Amount
Check #.: 051007 Check Date.: 03/25/21		Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)							
50337-	PLAN CHECK 1,2,3	12/31/20	03-21			2777.50	.00	2777.50	
		03/25/21	09-21						
50340-	CONSTRUCTION RELATED ISSUES	12/31/20	03-21			43.75	.00	43.75	
		03/25/21	09-21						
50341-	4301 1135 W LAUREL ST - ROOF MOUNTED SOLAR	12/31/20	03-21			195.00	.00	195.00	
		03/25/21	09-21						
50359-	BUILDING INSPECTIONS	12/31/20	03-21			2645.00	.00	2645.00	
		03/25/21	09-21						
50361-	WASTEWATER TREATMENT & COLLECTION SYSTEM	12/31/20	03-21			9509.50	.00	9509.50	
		03/25/21	09-21						
50617-	PRINCIPAL ENGINEER	02/28/21	03-21			131.25	.00	131.25	
		03/25/21	09-21						
50674-	ASSESSMENT DISTRICT	02/28/21	03-21			2096.25	.00	2096.25	
		03/25/21	09-21						
50675-	PRINCIPAL ENGINEER	02/28/21	03-21			43.75	.00	43.75	
		03/25/21	09-21						
50676-	PRINCIPAL ENGINEER GENERAL UPDATE ON PROJECTS	02/28/21	03-21			131.25	.00	131.25	
		03/25/21	09-21						
50700-	PLAN REVIEW 4333 670 N SHASTA ST	02/28/21	03-21			138.52	.00	138.52	
		03/25/21	09-21						
50701-	PLAN REVIEW 670 N SHASTA - FOUNDATION	02/28/21	03-21			172.26	.00	172.26	
		03/25/21	09-21						
50702-	CLAY DAWLEY SENIOR BUILDING INSPECTOR	02/28/21	03-21			3120.00	.00	3120.00	
		03/25/21	09-21						
50703-	WASTEWATER TREATMENT PLAN & COLLECTION SYSTEM	02/28/21	03-21			9438.00	.00	9438.00	
		03/25/21	09-21						
50704-	PLAN REVIEW - APPROVED 2-22-21	03/01/21	03-21			179.56	.00	179.56	
		03/25/21	09-21						
50705-	4343 153 S PLUMAS - GARAGE REPAIR	02/28/21	03-21			198.75	.00	198.75	
		03/25/21	09-21						
** Vendor's Subtotal ----->						57360.70	.00	57360.70	
Check #.: 051008 Check Date.: 03/25/21		Vendor I.D.: COM16 (COMCAST CABLE)							
C10324-	SERVICE FOR 3-19-21 TO 4-18-21 ACCOUNT 0116196	03/14/21	03-21			311.38	.00	311.38	
		03/25/21	09-21						
Check #.: 051009 Check Date.: 03/25/21		Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)							
00C10315-	PAYROLL AND BANK RECONCILLATION	03/15/21	03-21	A		700.00	.00	700.00	
		03/25/21	09-21						
0C103151-	ENHANCEMENT & SERVICE FEES	03/15/21	03-21	A		424.35	.00	424.35	
		03/25/21	09-21						
** Vendor's Subtotal ----->						1124.35	.00	1124.35	
Check #.: 051010 Check Date.: 03/25/21		Vendor I.D.: DEM01 (DEMCO, INC.)							
6923809-	PKG SLIP ON BOOK COVERS ASSORTMENT	03/17/21	03-21	A		35.01	.00	35.01	
		03/25/21	09-21						
Check #.: 051011 Check Date.: 03/25/21		Vendor I.D.: EWI00 (EWING IRRIG. PRODUCTS, INC)							
3643843-	4INCH POP- UP ROTOR	03/10/21	03-21			442.31	.00	442.31	
		03/25/21	09-21						
Check #.: 051012 Check Date.: 03/25/21		Vendor I.D.: FGL00 (FGL ENVIRONMENTAL)							
171495A-	BACTI ANALYSIS	03/17/21	03-21			22.00	.00	22.00	
		03/25/21	09-21						
Check #.: 051013 Check Date.: 03/25/21		Vendor I.D.: GIE00 (GIESBRECHT HULLING & METAL FAB)							
5924-	TUBING AND 14 GAUGE SHEET METAL	03/06/21	03-21			897.47	.00	897.47	
		03/25/21	09-21						
Check #.: 051014 Check Date.: 03/25/21		Vendor I.D.: HEL01 (HELENA CHEMICAL COMPANY)							
339703-	GALLERY SC, DIMENSION 2EW, ECT.	03/10/21	03-21			4039.25	.00	4039.25	
		03/25/21	09-21						

Invoice	No	Description	Invoice	Actual	Tm	G/L	Discount	Gross	Discount	Net
			Date	Period						
			Due Date	Fiscal						
Check #.: 051015    Check Date.: 03/25/21			Vendor I.D.: INT17 (INTERSTATE BATTERIES OF THE ROGUE RIVER)							
30058519-	MT-26	FOR PARKS SPRAYER	03/09/21	03-21				111.41	.00	111.41
			03/25/21	09-21						
30058540-	MTP-65HD		03/10/21	03-21				144.66	.00	144.66
			03/25/21	09-21						
** Vendor's Subtotal ----->								256.07	.00	256.07
Check #.: 051016    Check Date.: 03/25/21			Vendor I.D.: ITF01 (INDUSTRIAL TRUCK & FARM)							
565930-	O-RING	FOR SEAL 3/8 TUBE	03/11/21	03-21	A			122.58	.00	122.58
			03/25/21	09-21						
566318-	REDUCING	NIPPLE	03/17/21	03-21	A			0.71	.00	0.71
			03/25/21	09-21						
** Vendor's Subtotal ----->								123.29	.00	123.29
Check #.: 051017    Check Date.: 03/25/21			Vendor I.D.: MAR02 (MARCELLO & COMPANY)							
C10322-	JUNE 30, 2020	AUDIT- PROG. BILLING NO. 1	03/10/21	03-21				19750.00	.00	19750.00
			03/25/21	09-21						
Check #.: 051018    Check Date.: 03/25/21			Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)							
78191-	CLEARIT	PARTNER PROGRAM MEMBERSHIP	03/10/21	03-21				2311.00	.00	2311.00
			03/25/21	09-21						
78240-	BACKUP	190 SERVICE	03/10/21	03-21				100.00	.00	100.00
			03/25/21	09-21						
** Vendor's Subtotal ----->								2411.00	.00	2411.00
Check #.: 051019    Check Date.: 03/25/21			Vendor I.D.: MAX01 (MAXIMUM SECURITY SYSTEMS)							
32982-	QUARTERLY	MONITORING SERVICE	03/15/21	03-21				60.00	.00	60.00
			03/25/21	09-21						
Check #.: 051020    Check Date.: 03/25/21			Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)							
R049751-	HOUSEHOLD	TISSUE AND 55 GAL BULK LINER	03/10/21	03-21				201.21	.00	201.21
			03/25/21	09-21						
Check #.: 051021    Check Date.: 03/25/21			Vendor I.D.: NAT26 (NATIONAL FIRE SYSTEMS, INC.)							
93481-	FIRE	EXTINGUISHER INSPECTION	06/16/21	03-21				357.59	.00	357.59
			03/25/21	09-21						
Check #.: 051022    Check Date.: 03/25/21			Vendor I.D.: NSW00 (NSWTS )							
1294-	MONTHLY	SERVICE CHARGE FOR FEB 2021	03/10/21	03-21				130.00	.00	130.00
			03/25/21	09-21						
Check #.: 051023    Check Date.: 03/25/21			Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)							
1351744-	OFFICE	DEPOT SUPPLIES	03/15/21	03-21	A			114.50	.00	114.50
			03/25/21	09-21						
Check #.: 051024    Check Date.: 03/25/21			Vendor I.D.: PGE01 (PG & E)							
C10324-	1600 S TEHAMA ST	FOR FEB 02 2021- MARCH 4 2021	03/24/21	03-21	A			24.65	.00	24.65
			03/25/21	09-21						
C10325-	UTILITY	ELECTRIC FOR ACCOUNT 0939281537	03/17/21	03-21	A			9628.54	.00	9628.54
			03/25/21	09-21						
** Vendor's Subtotal ----->								9653.19	.00	9653.19

Invoice	No	Description	Invoice	Actual	Discount		Gross	Discount	Net
			Date	Period					
			Due Date	Fiscal	Tm	G/L Account No	Amount	Amount	Amount
Check #: 051025 Check Date.: 03/25/21			Vendor I.D.: RAY03 (RAY MORGAN COMPANY)						
3264803-		WATER SYSTEMS/3IRB	03/17/21	03-21	A		63.28	.00	63.28
			03/25/21	09-21					
Check #: 051026 Check Date.: 03/25/21			Vendor I.D.: RGS01 (REGIONAL GOVERNMENT SERVICES)						
11845-		CONTRACT SERVICE FOR FEB- RECRUITMENT ACCT MGR	02/28/21	03-21			2793.13	.00	2793.13
			03/25/21	09-21					
11848-		CINTRACT SERVICE FOR FEB - HR	02/28/21	03-21			4440.00	.00	4440.00
			03/25/21	09-21					
11871-		CONTRACT SERVICES FOR FEB- REC CSD	02/28/21	03-21			508.50	.00	508.50
			03/25/21	09-21					
** Vendor's Subtotal ----->							7741.63	.00	7741.63
Check #: 051027 Check Date.: 03/25/21			Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)						
147-		LEGAL ADVERTISING 2x4 SUM. ORD. 2/27	03/13/21	03-21	A		65.60	.00	65.60
			03/25/21	09-21					
Check #: 051028 Check Date.: 03/25/21			Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)						
C10325-		3-1-21 TO 3-31-21 COVERAGE	03/23/21	03-21			1377.11	.00	1377.11
			03/25/21	09-21					
Check #: 051029 Check Date.: 03/25/21			Vendor I.D.: THR00 (SCORE )						
1207-		CDBG CONTRACT	02/28/21	03-21			1750.00	.00	1750.00
			03/25/21	09-21					
Check #: 051030 Check Date.: 03/25/21			Vendor I.D.: WAL07 (WAL-MART COMMUNITY)						
C10324-		CREDIT CARD STATEMENT CLOSEING 3-16-21	03/22/21	03-21			226.48	.00	226.48
			03/25/21	09-21					
Check #: 051031 Check Date.: 03/25/21			Vendor I.D.: WAS00 (WASTE MANAGEMENT)						
C10324-		WASTE MANAGEMENT FOR 445 S BUTTE ST	03/10/21	03-21			40.92	.00	40.92
			03/25/21	09-21					
Check #: 051032 Check Date.: 03/25/21			Vendor I.D.: WES00 (WEST COAST FRAME & COLLISION REPAIR, INC.)						
59128-		KIT, SWIVEL FOCU & ADAPTER	03/15/21	03-21			141.81	.00	141.81
			03/25/21	09-21					
Check #: 051033 Check Date.: 03/25/21			Vendor I.D.: WIL17 (WILLDAN)						
00713256-		KAREN MANTELE -PRINCIPAL PLANNER	12/20/20	03-21			8273.76	.00	8273.76
			03/25/21	09-21					
00713309-		KAREN MANTELE- PRINCIPAL PLANNER	03/24/21	03-21			8803.11	.00	8803.11
			03/25/21	09-21					
** Vendor's Subtotal ----->							17076.87	.00	17076.87
Check #: 051034 Check Date.: 03/25/21			Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)						
243726-		STUFF FOR CIVIC CENTER	03/09/21	03-21	A		1.32	.00	1.32
			03/25/21	09-21					
254306-		MARKING PAINT	03/11/21	03-21	A		12.85	.00	12.85
			03/25/21	09-21					
** Vendor's Subtotal ----->							14.17	.00	14.17
Check #: 051035 Check Date.: 03/25/21			Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)						
066091-		EZ SEED TALL FES	03/17/21	03-21			14.15	.00	14.15
			03/25/21	09-21					
** Total Checks Paid ----->							130252.58	.00	130252.58



Invoice	No	Description	Invoice	Actual	Tm	G/L	Discount	Gross	Discount	Net
			Date	Period						
			Due Date	Fiscal			Account No	Amount	Amount	Amount
Check #: 051036 Check Date.: 04/07/21 Vendor I.D.: ABF01 (CERTIFIED/FORTRESS SECURITY & FIRE)										
6549212-		ALARM MONITORING	04/01/21	04-21				78.00	.00	78.00
			04/07/21	10-21						
Check #: 051037 Check Date.: 04/07/21 Vendor I.D.: ABO00 (STEVE ABOLD)										
C10405-		TOOL ALLOWANCE FOR MARCH AND APRIL	04/01/21	04-21				400.00	.00	400.00
			04/07/21	10-21						
Check #: 051038 Check Date.: 04/07/21 Vendor I.D.: AFF00 (AFFORDABLE COMPUTER SOLUTIONS)										
6077-		NEW CATALYST	03/31/21	04-21				149.00	.00	149.00
			04/07/21	10-21						
Check #: 051039 Check Date.: 04/07/21 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)										
110251742-		CLEANING SUPPLIES FOR FIRE HOUSE	03/30/21	04-21				183.57	.00	183.57
			04/07/21	10-21						
Check #: 051040 Check Date.: 04/07/21 Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)										
203584509-		New Print Mat. Library	03/17/21	04-21				319.06	.00	319.06
			04/07/21	10-21						
Check #: 051041 Check Date.: 04/07/21 Vendor I.D.: BAR01 (BARCELOUX BROTHERS AUTO)										
598323-		GASKET MATERIAL MINUS CREDIT FROM INV. 598890	03/23/21	04-21	A			40.17	.00	40.17
			04/07/21	10-21						
598597-		SOLENOID	03/26/21	04-21	A			49.39	.00	49.39
			04/07/21	10-21						
598875-		A/C SERVICE PORT VALVE	03/30/21	04-21	A			15.44	.00	15.44
			04/07/21	10-21						
** Vendor's Subtotal ----->								105.00	.00	105.00
Check #: 051042 Check Date.: 04/07/21 Vendor I.D.: CAL18 (CALIFORNIA BUILDING STANDARDS COMMISSION)										
C10406-		QUARTLY PAYMENT FOR CAL BUILDING STANDARDS	04/06/21	04-21				95.40	.00	95.40
			04/07/21	10-21						
Check #: 051043 Check Date.: 04/07/21 Vendor I.D.: CIT06 (CITY OF ORLAND)										
141-		COMPENSATION FOR LIB DIRECTOR SERVICES	04/01/21	04-21	A			20435.16	.00	20435.16
			04/07/21	10-21						
Check #: 051044 Check Date.: 04/07/21 Vendor I.D.: CLE03 (CLEARWAY ENERGY LLC)										
497752-		MONTHLY CHARGES MINUS \$4,451.90 CREDIT	03/17/21	04-21				3519.00	.00	3519.00
			04/07/21	10-21						
Check #: 051045 Check Date.: 04/07/21 Vendor I.D.: DEM01 (DEMCO, INC.)										
6925105-		2 ROL VISTAFOIL POLYPROPLNR LAMNATE	03/19/21	04-21	A			93.02	.00	93.02
			04/07/21	10-21						
Check #: 051046 Check Date.: 04/07/21 Vendor I.D.: ESO00 (ESO SOLUTIONS, INC)										
52062-		FH STANDARD SUPPORT	04/01/21	04-21				875.25	.00	875.25
			04/07/21	10-21						
Check #: 051047 Check Date.: 04/07/21 Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)										
C10406-		FIRE STATION STATEMENT	03/31/21	04-21	A			938.36	.00	938.36
			04/07/21	10-21						

Invoice	No	Description	Invoice	Actual	G/L	Account	No	Gross	Discount	Net
			Date	Period						
			Due Date	Fiscal	Tm			Amount	Amount	Amount
-----										
Check #.: 051048 Check Date.: 04/07/21			Vendor I.D.: GLE09 (GLENN CO. OFFICE OF EDUCATION)							
C10406-		LIBRARY LITERACY	04/06/21	04-21	A			48650.00	.00	48650.00
			04/07/21	10-21						
-----										
Check #.: 051049 Check Date.: 04/07/21			Vendor I.D.: GLE21 (GLENN CO. SHERIFFS DEPT.)							
C10405-		INV. 10222004, 005,006,007,008,009	04/05/21	04-21				722593.56	.00	722593.56
			04/07/21	10-21						
-----										
Check #.: 051050 Check Date.: 04/07/21			Vendor I.D.: GLE29 (COUNTY OF GLENN)							
0406-		2 SETS OF CITY OF WILLOWS OWNERSHIP LABELS	04/06/21	04-21	A			200.00	.00	200.00
			04/07/21	10-21						
-----										
Check #.: 051051 Check Date.: 04/07/21			Vendor I.D.: GLE45 (GLENN COUNTY ELECTIONS DEPARTMENT)							
44805-		2020 ELECTION	03/24/21	04-21				9819.32	.00	9819.32
			04/07/21	10-21						
-----										
Check #.: 051052 Check Date.: 04/07/21			Vendor I.D.: HOU00 (HOUSING TOOLS)							
2013-		HOME MONITORING	03/31/21	04-21				3210.00	.00	3210.00
			04/07/21	10-21						
2016-		PUBLIC OUTREACH	04/02/21	04-21				11760.00	.00	11760.00
			04/07/21	10-21						
** Vendor's Subtotal ----->								14970.00	.00	14970.00
-----										
Check #.: 051053 Check Date.: 04/07/21			Vendor I.D.: ITF01 (INDUSTRIAL TRUCK & FARM)							
566760-		SUPPLIES FOR #14 BACKHOE	03/25/21	04-21	A			63.91	.00	63.91
			04/07/21	10-21						
566811-		TEEJET NOZZLE STRAINER & GASKET	03/25/21	04-21	A			34.97	.00	34.97
			04/07/21	10-21						
** Vendor's Subtotal ----->								98.88	.00	98.88
-----										
Check #.: 051054 Check Date.: 04/07/21			Vendor I.D.: JER00 (JEREMY'S PEST STOMPERS)							
45214-		MONTHLY PEST CONTROL SERVICE FOR APRIL	04/05/21	04-21				35.00	.00	35.00
			04/07/21	10-21						
-----										
Check #.: 051055 Check Date.: 04/07/21			Vendor I.D.: JON00 (JON'S BACKFLOW)							
480-		ANNUAL TESTING FOR ALL BACKFLOW DEVICES ECT.	03/25/21	04-21				756.00	.00	756.00
			04/07/21	10-21						
-----										
Check #.: 051056 Check Date.: 04/07/21			Vendor I.D.: MAR02 (MARCELLO & COMPANY)							
C10406-		FINANCIAL STATEMENT AUDIT AND SINGLE AUDIT	04/01/21	04-21				22750.00	.00	22750.00
			04/07/21	10-21						
-----										
Check #.: 051057 Check Date.: 04/07/21			Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)							
R050144-		TISSUE SHEETS, BLK LINER, ECT	03/29/21	04-21				201.21	.00	201.21
			04/07/21	10-21						
-----										
Check #.: 051058 Check Date.: 04/07/21			Vendor I.D.: NOR43 (ACCESS)							
G289815-		BIN SHREDDING	03/31/21	04-21				330.30	.00	330.30
			04/07/21	10-21						
-----										
Check #.: 051059 Check Date.: 04/07/21			Vendor I.D.: NSW00 (NSWTS )							
1315-		MONTHLY SERVICE CHARGES	04/03/21	04-21				130.00	.00	130.00
			04/07/21	10-21						

Invoice	No	Description	Invoice	Actual	Discount	Gross	Discount	Net
			Date	Period				
			Due Date	Fiscal Tm	G/L Account No	Amount	Amount	Amount
Check #.: 051060 Check Date.: 04/07/21 Vendor I.D.: OBR01 (O'BRIEN'S AUTO REPAIR)								
70246-		WORK ON FLATBED #20	11/10/20	04-21		102.50	.00	102.50
			04/07/21	10-21				
Check #.: 051061 Check Date.: 04/07/21 Vendor I.D.: PEA00 (WAYNE PEABODY)								
C10405-		TECH. ALLOWANCE FOR MARCH AND APRIL	04/05/21	04-21		400.00	.00	400.00
			04/07/21	10-21				
Check #.: 051062 Check Date.: 04/07/21 Vendor I.D.: PFY03 (NATISA PFYL)								
C10406-		BOOT ALLOWANCE	04/06/21	04-21		89.54	.00	89.54
			04/07/21	10-21				
Check #.: 051063 Check Date.: 04/07/21 Vendor I.D.: RGS01 (REGIONAL GOVERNMENT SERVICES)								
11898-		REIMBURSABLE EXPENSES FOR RANDOLPH-POLLARD	02/28/21	04-21		1200.00	.00	1200.00
			04/07/21	10-21				
Check #.: 051064 Check Date.: 04/07/21 Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)								
174-		PUBLIC NOTICE 2X3.5 HOUSING SURVEY	03/28/21	04-21 A		129.45	.00	129.45
			04/07/21	10-21				
Check #.: 051065 Check Date.: 04/07/21 Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)								
46840-		FLAT REPAIR	03/18/21	04-21		35.00	.00	35.00
			04/07/21	10-21				
Check #.: 051066 Check Date.: 04/07/21 Vendor I.D.: SCO00 (SCOTTY'S ELECTRIC MOTOR REPAIR)								
64906Q-		TEST MOTOR OPERATION	03/19/21	04-21		120.00	.00	120.00
			04/07/21	10-21				
Check #.: 051067 Check Date.: 04/07/21 Vendor I.D.: SEI01 (ROY SEILER, C.P.A.)								
30209-		PROFESSIONAL SERVICES	04/02/21	04-21 A		2296.00	.00	2296.00
			04/07/21	10-21				
Check #.: 051068 Check Date.: 04/07/21 Vendor I.D.: SEV00 (INFRAMARK, LLC)								
62016-		BASE OPERATING FEE AND REPAIRS	04/02/21	04-21		47870.67	.00	47870.67
			04/07/21	10-21				
Check #.: 051069 Check Date.: 04/07/21 Vendor I.D.: SUN04 (SUNRISE ENVIRONMENTAL)								
119651-		CLEANING PRODUCTS FOR FIRE HOUSE	03/25/21	04-21 A		381.65	.00	381.65
			04/07/21	10-21				
Check #.: 051070 Check Date.: 04/07/21 Vendor I.D.: USB02 (US BANK)								
439477423-		Equip. Maint.	04/05/21	04-21		470.50	.00	470.50
			04/07/21	10-21				
Check #.: 051071 Check Date.: 04/07/21 Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)								
C10405-		STATEMENT FOR ACCOUNT ENDING 0146	03/22/21	04-21		621.60	.00	621.60
			04/07/21	10-21				
Check #.: 051072 Check Date.: 04/07/21 Vendor I.D.: WIL17 (WILLDAN)								
00713292-		PRINCIPAL PLANNER- KAREN MANTELE	01/25/21	04-21		10474.51	.00	10474.51
			04/07/21	10-21				
00713301-		PRINCIPAL PLANNER- CHRISTINE KUDIJA	01/25/21	04-21		4233.00	.00	4233.00
			04/07/21	10-21				
00713323-		PRINCIPAL PLANNER- KAREN MANTELE	03/22/21	04-21		6936.64	.00	6936.64
			04/07/21	10-21				
** Vendor's Subtotal ----->						21644.15	.00	21644.15

				Invoice Date	Actual Period				
Invoice No	Description	Due Date	Fiscal Tm	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount	
Check #.: 051073    Check Date.: 04/07/21				Vendor I.D.: WILB1 (WILBUR-ELLIS COMPANY)					
14067996-	GOAL TENDER HERBICIDE	03/04/21	04-21			1041.08	.00	1041.08	
		04/07/21	10-21						
14105469-	ROUND UP PRO CONCENTRATE & WEEDAR 64	03/26/21	04-21			155.14	.00	155.14	
		04/07/21	10-21						
** Vendor's Subtotal ----->						1196.22	.00	1196.22	

Check #: 051074 Check Date.: 04/07/21		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)						
251847-	KEYS	03/23/21	04-21	A		10.67	.00	10.67
		04/07/21	10-21					
252708-	BULBS	04/03/21	04-21	A		57.85	.00	57.85
		04/07/21	10-21					
253616-	1 GALLON SIMPLE GREEN & CLEANING SUPPLIES	04/03/21	04-21	A		69.88	.00	69.88
		04/07/21	10-21					
253663-	A/C FILTERS	04/02/21	04-21	A		25.61	.00	25.61
		04/07/21	10-21					
253923-	SAFTEY HASP & DRIP TORCH	03/31/21	04-21	A		271.64	.00	271.64
		04/07/21	10-21					
** Vendor's Subtotal ----->						435.65	.00	435.65

Check #: 051075 Check Date.: 04/07/21		Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)						
066478-	SPARKPLUG RJ19LM CHAMP	03/28/21	04-21			4.28	.00	4.28
		04/07/21	10-21					
** Total Checks Paid ----->						924722.30	.00	924722.30
						=====	=====	=====

RUN....: Apr 08 21 Time: 12:51

Run By.: Katie Childress

Automatic Check Listing/Update  
Control Date.: 04/08/21 Cash Account NO.: 000 1045

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

Invoice No	Description	Invoice Date	Actual Period	Tm	G/L Account No	Discount Amount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
Check #.: 051076 Check Date.: 04/08/21		Vendor I.D.: DEN00 (DE NOVO PLANNING GROUP)							
3033-	WILLOWS GENERAL PLAN UPDATE	04/07/21 04/08/21	04-21 10-21				10195.00	.00	10195.00
Check #.: 051077 Check Date.: 04/08/21		Vendor I.D.: DEP01 (DEPT. OF CONSERVATION)							
C10408-	SIMP QUARTLY REPORT JAN-MARCH 2021	04/08/21 04/08/21	04-21 10-21	A			69.54	.00	69.54
Check #.: 051078 Check Date.: 04/08/21		Vendor I.D.: GLE48 (GLENN LOCAL AGENCY FORMATION COMMISSION)							
C10408-	LOCAL AGENCY FORMATION COMMISSION FOR FY 2020-21	04/08/21 04/08/21	04-21 10-21				10100.00	.00	10100.00
Check #.: 051079 Check Date.: 04/08/21		Vendor I.D.: NEC00 (NEC FINANCIAL SERVICES LLC)							
2394901-	PHONE SYSTEM	04/02/21 04/08/21	04-21 10-21				268.08	.00	268.08
Check #.: 051080 Check Date.: 04/08/21		Vendor I.D.: PGE01 (PG & E)							
C10408-	ELECTRIC BILL FOR TEHAMA ST 240FT S/O HARVEST DR	04/05/21 04/08/21	04-21 10-21	A			41.11	.00	41.11
Check #.: 051081 Check Date.: 04/08/21		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)							
254090-	CHAINSAWS	04/07/21 04/08/21	04-21 10-21	A			184.82	.00	184.82
** Total Checks Paid ----->							20858.55	.00	20858.55

RUN ON.: 03/29/21 Time: 10:40  
RUN BY.: Katie Childress

Vendor Check Register Print

ID #: SPVR  
CTL.: WIL

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
38856	03/29/21	AFL01 AFLAC- FLEX ONE	C10331	03/31/21	OTHER - AFLAC	03-21	778.66	778.66
38857	03/29/21	CYP00 CYPRESS ANCILLARY BENEFITS	C10331	03/31/21	DENTAL\VISION	03-21	1231.18	1231.18
38858	03/29/21	GOL01 GOLDEN STATE RISK MANAGEME	C10331	03/31/21	MED/DENTAL/VISION	03-21	12014.00	12014.00
38859	03/29/21	UNI17 UNITED PUBLIC EMPLOYEES AS	C10331	03/31/21	PUBLIC SAFETY DUES	03-21	140.00	140.00
38860	03/29/21	WIL01 WILLOWS EMPLOYEES ASSOC.	C10331	03/31/21	EMPLOYEES ASSOC.DUES	03-21	10.00	10.00
TOTAL DISBURSED...							14173.84	14173.84

REPORT.: 04/01/21  
RUN ON.: 03/31/21 Time: 12:13  
RUN BY.: Katie Childress

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
38861	04/01/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	C10331	03/31/21	STATE INCOME TAX	04-21	593.42	
38861	04/01/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	1C10331	03/31/21	SUI	04-21	.00	593.42
38862	04/01/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	C10331	03/31/21	SDI	04-21	342.17	342.17
38863	04/01/21	ICM01 ICMA RETIREMENT TRUST 457	C10331	03/31/21	DEFERRED COMP - ICMA	04-21	461.11	461.11
38864	04/01/21	NAT00 NATIONWIDE RETIREMENT SOLU	C10331	03/31/21	USCM DEF. COMP.	04-21	784.92	784.92
38865	04/01/21	PER01 P.E.R.S.	C10331	03/31/21	PERS PAYROLL REMITTANCE	04-21	5191.26	5191.26
38866	04/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	C10331	03/31/21	FEDERAL INCOME TAX	04-21	1915.50	
38866	04/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	1C10331	03/31/21	FICA	04-21	3566.88	
38866	04/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	2C10331	03/31/21	MEDICARE	04-21	834.22	6316.60
TOTAL DISBURSED...							13689.48	13689.48



## ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD MARCH 23, 2021

*Due to a mechanical error, there will not be an audio recording for this meeting. We are sorry for the inconvenience.*

1. Mayor Domenighini called the meeting to order at 7:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Gary Hansen.

### **3. Roll Call:**

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

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, City Attorney David Ritchie, Community Services Director Royce Cunningham, Library Director Jody Meza and City Clerk Tara Rustenhoven

### **4. Public Comment/ Written Communications:**

Written Communication sent in by Forrest J. Sprague regarding the Sewer. See attached in the minutes.

Interim City Manager asked to remove item 8a, 8b, and 8c due to no reportable action.

### **5. Consent Agenda:**

- a. Approval of general checking, payroll & direct deposit check registers Z44788-Z44808, 38850-38855, 050958-051001
- b. Approval of minutes of the Regular City Council Meeting held on March 9, 2021.

### **Action:**

Motion: Vice Mayor Hansen/Second: Council Member Flesher

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

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

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

NOES:

ABSENT:

ABSTAIN:

### **6. Regular Business:**

Interim City Manager asked that council move to item 6b, 6c, and 6d before item 6a due to technical issues with zoom.

- b. By motion, approve the recommended budget adjustment as shown in the Department Expenditure Table, Column 6.

### **Action:**

Motion: Vice Mayor Hansen/Second: Council Member Warren

*Moved to approve the recommended budget adjustment as shown in the Department Expenditure Table, Column 6.*

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

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

NOES:



ABSENT:  
ABSTAIN:

c. By motion, authorize the Solicitation of Statements of Qualifications/Proposals to conduct Condition Assessments of the City's five sewer collection system lift stations and the major process equipment at the Willows Wastewater Treatment Plant.

**Action:**

Motion: Council Member Williams/Second: Council Member Flesher

*Moved to authorize the Solicitation of Statements of Qualifications/Proposals to conduct Condition Assessments of the City's five sewer collection system lift stations and the major process equipment at the Willows Wastewater Treatment Plant.*

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

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

NOES:

ABSENT:

ABSTAIN:

d. Review the Housing Element Annual Progress Report for year 2020. By Motion, direct staff to send the report 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).

**Action:**

Motion: Council Member Warren/Second: Council Member Williams

*Moved to direct staff to send the Housing Element Annual Progress Report for year 2020 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).*

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

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

NOES:

ABSENT:

ABSTAIN:

a. By motion, accept the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2020.

**Action:**

Motion: Vice Mayor Hansen/Second: Council Member Warren

*Moved to accept the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2020.*

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

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

NOES:

ABSENT:

ABSTAIN:

e. Adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING SUBMITTAL OF A RURAL BUSINESS DEVELOPMENT GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR ECONOMIC EXPANSION PROGRAM FOR THE CITY OF WILLOWS.**

**Action:**

Motion: Vice Mayor Hansen/Second: Council Member Williams

*Moved to adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING SUBMITTAL OF A RURAL BUSINESS DEVELOPMENT GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR ECONOMIC EXPANSION PROGRAM FOR THE CITY OF WILLOWS.***

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

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

NOES:

ABSENT:

ABSTAIN:

**7. Council/Staff Reports/Comments:**

**a. Staff Reports/Comments:**

- Reminder there will be a Public Safety meeting Thursday March 25<sup>th</sup> at city hall at 11:00 am.
- Use caution down at the little league parks from the times of 5:00pm-7:30pm.
- Library Director wanted to let the public know that the Library is open. They are still not able to do any programs at this time.
- Jody Sammons gave an update on CalPlant.
- Chief Roger Steinhoff of Kanawha Fire Protection District has retired. We want to thank him for his service.
- Use caution in the area of Green Street and Crestwood, Tamarak, and Sherwood while parents are picking children up from Murdock school from the times of 1:30pm-2:15pm.

Council Member Williams was contacted by a community member regarding a tree in front of Carte Blanche that drops berries. He asked the owners of Carte Blanche if they would be willing to remove the tree and replace it with another.

Council Member Williams asked to place an item on the next agenda regarding placing the City's credit card statements online.

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

**8. Closed Session:**

Item 8a, 8b, and 8c were removed from the agenda.

**9. Adjournment:**

The Meeting was adjourned at 8:20 p.m.

Dated: March 24, 2021

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Tara Rustenhoven, City Clerk

March 23, 2021

To the Willows City Council

Dear Mayor and Council members:



Please read this request during the Public Comment period for tonight's Council meeting.

On your agenda is Management's Discussion of the Sewer Enterprise Fund. Staff's narrative on the matter says that the "net position" of the Fund has decreased by \$436,513. According to the storyline, the decrease in the net position is due to the "decrease in revenue."

Sewer Fund revenue is derived mainly from the annual Willows Sewer Assessment that is paid from our Property Tax Bill issued by the County Tax Collector. For commercial parcels, the Assessment is paid through the customer's water bill. Is staff suggesting that the County Tax Collector or California Water Service have failed to collect Sewer Assessment fees, or have fees been withheld once they were collected?

To propose that the "decrease in revenue" is the cause of the "net position decrease" is illogical for several reasons.

First, the City has acknowledged its long history of failing to pay the Sewer Assessment for city-owned properties within the Sewer district. Since the City claims to have made appropriate adjustments to remedy this failure, the result is an *increase* in revenue.

Second, since June 2020 new houses were built within the city limits and the Northeast Willows portion of the sewer district. Therefore, *more* revenue must have been realized from those additional homes.

Third, we have been told that the Administration charges that in the past were paid to the police department have been adjusted. While not an income, this correction is a net *reduction in the deductions* from the Sewer Fund.

Fourth might be the most salient factor. For many years the Sewer Fund has been unlawfully used to pay for non-sewer related services such as fuel and equipment maintenance costs.

Unlawful charges to the Sewer Fund have included street sweeping, leaf pick up, park and swimming pool maintenance, to name just a few. If those corrections have been made, then the monthly charges to the Fund should *are certainly reduced* substantially. This too, would have caused a net *reduction* in sewer fund expenses.

In light of these factors and for the record, I respectfully ask staff to qualify their assertion regarding the "decrease in revenue."

Regards,

A handwritten signature in blue ink, appearing to read "Forrest J. Sprague".

FORREST J. SPRAGUE



**REGULAR BUSINESS**

**AGENDA ITEM**

**TO:** Honorable Mayor Domenighini and Members of the City Council

**FROM:** Royce W. Cunningham, Contract Community Development Services Director

**SUBJECT:** Resolution Establishing and Funding a One-Year Pilot Sidewalk Repair Program

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**RECOMMENDATION**

That the City Council adopt the attached resolution establishing a one-year Pilot Sidewalk Repair Program and allocating \$20,000 in funding from Gas Tax, SB 1, General Fund, or other discretionary funding sources.

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**SITUATION (or BACKGROUND):**

On February 23, 2021, the City Council held a study session to discuss the common types of sidewalk repair programs used in northern California cities to address deteriorating sidewalks. As with many municipalities, Willows currently addresses sidewalk maintenance and repair in accordance with the California State Street and Highways Code Section 5610, which states that sidewalk maintenance and repair is the responsibility of the adjacent property owner. However, the City of Willows Municipal Code does not directly reference Section 5610, nor clearly state that the responsibility for sidewalk maintenance and repair is the responsibility of the landowner who owns the property the sidewalk fronts.

In the study session, City staff discussed the details of several optional sidewalk repair programs, including financial responsibility for sidewalk repairs and responsibility for scheduling a contractor to perform sidewalk repairs. The City Council also discussed what was felt to be the root cause of most damaged sidewalks, the intrusion of tree roots from street trees. The City Council appeared supportive of a potential sidewalk repair program that places responsibility for implementing sidewalk repairs on the property owner, but also provides some financial support from the City. Staff has put together a proposed one-year pilot sidewalk repair program that includes participation by both the property owner and the City.

**Highlights of a Proposed One-Year Pilot Sidewalk Repair Program:**

1. The program would only be available to property owners of owner-occupied single-family residences.
2. The program would be on a first-come, first-served basis.
3. Applicants would sign up for the program by submitting an application to the City.
4. City staff would inspect the sidewalk needing repair and complete a pre-construction survey to identify the areas needing to be repaired or replaced.

April 13, 2021

5. The application would be approved or denied based on meeting program requirements.
6. If the application was approved, the homeowner would be responsible for soliciting cost proposals from construction contractors, obtaining any necessary permits from the City, having the work completed, and obtaining receipts for the work.
7. To be eligible for the program, all work must be completed by a licensed contractor, and must be fully compliant with the Americans with Disabilities Act (ADA).
8. The City would reimburse the homeowner for 50% of the cost of the work, up to a maximum of \$12.50 per square foot of sidewalk, up to a maximum of \$1,000 for any one property, subject to verification of payment through receipts.
9. Participants at a minimum would be required to repair all sidewalk areas identified as needing repair in the pre-construction survey, but could choose to replace more at no additional cost to the City.
10. If it is determined that the sidewalk damage is a result of street tree roots, the City would remove the street tree. Street trees would not be replaced.
11. Driveways would not be eligible for the sidewalk repair program, as they are private property.
12. Funding for the one-year pilot Sidewalk Repair Program would be limited to a total of \$20,000.

If the City Council approves moving forward with the proposed one-year Pilot Sidewalk Repair Program, staff will prepare the necessary application forms, pre-construction survey forms, and other documentation to establish the Program. It is anticipated a fully functioning pilot program could start on July 1, 2021, at the beginning of Fiscal Year 2021/2022.

### **FINANCIAL CONSIDERATIONS**

The financial impacts of the proposed one-year Pilot Sidewalk Repair Program will depend on the funding source for the \$20,000 in recommended funding. Potential revenue sources for establishing the one-year Pilot Sidewalk Repair Program could be SB-1 transportation funds, of which the City receives approximately \$100,000 annually, or Community Development Block Grant (CDBG) federal housing funds, of which the City receives approximately \$70,000 annually, or the General Fund.

### **NOTIFICATION**

None

### **ALTERNATE ACTIONS**

The City Council can direct staff to make revisions to the details of the one-year pilot Sidewalk Repair Program as presented. The City Council may also choose not to develop a sidewalk repair program. If the City Council chooses not to develop a sidewalk repair program, staff recommends that the City Council direct staff to return at a later City Council meeting with an amendment to the City of Willows Municipal Code that references the California State Street and Highways Code Section 5610 and clearly states that sidewalk maintenance and repair is the responsibility of the property owner whose property fronts directly on the subject sidewalk in need of repair.

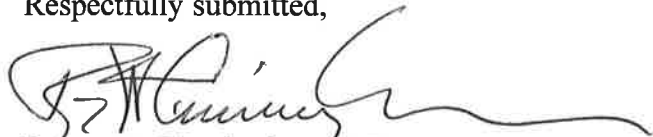
April 13, 2021

**RECOMMENDATION**

That the City Council adopt the attached resolution establishing a one-year Pilot Sidewalk Repair Program and allocating \$20,000 in funding from Gas Tax, SB 1, General Fund, or other discretionary funding sources.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Royce W. Cunningham", with a long, sweeping horizontal line extending to the right.

Royce W. Cunningham, P.E.

Contract Community Development Services Director

Attachment: Resolution

Exhibit A: Conditions of a One-Year Pilot Sidewalk Repair Program

RESOLUTION No. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
ESTABLISHING A ONE-YEAR PILOT SIDEWALK REPAIR PROGRAM AND  
ALLOCATING ONE-TIME FUNDING IN THE AMOUNT OF \$20,000 FROM GAS  
TAX, SB-1, GENERAL FUND, OR OTHER DISCRETIONARY FUNDING SOURCES**

**WHEREAS**, the City of Willows has many older tree-lined streets where the condition of the sidewalk has deteriorated over time or the root systems of mature trees have damaged the sidewalk, creating tripping hazards and affecting the walkability of the City; and

**WHEREAS**, the City has traditionally addressed sidewalk maintenance and repair in accordance with the California State Street and Highways Code Section 5610, which states that sidewalk maintenance and repair is the responsibility of the adjacent property owner; and

**WHEREAS**, difficult economic conditions have resulted in many property owners deciding to forego sidewalk repairs; and

**WHEREAS**, the City Council recognizes that there is merit to establishing a pilot sidewalk repair program with partial City financial participation to determine if the community has an interest in partnering with the City in improving the walkability City's sidewalks.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Willows that the one-year Pilot Sidewalk Repair Program follow the conditions outlined in Exhibit A.

**BE IT FURTHER RESOLVED** that the one-year Pilot Sidewalk Repair Program is to be funded with a one-time contribution of \$20,000 from Gas Tax, SB 1, General Fund, or other discretionary funding sources.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 13<sup>th</sup> day of April 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Larry Domenighini, Mayor

\_\_\_\_\_  
Tara Rustenhoven, City Clerk



**EXHIBIT A:**

**Conditions of One-Year Pilot Sidewalk Repair Program**

1. Participation in the Sidewalk Repair Program (Program) is limited to property owners of owner-occupied single-family residences.
2. The Program is on a first-come, first-served basis.
3. Applicants must sign up for the Program by submitting an application to the City of Willows Community Development Services Department.
4. Upon receiving an Application for the Program, City staff will inspect the sidewalk needing repair and complete a pre-construction survey to identify the areas needing to be repaired or replaced.
5. The Application will be approved or denied based on meeting Program requirements.
6. If the Application is approved, the homeowner will be responsible for soliciting cost proposals from construction contractors, obtaining any necessary encroachment permits from the City, having the work completed, and obtaining receipts for the work.
7. To be eligible for reimbursement under the Program, all work must be completed by a licensed contractor, and must be fully compliant with the Americans with Disabilities Act (ADA).
8. The City will reimburse the homeowner for 50% of the cost of the work, up to a maximum of \$12.50 per square foot of sidewalk, up to a maximum of \$1,000 for any one property, subject to verification of payment through receipts.
9. Participants in the Program, at a minimum, are required to repair all sidewalk areas identified as needing repair in the pre-construction survey, but can choose to replace more at no additional cost to the City.
10. If it is determined that the sidewalk damage is a result of street tree roots, the City may remove the street tree. Removed street trees will not be replaced.
11. Driveways are not eligible for the Program, as they are private property.
12. Funding for the Program is limited to a one-time total City contribution of \$20,000.

**AGENDA ITEM**

**TO:** Honorable Mayor Domenighini and Members of the City Council

**FROM:** Royce W. Cunningham, Contract Community Development Services Director

**SUBJECT:** Declaration of Certain Public Works Vehicles/Equipment as Surplus and Directing Staff to Dispose of Said Vehicles/Equipment

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**RECOMMENDATION**

That the City Council adopt the attached resolution declaring the attached list of Public Works Department vehicles and equipment to be surplus and directing staff to sell the vehicles and equipment by sealed bid, auction, or similar method.

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**SITUATION (or BACKGROUND):**

The City of Willows has several aging vehicles and pieces of equipment that have been replaced over the years due to their age and poor condition or are no longer used due to being obsolete. Exhibit A to the attached resolution is a list of the vehicles and equipment rarely used by the Public Works Department. Staff is recommending that these vehicles and pieces of equipment be declared as surplus and sold. Some of the vehicles, such as the 1991 Sewer Jet Truck, were previously funded and used 100% for Sewer work. Other vehicles, such as the 1988 John Deere Mower, were funded and used 100% for work in the Parks Department, which is funded by the General Fund. Some of the vehicles and equipment, such as the 1986 dump truck, were shared between Sewer Fund and General Fund work.

**FINANCIAL CONSIDERATIONS**

Staff recommends the vehicles and pieces of equipment be sold and the funds placed in the respective funds that the vehicle was assigned, with the allocation of sale proceeds being proportioned according to the vehicle or equipment's original funding source and/or usage.

**NOTIFICATION**

None

**ALTERNATE ACTIONS**

The City Council may reject the recommendation. In that case the vehicles and equipment will kept at the Corporation Yard and cannibalized for any usable parts.

April 13, 2021

**AGENDA ITEM**

**TO:** Honorable Mayor Domenighini and Members of the City Council

**FROM:** Royce W. Cunningham, Contract Community Development Services Director

**SUBJECT:** Declaration of Certain Public Works Vehicles/Equipment as Surplus and Directing Staff to Dispose of Said Vehicles/Equipment

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**FINANCIAL CONSIDERATIONS**

Staff recommends the vehicles and pieces of equipment be sold and the funds placed in the respective funds that the vehicle was assigned, with the allocation of sale proceeds being proportioned according to the vehicle or equipment's original funding source and/or usage.

**NOTIFICATION**

None

**ALTERNATE ACTIONS**

The City Council may reject the recommendation. In that case the vehicles and equipment will be kept at the Corporation Yard and cannibalized for any usable parts.

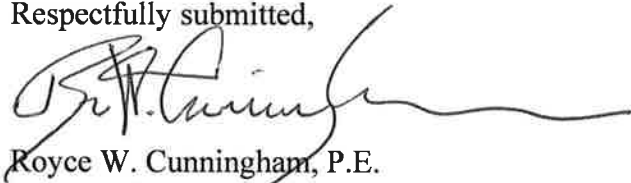
April 13, 2021

**RECOMMENDATION**

Adopt the attached resolution declaring the attached list of Public Works vehicles and equipment to be surplus and directing staff to sell the vehicles and equipment by sealed bid, auction, or similar method.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Royce W. Cunningham", with a long horizontal flourish extending to the right.

Royce W. Cunningham, P.E.  
Contract Community Development Services Director

Attachments: Resolution  
Exhibit A: List of Surplus Public Works Vehicles and Equipment

RESOLUTION No. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
DECLARING CERTAIN PUBLIC WORKS PROPERTY TO BE SURPLUS AND  
AUTHORIZING THE SALE OR DISPOSAL OF SAME PURSUANT TO THE  
WILLOWS MUNICIPAL CODE**

**WHEREAS**, there has been submitted to this council a request for a declaration of the surplus property for certain Public Works vehicles and equipment; and

**WHEREAS**, this property is described on the attached list as “Exhibit A;” and

**WHEREAS**, the City Manager has determined that the property should be declared surplus and sold or disposed of as deemed necessary by the Community Services Director; and

**WHEREAS**, Willows Municipal Code 3.05.120 authorizes the City Council to make certain findings regarding the disposition of the property the City no longer uses or has use for.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Willows hereby resolves that the equipment described on the attached “Exhibit A” is declared surplus property and authorizes the sale or disposal of same pursuant to the Willow Municipal Code.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the City Council on this 13<sup>th</sup> day of April 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
**Larry Domenighini, Mayor**

\_\_\_\_\_  
**Tara Rustenhoven, City Clerk**

April 13, 2021

**EXHIBIT A:**

**List of Surplus Public Works Vehicles and Equipment**

1. 1976 Chevrolet Dump Truck:
2. 1996 Ford Flatbed Truck:
3. 1986 Chevrolet Dump Truck:
4. 1989 International Leaf Truck:
5. 1970 Chevrolet Sewer Jet Truck:
6. Oil Tacker:
7. 1976 Sato Tractor:
8. 1988 John Deere Mower: