



Willows City Council Regular Meeting

April 14, 2020
Willows City Hall
7:00 p.m.

Agenda

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

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

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **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

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 50075-50189, Z10664-Z10698, 38576-38595
- b. Approval of minutes of the Special Town Hall Meeting-Sewer Rate Adjustment held on February 13, 2020.
- c. Approval of minutes of the Regular City Council Meeting held on March 24, 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.

6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS INCORPORATING INTO THE 2020-21 BUDGET A LIST OF PROJECTS FUNDED BY SB:1 THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO APPROPRIATE SAID FUNDS.
- b. 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.
- c. Informational Item; Expenditure Cut COVID-19
- d. Adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE POLICY AND STANDARD PRACTICE ENTITLED "COVID-19 EMPLOYEE PAY".

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. RECESS TO 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. CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Government Code §54957.6

Agency Negotiators:

Interim City Manager Wayne Peabody
Finance Director Tim Sailsbery
City Attorney Robert Hunt

Employee Organizations:

Willows Public Safety Association
Willows Employee Association
Non-Represented Employees

9. ADJOURNMENT

This agenda was posted on April 9, 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



CONSENT AGENDA



Period

3/21/2020 TO 4/8/2020

General Checking 50075 TO 50189

Payroll Direct Deposit Z10664 TO Z10698

Payroll Checks 38576 TO 38595

APPROVAL DATE 4/14/2020

APPROVED _____

REPORT.: Mar 23 20 Monday
 RUN...: Mar 23 20 Time: 11:39
 Run By.: JANE COLLINS

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

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

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
050075	03/23/20	ADA04	CHRISTINA ADAME	185.00	.00	185.00	C00323	REIMBURSE SOCCER
050076	03/23/20	ALV06	JOURNEY ALVAREZ	55.00	.00	55.00	C00323	REIMBURSE SOCCER
050077	03/23/20	ANG01	ANA ANGELES	105.00	.00	105.00	C00323	REIMBURSE SOCCER
050078	03/23/20	BOB01	MARISOL BOBADILLA	95.00	.00	95.00	C00323	REIMBURSE SOCCER
050079	03/23/20	CAN02	IMELDA CANO	105.00	.00	105.00	C00323	REIMBURSE SOCCER
050080	03/23/20	CAN03	MARIA CANO	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050081	03/23/20	CAS04	SUSANA CASTENEDA	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050082	03/23/20*	CIS00	ADELA CISNEROS	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050083	03/23/20	DUN00	JESSICA DUNLAP	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050084	03/23/20	GAL08	ALMA GALLARDO	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050085	03/23/20	GAR11	MONICA GARCIA	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050086	03/23/20	GAR12	MARI GARCIA	55.00	.00	55.00	C00323	REIMBURSE SOCCER
050087	03/23/20	GAR13	JACQUELINE GARCIA	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050088	03/23/20	GON04	LEAH GONZALEZ	65.00	.00	65.00	C00323	REIMBURSE SOCCER
050089	03/23/20	GUN00	CODY GUNTHER	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050090	03/23/20	HER02	GUADALUPE HERNANDEZ	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050091	03/23/20	JAC03	KATRINA JACKSON	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050092	03/23/20	JIM00	MARIA JIMENEZ	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050093	03/23/20	KAU00	MANJINDER KAUR	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050094	03/23/20	LEE04	MOUA LEE	65.00	.00	65.00	C00323	REIMBURSE SOCCER
050095	03/23/20	LEV01	ANA LEVESQUE	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050096	03/23/20	MAC01	MARIA MACIAS	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050097	03/23/20	MED00	SONIA MEDA	55.00	.00	55.00	C00323	REIMBURSE SOCCER
050098	03/23/20	MEN03	JORGE MENDOZA	65.00	.00	65.00	C00323	REIMBURSE SOCCER
050099	03/23/20	OBE00	ISMENE OBESO	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050100	03/23/20	ROB07	MARIA ROBLES	65.00	.00	65.00	C00323	REIMBURSE SOCCER
050101	03/23/20	ROD04	ELIZABETH RODRIGUEZ	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050102	03/23/20	RUB04	PERLA RUBIO	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050103	03/23/20	RUI00	SARAH RUIZ	30.00	.00	30.00	C00323	REIMBURSE SOCCER
050104	03/23/20	RUV00	JUANITA RUVALCABA	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050105	03/23/20	TOR00	ARACELI TORRES	55.00	.00	55.00	C00323	REIMBURSE SOCCER
050106	03/23/20	VAL25	NORMA VALAZQUEZ	105.00	.00	105.00	C00323	REIMBURSE SOCCER
050107	03/23/20	VEN02	BETTY VENEGAS	35.00	.00	35.00	C00323	REIMBURSE SOCCER
050108	03/23/20	WES05	CASEY WEST	105.00	.00	105.00	C00323	REIMBURSE SOCCER
Cash Account Total.....:				1875.00	.00	1875.00		
Total Disbursements.....:				1875.00	.00	1875.00		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Mar 24 20 Tuesday
 RUN...: Mar 24 20 Time: 16:16
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
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PAGE: 001
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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
050109	03/24/20	AIR00	AIRGAS NCN	164.80	.00	164.80	99340013	OXYGEN
050110	03/24/20	AMA00	AMAZON.COM	644.09	.00	644.09	C00323	MARCH STMT PER ATTACHED
050111	03/24/20	AME43	AMERICAN RED CROSS HEALTH	180.00	.00	180.00	22249839	FIRST AID/CPR TRAINING
050112	03/24/20	ATT01	A.T.& T.	1037.54	.00	1037.54	C00323	TELEPHONE EXP. 2/19-3/18/
050113	03/24/20	BAK06	BAKER & TAYLOR BOOKS	33.50 295.65	.00 .00	33.50 295.65	35143025 35154468	NEW PRINT MAT. LIBRARY NEW PRINT MAT. LIBRARY
Check Total.....:				329.15	.00	329.15		
050114	03/24/20	CAL01	CALIFORNIA WATER SERVICE	2186.46	.00	2186.46	C00324	WATER EXPENSE 2/12-3/11/2
050115	03/24/20	CAL56	CALIFA GROUP	4154.72	.00	4154.72	3234	CENIC BROADBAND OCT-DEC 2
050116	03/24/20	CER00	CERTIFIED/FORTRESS	78.00	.00	78.00	C00323	ALARM MONITORING 4/1-6/30
050117	03/24/20	CIT06	CITY OF ORLAND	20918.25	.00	20918.25	137	CONT.SERV. LIBRARY JAN-MA
050118	03/24/20	COD00	CODE PUBLISHING COMPANY	517.50	.00	517.50	66311	MUNICIPAL CODE UPDATE
050119	03/24/20	EAT00	EATON INTERPRETING SERVIC	245.00	.00	245.00	310600	HEARING IMPAIRED CPTION S
050120	03/24/20	FGL00	FGL ENVIRONMENTAL	42.00 185.00 22.00	.00 .00 .00	42.00 185.00 22.00	071249A 071250A 071491A	INORGANIC ANALYSIS RADIO ANALYSIS BACTI ANALYSIS
Check Total.....:				249.00	.00	249.00		
050121	03/24/20	GER00	GERLINGER STEEL & SUPPLY	257.40	.00	257.40	4166685	FLOOR PLATE
050122	03/24/20	GLE09	GLENN CO. OFFICE OF EDUCA	20.00	.00	20.00	3042020	LIVE SCAN
050123	03/24/20	GLE26	COUNTY OF GLENN	538.00	.00	538.00	0235177	HAZARDOUS MATERIAL PERMIT
050124	03/24/20	INT16	INTERSTATE BATTERY SYSTEM	106.05	.00	106.05	30055715	BATTERY
050125	03/24/20	KNI03	KNIFE RIVER CONSTRUCTION	313.83 591.05	.00 .00	313.83 591.05	226799 226800	ASPHALT ASPHALT
Check Total.....:				904.88	.00	904.88		
050126	03/24/20	L&T00	L & T TOWING	200.00	.00	200.00	716	DPF CLEANING
050127	03/24/20	LIF01	LIFE ASSIST	491.58	.00	491.58	977948	MEDIC SUPPLIES
050128	03/24/20	MAT01	MATSON & ISOM TECHNOLOGY	100.00	.00	100.00	73674	OFFSITE BACKUP MARCH 2020
050129	03/24/20	MAX01	MAXIMUM SECURITY SYSTEMS	60.00	.00	60.00	32107	PROF. SERVICES PARKS/PUB.
050130	03/24/20	MEN02	MENDES SUPPLY COMPANY	89.58	.00	89.58	R04154300	LINERS/WIPES
050131	03/24/20	NEC00	NEC FINANCIAL SERVICES LL	294.89	.00	294.89	2290912	TELEPHONE LEASE
050132	03/24/20	NSW00	NSWTS	110.00	.00	110.00	740	MONTHLY SERVICE CHARGE
050133	03/24/20	OFF05	OFFICE DEPOT, INC.	44.02	.00	44.02	226362001	OFFICE SUPPLIES
050134	03/24/20	PGE01	PG & E	24.65	.00	24.65	C00323	P.G. & E. 1600 S TEHAMA
050135	03/24/20	RAY03	RAY MORGAN COMPANY	63.28	.00	63.28	2913595	PROF. SERVICES GENERAL OF
050136	03/24/20	SAC08	SACRAMENTO VALLEY MIRROR	82.00 75.00	.00 .00	82.00 75.00	16428 C00323	LEGAL AD/PLANNING SUBSCRIPTION RENEWAL
Check Total.....:				157.00	.00	157.00		
050137	03/24/20	T&C01	T & C CARPET CLEANING	120.00	.00	120.00	505555	UPHOLSTERY CLEANING
050138	03/24/20	WAL07	WAL-MART COMMUNITY	316.43	.00	316.43	C00323	MARCH STMT PER ATTACHED
050139	03/24/20	WIL17	WILLDAN	7976.50	.00	7976.50	00713056	CONTRACT PLANNING THROUGH
Cash Account Total.....:				42578.77	.00	42578.77		
Total Disbursements.....:				42578.77	.00	42578.77		

Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	Invoice #	Payment Information Description
050140	04/01/20	ABO00	STEVE ABOLD	200.00	.00	200.00	C00401	PUB. WKS. TOOL PARKS/PUB
050141	04/01/20	CHA00	LANCE CHAPMAN	215.00	.00	215.00	C00401	CLOTHING EXP. FIRE DEPART
050142	04/01/20	CLE03	CLEARWAY ENERGY LLC	8985.99	.00	8985.99	301110	SOLAR ELECTRICITY FEB 202
050143	04/01/20	COM16	COMCAST CABLE	160.94	.00	160.94	C00401	INTERNET FD 3/19-4/18/20
050144	04/01/20	COR10	CORNING LUMBER CO., INC.	57.57	.00	57.57	C00401	FEB STMT PER ATTACHED
050145	04/01/20	CRE01	CREATIVE COMPOSITION	2590.45	.00	2590.45	8555	PROPOSITION 218 LETTERS
050146	04/01/20	CUR01	L.N. CURTIS & SONS	-25.10 149.17 370.01 298.03 263.72	.00 .00 .00 .00 .00	-25.10 149.17 370.01 298.03 263.72	356642C 373201 373776 374998 548833	CREDIT MEMO FD TOOLS FD TOOLS FD TOOLS FD TOOLS
Check Total.....:				1055.83	.00	1055.83		
050147	04/01/20	DEN00	DE NOVO PLANNING GROUP	4525.00 8099.30	.00 .00	4525.00 8099.30	2564 2603	GENERAL PLAN UPDATE THROU GENERAL PLAN UPDATE THROU
Check Total.....:				12624.30	.00	12624.30		
050148	04/01/20	EWI00	EWING IRRIG. PRODUCTS, INC	446.31	.00	446.31	2863658	IRRIGATION COMPONENTS
050149	04/01/20	GLE21	GLENN CO. SHERIFFS DEPT.	117494.89	.00	117494.89	102419-05	CONTRACTUAL LAW ENFORCEME
050150	04/01/20	HOF02	SARAH HOFFMAN	100.00	.00	100.00	C00401	MILEAGE ALLOWANCE APR 202
050151	04/01/20	HUN02	ROBERT W HUNT	13491.82	.00	13491.82	20-04	GENERAL LEGAL SERVICES
050152	04/01/20	HUT00	JAKE HUTSON	215.00	.00	215.00	C00401	CLOTHING EXP. FIRE DEPART
050153	04/01/20	INT16	INTERSTATE BATTERY SYSTEM	138.23	.00	138.23	30055811	BATTERY
050154	04/01/20	MON02	NATHANIAL MONCK	215.00	.00	215.00	C00401	CLOTHING EXP. FIRE DEPART
050155	04/01/20	OFF05	OFFICE DEPOT, INC.	12.64	.00	12.64	222776600	OFFICE SUPPLIES
050156	04/01/20	OWE00	DANA OWENS	258.25	.00	258.25	C00401	PLANNING COMMISSION ACADE
050157	04/01/20	PEA00	WAYNE PEABODY	200.00	.00	200.00	C00401	TECHNOLOGY ALLOWANCE APR
050158	04/01/20	PGE01	PG & E	8945.75	.00	8945.75	C00401	P.G. & E. 2/13-3/15/20
050159	04/01/20	SAI02	TIMOTHY L. SAILSBERY	200.00	.00	200.00	C00401	VEHICLE ALLOW. FINANCE AP
050160	04/01/20	SIL01	SILKE COMMUNICATIONS INC	770.00	.00	770.00	94448	PROGRAMMING UPDATE
050161	04/01/20	STO01	STONY CREEK UNIFIED SCHOO	100.00	.00	100.00	C00401	RENT EC LIBRARY APR 2020
050162	04/01/20	USB02	US BANK	407.27	.00	407.27	410550669	EQUIP. LEASE 3/20-4/20/20
050163	04/01/20	USB04	U.S. BANK CORPORATE PAYME	4560.03	.00	4560.03	C00401	MARCH STMT PER ATTACHED
050164	04/01/20	WILHQ	WILLOWS AUTO PARTS	818.35	.00	818.35	C00401	MARCH STMT PER ATTACHED
Cash Account Total.....:				174263.62	.00	174263.62		
Total Disbursements.....:				174263.62	.00	174263.62		
Cash Account Total.....:				.00	.00	.00		

REPORT.: Apr 03 20 Friday
 RUN...: Apr 03 20 Time: 08:38
 Run By.: JANE COLLINS

CITY OF WILLOWS
 Cash Disbursement Detail Report
 Check Listing for 04-20 Bank Account.: 1045

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Check Number	Check Date	Vendor Number	Vendor Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information-----	
							Invoice #	Description
050165	04/03/20	4LE00	4LEAF INC	3352.00	.00	3352.00	J3693N	SOUTH WILLOWS INFRASTRUCT
				21490.10	.00	21490.10	J36930	SOUTH WILLOWS INFRASTRUCT
			Check Total.....:	24842.10	.00	24842.10		
050166	04/03/20	KNI03	KNIFE RIVER CONSTRUCTION	31018.92	.00	31018.92	C00402	SOUTH WILLOWS INFRASTRUCT
				147493.95	.00	147493.95	BC00402	SOUTH WILLOWS INFRASTRUCT
			Check Total.....:	178512.87	.00	178512.87		
			Cash Account Total.....:	203354.97	.00	203354.97		
			Total Disbursements.....:	203354.97	.00	203354.97		

Check Number	Check Date	Vendor Number	Name	Gross Amount	Discount Amount	Net Amount	-----Payment Information----- Invoice #	Description
050167	04/06/20	GLE13	GLENN CO. CLERK-RECORDER	50.00	.00	50.00	C00406P	FILING FEE
050168	04/07/20	AME02	AMERIPRIDE UNIFORM SVCS.	418.25	.00	418.25	C00407	MARCH STMT PER ATTACHED
050169	04/07/20	CAL18	CALIFORNIA BUILDING STAND	127.80	.00	127.80	C00406	BSF JAN-MAR 2020
050170	04/07/20	COM16	COMCAST CABLE	145.94	.00	145.94	C00407	ADMIN INTERNET 3/29-4/28/
050171	04/07/20	COR02	CORBIN WILLITS SYSTEMS	416.03	.00	416.03	C003151	CONT.SERV. FINANCE APRIL
050172	04/07/20	DEP01	DEPT. OF CONSERVATION	302.26	.00	302.26	C00406	SMIP JAN-MAR 2020
050173	04/07/20	ESO00	ESO SOLUTIONS, INC	849.75	.00	849.75	ESO32324	ANNUAL SUPPORT CONTRACT
050174	04/07/20	FGL00	FGL ENVIRONMENTAL	922.00	.00	922.00	071251A	ORGANIC ANALYSIS/EPA
050175	04/07/20	GAN01	GANDY-STALEY OIL CO.	2097.93	.00	2097.93	C00406	MARCH STMT PER ATTACHMENT
050176	04/07/20	GLE29	COUNTY OF GLENN	200.00	.00	200.00	40120	LABELS
050177	04/07/20	INK01	THE INKWELL	46.06	.00	46.06	2393	PAPER
050178	04/07/20	ITF01	INDUSTRIAL TRUCK & FARM	86.54	.00	86.54	C00406	MARCH STMT PER ATTACHED
050179	04/07/20	MAA00	ALISSA MAAS	35.00	.00	35.00	C00406	REFUND PARK PERMIT
050180	04/07/20	MEN02	MENDES SUPPLY COMPANY	148.18 214.54	.00 .00	148.18 214.54	R04202000 R04228600	LINERS/SOAP WIPES/TISSUE/BLEACH
Check Total.....:				362.72	.00	362.72		
050181	04/07/20	MJB01	MJB WELDING SUPPLY, INC.	38.00	.00	38.00	1290048	CYLINDER RENTAL
050182	04/07/20	NOR43	ACCESS	35.50	.00	35.50	8062819	SHREDDING SERVICES
050183	04/07/20	NSW00	NSWTS	110.00	.00	110.00	777	MONTHLY SERVICE CHARGE
050184	04/07/20	OFF05	OFFICE DEPOT, INC.	100.10	.00	100.10	254861001	OFFICE SUPPLIES
050185	04/07/20	SEV00	INFRAMARK, LLC	54219.41	.00	54219.41	50242	WILLOWS OPERATION APRIL 2
050186	04/07/20	SUC01	SUCCESS PRINTING	455.81	.00	455.81	6124	WEED ABATEMENT CARDS
050187	04/07/20	VER02	VERIZON WIRELESS	195.33	.00	195.33	C00406	TELEPHONE EXP.2/27-3/26/2
050188	04/07/20	WILHD	WILLOWS HARDWARE, INC.	4108.64	.00	4108.64	C00406	MARCH STMT PER ATTACHED
050189	04/07/20	WILHI	WILLOWS ACE HARDWARE	178.03	.00	178.03	C00406	MARCH STMT PER ATTACHED
Cash Account Total.....:				65501.10	.00	65501.10		
Total Disbursements.....:				65501.10	.00	65501.10		



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL TOWN HALL MEETING-SEWER RATE ADJUSTMENT HELD FEBRUARY 13, 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 5:30 p.m.

The meeting opened with the Pledge of Allegiance led by City Attorney Robert Hunt.

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, 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".

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.

Bob Benamati-Resident and property owner, agrees that the sewer system is old. He is here to listen and get information.

Tom Brandon, wanted to know what the turn over rate was for the Wastewater Treatment Plant employees and if the City has been in contact with CalPlant to see if they would purchase water for more revenue. He also questioned the reasoning for waiting to increase the sewer rates.

Closing Comments:

There were no closing comments.

Adjournment:

The Meeting was adjourned at 6:08 p.m.

Dated: February 19, 2020

Tara Rustenhoven, City Clerk



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD MARCH 24, 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 Members Flesher, Hansen, Mello, Vice Mayor Domenighini, Mayor Warren

Council Members Absent: Flesher

Staff Present: Interim City Manager Wayne Peabody, Administrative Services Director Tim Sailsbery, City Attorney Robert Hunt, Library Director Jody Meza, City Clerk Tara Rustenhoven

Ceremonial Matters (Proclamations, Recognitions, Awards)

Mayor Warren recognized the following Proclamations

- a. Child Abuse Prevention, Sexual Assault Awareness Month & Denim Day California
- b. Welcome Home Vietnam Veteran's Day

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

Consent Agenda:

- 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.

Action:

Motion: Council Member Hansen/Second: Vice Mayor Domenighini

Moved to approve the Consent Agenda as amended.

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

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

NOES:

ABSENT: Flesher

ABSTAIN:

Regular Business:

- a. Adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RESPECTING THE RETIREMENT OF JAKE HUTSON.**

Action:

Motion: Council Member Hansen/Second: Council Member Mello

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS RESPECTING THE RETIREMENT OF JAKE HUTSON.

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

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

NOES:

ABSENT: Flesher

ABSTAIN:

- b. By motion, approve the Request for Proposal for Comprehensive Professional Engineering, Building Plan Review, Fire Plan Review and On Call Building Inspection Services and direct staff to proceed according to the timeline.

Action:

Motion: Council Member Mello/Second: Vice Mayor Domenighini

Moved to approve the Request for Proposal for Comprehensive Professional Engineering, Building Plan Review, Fire Plan Review and On Call Building Inspection Services and direct staff to proceed according to the timeline.

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

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

NOES:

ABSENT: Flesher

ABSTAIN:

- 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.

Action:

Motion: Vice Mayor Domenighini/Council Member Hansen

Moved to 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 65400.00

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

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

NOES:

ABSENT: Flesher

- 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.**

Action:

Motion: Council Member Hansen /Second: Council Member Mello

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS PROCLAIMING A LOCAL HEALTH EMERGENCY WITHIN THE CITY OF WILLOWS.

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

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

NOES:

ABSENT: Flesher

ABSTAIN:

- 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.

Action:

Motion: Council Member Mello/Second: Vice Mayor Domenighini

Moved to adopt 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.

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

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

NOES:

ABSENT: Flesher

ABSTAIN:

- f. Presentation and discussion of questions pertaining to the City's pay policies during the COVID-19 pandemic.

Discussion was made between staff and council.

Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- Chief Wayne Peabody announced the City of Willows working with Glenn County EOC during the COVID-19 emergency. Unfortunately, this will be a long emergency. For information go to the city website and check out the link to the County website regarding the COVID-19.
- The Libraries are closed, but Public Works will still be out working. The Fire Department, Law Enforcement will still be responding to calls. City Hall is closed to the public but will remain open by appointment only.

- Tim Sailsbery wanted to inform council that the PROP 218 public hearing notices will be in the mail Thursday.

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

Adjournment:

The Meeting was adjourned at 7:52 p.m.

Dated: April 1, 2019

Tara Rustenhoven, City Clerk



REGULAR BUSINESS

April 14, 2020

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager

FROM: Steve Soeth, Community Development Services Director
Tim Sailsbery, Administrative Services Director

SUBJECT: Project List- SB 1 Transportation Funds

RECOMMENDATION:

Adopt the Resolution of the City of Willows Incorporating into the 2020-21 Budget a List of Projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate Said Funds

SITUATION (or BACKGROUND):

The State Legislature approved, and the Governor Signed, Senate Bill 1, the Road Repair and Accountability Act of 2017. This bill is a tax measure that creates the following

-12 cent per gallon increase in gasoline tax that will be inflation adjusted annually, but will move to 17.3 cents per gallon on 7/1/19.

-20 cent per gallon increase in diesel excise tax, subject to inflation adjustment in 2020.

-4% increase in diesel sales tax.

-\$25-\$175 increase in vehicle registration, based upon the vehicle's value.

The funds received from these various tax increases will be divided into various transportation, highway, and road funds, with \$1.5 billion going to local street and road rehabilitation. This is further broken down into a per capita funding, with the City of Willows slated to receive \$154,945.00 during 2020-21 fiscal year.

What makes this funding different from other forms of "gas tax" received at the local level is that projects must be specifically identified and incorporated into the City's adopted budget, and these projects must be submitted to the California Transportation Commission on an annual basis.

The Community Development Services Director has identified three projects for submittal to the CTC-

April 14, 2020

-Supplemental funds for the STIP project on N. Lassen Street from Sycamore Street to Wood Street (\$100K)

-Sidewalk renovation on Birch from Butte to Tehama and on Tehama from Birch to Cedar (\$61.2K)

-Sidewalk renovation on Walnut from Shasta to Butte and on Butte from Walnut to Sycamore (\$70K)

While the list far exceeds the allotment for 2020-21, it provides the Community Services Director some flexibility to prioritize the funds as the projects materialize, it provides notice and communication of the projects as priorities in case other funding sources become available, and it provides communication to the CTC that by the time the funds are trickled down to the local level, the needs far exceed the funding.

As noted, there are additional requirements regarding accessing these funds compared to existing gas tax funds. The City will also be required to certify a "maintenance of effort" in that General Fund expenditures on street related public works activity will be at or greater than the average of expenditures in the FY 2009-10 through FY 2011-12. Based upon the initial budget projections for 2020-21, Staff sees no problem with certifying that "maintenance of effort" will be maintained, even with significant cuts that may or may not occur.

Upon adoption of the budget resolution, the Community Development Services Director will complete the necessary documentation and submit (along with the resolution) to the CTC by 5-1-2020. The Administrative Services Director will submit the Maintenance of Effort Documentation by the same deadline.

FINACIAL CONSIDERATIONS:

Appropriation of \$154,945.00 of SB 1 Funds

NOTIFICATION:

California Transportation Commission and California State Controller's Office upon passage of resolution

ALTERNATE ACTIONS:

1: Request additional information from Staff

April 14, 2020

- 2: Reject Staff recommendation and/or direct Staff to return with further information.

RECOMMENDATION:

Adopt the Resolution of the City of Willows Incorporating into the 2020-21 Budget a List of Projects Funded by SB1: The Road Repair and Accountability Act and to Appropriate Said Funds

Respectfully Submitted

/s/ Steve Soeth

/s/ Tim Sailsbery

Steve Soeth
Community Development
Services Director

Tim Sailsbery
Administrative Services Director

ATTACHMENT:

-Resolution

**CITY OF WILLOWS
RESOLUTION NO. XX-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
INCORPORATING INTO THE 2020-21 BUDGET A LIST OF
PROJECTS FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT AND TO
APPROPRIATE SAID FUNDS**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 in order to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of Willows are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City of Willows must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City of Willows budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Willows, will receive and estimated \$154,945 in RMRA funding in Fiscal Year 2020-21 from SB 1; and

WHEREAS, the funding from SB 1 will help the City of Willows maintain and rehabilitate selected streets/roads and active transportation infrastructure throughout the City of Willows this year and many similar projects into the future; and

WHEREAS, without revenue from SB 1, the City of Willows, would have otherwise been canceling or delaying projects throughout the community; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Willows, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The City of Willows budget for fiscal year 2020-21 will incorporate the following list of projects planned to be funded with Road Maintenance and Rehabilitation Account revenues:
-Supplement the replacement of sidewalks and ADA ramps in conjunction with the North Lassen Street Rehabilitation Project PPNO 1323. Construction anticipated in 2020-21.
3. The following previously proposed and adopted projects may utilize fiscal year 2020-21 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City of Willows is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Originally Listed in FY 2019-20

-Apply 2600 linear feet of rubberized cape seal to Sycamore Street from Lassen Street to Villa Avenue. Sycamore Street's PCI is 72 this cape seal will protect and add additional years of service. Estimated useful life of 8-15 years with anticipated year of construction 2020-21.

Originally Listed in FY 2019-20

-Removal of broken and uneven sidewalks that are trip and fall hazards or force pedestrian traffic to leave the sidewalk and travel in the street, with repair/replace of these segments. Repair and/or replace curb and gutter, where needed. Connect sections to encourage pedestrian travel and bring sidewalk system into ADA compliance. South side of Birch Street from Butte St. to Tehama St. West side of Tehama St. from Birch St. to Cedar St. Estimated useful life of 20-50 years with anticipated year of construction 2020-21.

Originally Listed in FY 2018-19

-Removal of broken and uneven sidewalks that are trip and fall hazards or force pedestrian traffic to leave the sidewalk and travel in the street, with repair/replace of these segments. Repair and/or replace curb and gutter, where needed. Connect sections to encourage pedestrian travel and bring sidewalk system into ADA

compliance. South side of Walnut Street from Shasta St. to Butte St. West side of Butte St. from Walnut St. to Sycamore St. Estimated useful life of 20-50 years with anticipated year of construction 2020-21.

4. The City of Willows budget for fiscal year 2020-21 will incorporate as follows:

Appropriation of RMRA funding, currently estimated at \$154,945

PASSED AND ADOPTED by the City Council of the City of Willows, on this 14th day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Kerri Warren, Mayor

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG)

RECOMMENDATION

Adopt the attached resolution requesting a grant from the United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG) for economic expansion program for the City of Willows

SITUATION (or BACKGROUND)

The City of Willows located in the heart of the Sacramento Valley with a population of 6,000, we stand at the edge of our future. The question is whether that future is bright where hometown youth return to find quality employment and start families with that familiar strong sense of community they grew up in or whether the lack of employment opportunities force them to locate elsewhere. Population growth is not only a desire but required for survival of the City of Willows. School systems have shared their need for increase enrollment to maintain solvency and continue to offer a quality education. City staff have laid the groundwork for this required growth, but additional technical assistance and marketing is required to achieve this goal.

Four business development focus areas have been identified within the city that will be critical to this growth.

- Basin Street: marketing and technical assistance to attract and site business in the park
- Downtown Willows: With all the activity, there are still vacant properties that have potential to increase the city's sales tax base
- North Humboldt Revitalization: With the demolition of the condemned motel, there are several properties available which would be ideal for retail development
- Secondary Manufacturing/Distribution business: CalPlant1 nears completion of their facility and interest from green building manufactures has been noted, Farmers Brewing which has begun production and distribution and expansion of their market may require additional facilities.

While the focus is attracting businesses that would locate or expand in the four identified areas of growth and revitalization, every business requesting assistance would be served. A strong local economy is not only based on new opportunities but maintaining existing operations.

FINANCIAL CONSIDERATIONS

None for Application Purposes-City of Willows will commit up to \$6,000 of grant match via in-kind personnel services

April 14, 2020

NOTIFICATION

Jody Samons
3 Core

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Adopt the attached resolution requesting a grant from the United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG) for economic expansion program for the City of Willows

Respectfully submitted,



Wayne Peabody
Interim City Manager

Attachments:

- 1) Resolution

**CITY OF WILLOWS
RESOLUTION NO. XX-2020**

**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.**

WHEREAS, The U.S. Department of Agriculture (USDA) has released a Request for Application (RFA) seeking qualified organizations to apply for Rural Business Development Grant (RBDG) funds to increase business opportunities, assist with economic development planning and the expansion of rural business; and

WHEREAS, the City of Willows has determined that there is a need for programs that will increase local business opportunities and expand rural business in the City of Willows; and

WHEREAS, the City Council recognizes the RBDG programs as a potential source of funds to help with economic development planning and to increase business opportunities within the City of Willows,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS
that:

1. Wayne Peabody, Interim City Manager, or his designee, is authorized to respond to the Request for Application, to execute all required documents necessary to apply for and accept RBDG Grant funding in an amount not to exceed \$95,500.

2. Upon the approval of such application and grant of funding Wayne Peabody, Interim City Manager, or his designee, is further authorized to execute the USDA/RBDG Standard Agreement, any subsequent amendments thereto and, where applicable, any other documents required by the USDA pursuant to the grant of RBDG funds.

3. The City Council of the City of Willows hereby certifies that all funds received pursuant to the USDA/RBDG application will be used and accounted for in full compliance with all regulations and conditions imposed on the receipt of such funds.

4. Wayne Peabody, Interim City Manager, or his designee, is further authorized to perform any and all duties and responsibilities required under the terms of any such USDA/RBDG agreement entered into upon the receipt of such grant funding.

ADOPTED at a regular meeting of the City Council of the City of Willows on the 14th day of April, 2020, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Kerri Warren, Mayor

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: Honorable Mayor Warren and the Members of the Willows City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: Initial Expenditure Cut in Response to COVID-19

RECOMMENDATION

Information Item Only

SITUATION (or BACKGROUND):

While the long-term revenue impacts of the response to the COVID-19 remain in the early estimate stage, the fact that there will be revenue repercussions is without a doubt. As a result, the Fire Chief/Interim City Manager and the Administrative Services Director will be taking a 10% pay cut effective with the pay period starting April 27, 2020. This will be in effect until at least the end of the fiscal year, June 30, 2020. Any furtherance of this pay reduction or tie to a partial furlough will be incorporated into the 2020-21 projected budget for Council consideration.

It is anticipated that further cuts will become necessary, but it is anticipated that those will be proposed as part of the budget process. However, Staff will come to Council if cuts are proposed prior to the close of the fiscal year. In the meantime, Staff is practicing review of operational expenditures and capital items not already committed to as methods of operational expenditure slow down.

FINANCIAL CONSIDERATIONS:

Approximately \$5,000 for the balance of 2019-20

NOTIFICATION

None

ALTERNATE ACTIONS

N/A Informational Only

RECOMMENDATION

Information Item Only

Respectfully submitted,

/s/ Wayne Peabody

Wayne Peabody
Interim City Manager

AGENDA ITEM

TO: Wayne Peabody, Interim City Manager
FROM: Tim Sailsbery, Administrative Services Director
SUBJECT: COVID-19 Emergency Employee Policy

RECOMMENDATION

Adopt the Resolution of the City Council of the City of Willows Adopting the Policy and Standard Practice Entitled "COVID-19 Emergency Employee Pay"

SITUATION (or BACKGROUND):

Staff brought the issues pertaining to employee leave status and policy at the 3/24 meeting. Following discussion, Council directed Staff to return with a policy for adoption consideration. The policy up for consideration incorporates the Federal level Families First Coronavirus Response Act ("FFCRA") and the Coronavirus Aid, Relief and Economic Security Act ("CARES"), State of California guidelines, and Council input. The Policy is written with the specified provisions that go along with the items noted but contains a disclaimer that existing or future legislation will supersede items in this policy.

These policies will enable City Staff to act upon a wide variety of scenarios that may present themselves during this unusual period. However, not every scenario has likely been considered at this point, at any level. As such, further operational level decisions and/or future Council action may be necessary.

FINANCIAL CONSIDERATIONS:

Unknown at this time

NOTIFICATION

N/A

ALTERNATE ACTIONS

1. Adopt by Resolution
2. Request additional information from staff

3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Respectfully submitted,

/s/ Tim Sailsbery

Tim Sailsbery
Administrative Services Director

Attachment:

- Policy No. 5-12 COVID 19 Emergency Employee Pay
- Resolution

CITY OF WILLOWS

POLICIES & STANDARD PRACTICES

TITLE:	COVID-19 Emergency Employee Pay	DATE: 4/14/2020
ADOPTED:		
SIGNATURE:		POLICY NO. 5-12

I. GENERAL

Emergency efforts of government at all levels aimed at preventing the further spread of 2020 COVID-19 coronavirus emergency has created many circumstances not previously encountered or anticipated by the City of Willows. Not the least of such novel issues is the question of fair and equitable compensation of the City's employees affected in any of many possible ways by the emergency.

II. POLICY

It is the policy of the City of Willows to fairly and equitably compensate City's employees. The COVID-19 pandemic, along with orders issued by government authorities, has created challenges to balance the equitable treatment of employees affected by the emergency against the City's obligation to protect and preserve the public's financial resources.

Both the State and Federal governments have adopted various measures intended to help both employees who are unable to work at their usual and customary positions and employers of those employees. The procedures below are adopted by the City of Willows to further those goals.

Any Federal and State legislation, including, but not limited to the Families First Corona Virus Response Act, the Corona Virus Aid, Relief and Economic Security Act, that has been adopted prior to, or subsequent to, the adoption of this policy, shall supersede this policy.

III. PROCEDURE

- 3.1 The Governor and the Public Health Officer of the State of California, as well as County and other local health officials, have issued orders and guidelines which, for purposes of this policy, include:
 - a. “Shelter-in-Place” meaning that all non-essential persons are to remain in their homes except to perform various “essential” functions, such as buying groceries, healthcare, and the like.
 - b. Those persons involved in continuing “essential services” are exempted from the shelter-in-place order to the extent they are reporting to work to perform those service.
 - c. Closing schools.
- 3.2 These orders create the following potential scenarios, among others, pertaining to the employees of the City of Willows:
 - a. The employee is ill, seeking diagnosis, is receiving treatment and recuperating from infection by the COVID-19 coronavirus.
 - b. The employee has a family member infected by the COVID-19 coronavirus and the family member requires care by the employee.
 - c. The employee may have been ordered *quarantined* by the authorities to prevent the spread of the COVID-19 coronavirus.
 - d. The employee is not required to perform “essential services” and is subject to the California Public Health Officer’s directive to remain at home under a “shelter-in-place” *order*.
 - e. The City may direct non-essential employees to stay home.
 - f. The employee may be required to care for children as a result of closure of schools or daycare facilities.

- g. The employee may perform “essential services” and, accordingly, may report to work but voluntarily elects to remain home without any City direction to do so.
- h. The employee elects to utilize sick leave for symptoms not associated with items a-c.

3.3 City employees impacted in one or more of the ways set forth in section 3.2 above will be paid as follows:

- a. All employees falling within those circumstances described in section 3.2 a-c above shall notify the City, in writing, that his/her absence falls within section 3.2 a-c. The employee will be entitled to up to 80 hours of sick leave (or two weeks of normal hours worked weekly for those who work on a part time basis) without the use of sick leave accrual. Any amounts of sick leave taken above the amounts noted will be charged to the employee’s sick leave accrual.
- b. Employees falling within circumstances described in section 3.2 d-e above will receive a notification of “furlough” status or “layoff” status regarding their employment with the City of Willows, at the discretion of the Interim City Manager, and are encouraged to seek unemployment compensation if they so qualify. Such “furlough” status shall commence on April 13 (or later, if the employee becomes subject to items d or e subsequent to April 13). If the employee receives health insurance benefits from the City, such benefits shall continue during the period of furlough. (NOTE: The City of Willows does not determine eligibility for unemployment benefits which determination is made in the sole discretion of the EDD.)
- c. Employees falling under those circumstances described in Section 3.2 f above shall notify the City, in writing, of such circumstances and shall utilize up to 40 hours of City accrued sick leave. If the period of leave described in section f exceeds 40 hours, then the employee may request Paid Family Leave. Such leave will be paid at a rate of 2/3 of the employee’s normal rate, subject to a

maximum of \$200 per day. Such leave shall extend for a maximum of 12 weeks, or to a maximum of \$10,000. The employee will not be charged against any accrued leave during this period (except for the initial 40 hours), and benefits normally accrued to the employee shall continue during this period.

- d. Employees falling within those circumstances described in Section 3.2 g-h above shall utilize accrued sick leave. Those employees under section 3.2g above who elect not to utilize accrued vacation or sick leave are not entitled to be paid under subsection c above and are limited to only such unemployment benefits for which they may be qualified.
 - e. All employees off-duty for any reason must continue to contribute their usual medical insurance premiums and retirement contributions, if applicable, during the time they are off.
 - f. In no event will any employee be allowed to receive any combination of payment or benefits which in total exceeds his or her regular full pay that would otherwise have been earned by his or her work for the City.
- 3.4 The Administrative Services Director shall institute such procedures as are necessary to implement the procedures set forth above.
- 3.5 The City Manager shall decide all questions and issues arising out of the above policy, as well as determining the resolution of all circumstances not otherwise covered by the policy set forth herein. Any such decision or determination made by the City Manager shall be in writing and may be appealed to the City Council by the employee. All such appeals shall be in writing and shall be submitted for determination by the City Council within 14 days after the City Manager's decision. All decisions by the City Council are final and non-appealable.

**CITY OF WILLOWS
RESOLUTION NO. XX-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
ADOPTING THE POLICY AND STANDARD PRACTICE ENTITLED "COVID-19 EMERGENCY
EMPLOYEE PAY"**

WHEREAS, the unique and unprecedented issues surrounding the COVID-19 pandemic require specific policy and guidance pertaining to absences by employees; and

WHEREAS, the City Council has determined that there is a need to establish such policy and standard practice in accordance with Federal and State laws put into place in response to COVID-19

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS Hereby adopts City of Willows Policies and Standard Practices No. 5-12, entitled "COVID-19 Emergency Employee Pay" and directs the implementation of said Policy and Standard Practice effective immediately.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Willows on the 14th day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Kerri Warren, Mayor

Tara Rustenhoven, City Clerk