



Willows City Council Regular Meeting

September 28, 2021

Willows City Hall

7:00 p.m.

Agenda

201 North Lassen Street

Willows, CA 95988

(530) 934-7041

City Council

Larry Domenighini, Mayor

Gary Hansen, Vice Mayor

Kerri Warren, Council Member

Jeff Williams, Council Member

Vacant, Council Member

Interim City Manager

Marti Brown

City Clerk

Tara Rustenhoven

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CHANGES TO THE AGENDA

5. PUBLIC COMMENT & CONSENT CALENDAR FORUM

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

a. Register Approval

Recommended Action: Approve general checking, payroll, and direct deposit check registers Z45175-Z45198, 38975-38981, 051495-051548

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

b. Minute Approval

Recommended Action: Approve minutes of the Regular City Council Meeting held on September 14, 2021.

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

6. DISCUSSION & ACTION CALENDAR

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: trustenhoven@cityofwillows.org.

a. **Budget Authority to Execute a Contract with Inframark for sewage services and Allocate Public Works Salaries to the General Fund**

Recommended Action: By motion, authorize Interim City Manager to amend the existing contract with Inframark, the City's contractor for wastewater treatment services, to provide all of the City's wastewater treatment services and duties for the remainder of fiscal year 2021-22; and reallocate Public Works Department salaries from the Enterprise Fund to the General Fund.

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

b. **Close City Hall during the week of Christmas**

Recommended Action: By motion, authorize the Interim City Manager to close City Hall the week of Christmas – December 20-22.

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

7. INFORMATIONAL ITEMS

a. **Public Records Act Request Process**

Recommended Action: Receive staff presentation; no action required.

Contact: David Ritchie, City Attorney and Marti Brown, Interim City Manager, mbrown@cityofwillows.org

b. **Street Banner Program**

Recommended Action: Receive staff presentation; no action required.

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

8. COMMENTS & REPORTS

- a. City Council Comments & Reports
- b. City Manager's Report

9. CLOSED SESSION

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.


a. CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION:

§ 54956.9 Number of Cases: 2

- i. Name of Case: City of Willows v. Lucky B. Wyatt, Superior Court of California, County of Glenn Case No. 21CV02682
- ii. Name of Case: John O'Connell v. City of Willows et al, Superior Court of California, County of Glenn Case No. 20CV02511

10. ADJOURNMENT

This agenda was posted on September 23, 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.

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

The City of Willows is an Equal Opportunity Provider



CONSENT CALENDAR



PERIOD

09/09/2021 TO 09/20/2021

Payroll Direct Deposit 245175 TO 245198

General Checking 38975 TO 38981

Check Register 051495 TO 051548

APPROVAL DATE 09/28/2021

APPROVED _____

REPORT.: 09/13/21
RUN....: 09/13/21 Time: 12:49
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
Z45175	09/17/21	09/12/21	BRO01 Brown, Martha	09-21	03-22	5557.62
Z45176	09/17/21	09/12/21	BUT01 BUTLER, KATIE LEEANN	09-21	03-22	1934.31
Z45177	09/17/21	09/12/21	RUS01 RUSTENHOVEN, TARA L	09-21	03-22	2221.85
Z45178	09/17/21	09/12/21	EHO00 EHORN, MARIA ANNETTE	09-21	03-22	2205.23
Z45179	09/17/21	09/12/21	BRI00 BRIONES, BRENDA VALENZU	09-21	03-22	280.00
Z45180	09/17/21	09/12/21	DUN00 DUNCAN , ROSE A	09-21	03-22	1556.31
Z45181	09/17/21	09/12/21	ESP00 Espeland, Sam Kinsey	09-21	03-22	154.00
Z45182	09/17/21	09/12/21	OLI00 OLIVER, LINDA F	09-21	03-22	392.00
Z45183	09/17/21	09/12/21	RAN00 RANDOLPH, ABIGAIL S	09-21	03-22	224.00
Z45184	09/17/21	09/12/21	SIL00 SILVA, EMILY M	09-21	03-22	112.00
Z45185	09/17/21	09/12/21	SPE02 SPENCE, KYLIEGH C	09-21	03-22	182.00
Z45186	09/17/21	09/12/21	VAR00 Vargas, Giovanni	09-21	03-22	518.00
Z45187	09/17/21	09/12/21	HUT04 HUTSON, KRISTINA RENEE	09-21	03-22	600.99
Z45188	09/17/21	09/12/21	ABO00 ABOLD, STEVEN B	09-21	03-22	1856.72
Z45189	09/17/21	09/12/21	MCM00 MCMAHON, SHARON M	09-21	03-22	188.16
Z45190	09/17/21	09/12/21	SEN00 SENGMAHY, SITKAY	09-21	03-22	384.00
Z45191	09/17/21	09/12/21	VAS01 VASQUEZ, PEDRO CEASAR	09-21	03-22	2056.16
Z45192	09/17/21	09/12/21	ENO00 ENOS, KYLE	09-21	03-22	1915.15
Z45193	09/17/21	09/12/21	PEA04 PEABODY, ROBERT WAYNE	09-21	03-22	5105.72
Z45194	09/17/21	09/12/21	PET02 PETERSEN, MATTHEW	09-21	03-22	1883.17
Z45195	09/17/21	09/12/21	CAR03 CARLSON, JOSHUA D	09-21	03-22	1572.46
Z45196	09/17/21	09/12/21	MIN00 MINGS, MICHAEL E	09-21	03-22	1778.89
Z45197	09/17/21	09/12/21	PFY00 PFYL, NATISA N	09-21	03-22	3182.64
						35861.38
						=====

REPORT.: 09/13/21
RUN...: 09/13/21 Time: 13:17
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
Z45198	09/17/21	09/17/21	PEA04	PEABODY, ROBERT WAYNE	09-21	03-22	34816.03
							34816.03
							=====

REPORT.: 09/17/21
RUN ON.: 09/21/21 Time: 11:34
RUN BY.: Katie Butler

CITY OF WILLOWS

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ID #: SPVR
CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
38975	09/17/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	C10913	09/13/21	STATE INCOME TAX	09-21	831.27	
38975	09/17/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	1C10913	09/13/21	STATE INCOME TAX	09-21	2297.86	3129.13
38976	09/17/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	C10913	09/13/21	SDI	09-21	418.35	
38976	09/17/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	1C10913	09/13/21	SDI	09-21	417.79	836.14
38977	09/17/21	ICM01 ICMA RETIREMENT TRUST 457	C10913	09/13/21	DEFERRED COMP - ICMA	09-21	411.11	411.11
38978	09/17/21	NAT00 NATIONWIDE RETIREMENT SOLU	C10913	09/13/21	USCM DEF. COMP.	09-21	1587.92	1587.92
38979	09/17/21	PER01 P.E.R.S.	C10913	09/13/21	PERS PAYROLL REMITTANCE	09-21	7001.68	7001.68
38980	09/17/21	UMP00 UMPQUA BANK	C10913	09/13/21	DIRECT DEPOSIT	09-21	23788.96	
38980	09/17/21	UMP00 UMPQUA BANK	1C10913	09/13/21	DIRECT DEPOSIT	09-21	21777.43	45566.39
38981	09/17/21	UMP01 UMPQUA BANK - MYTAXPAYER	C10913	09/13/21	FEDERAL INCOME TAX	09-21	2623.44	
38981	09/17/21	UMP01 UMPQUA BANK - MYTAXPAYER	1C10913	09/13/21	FICA	09-21	4323.14	
38981	09/17/21	UMP01 UMPQUA BANK - MYTAXPAYER	2C10913	09/13/21	MEDICARE	09-21	1011.04	
38981	09/17/21	UMP01 UMPQUA BANK - MYTAXPAYER	3C10913	09/13/21	FEDERAL INCOME TAX	09-21	7659.53	
38981	09/17/21	UMP01 UMPQUA BANK - MYTAXPAYER	4C10913	09/13/21	FICA	09-21	4317.18	
38981	09/17/21	UMP01 UMPQUA BANK - MYTAXPAYER	5C10913	09/13/21	MEDICARE	09-21	1009.66	20943.99
TOTAL DISBURSED...							79476.36	79476.36

REPORT.: Sep 09 21 Thursday
 RUN.: Sep 09 21 Time: 14:18
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 09/09/21 Cash Account No.: 000 1045

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

Invoice	No	Description	Invoice	Actual	Tm	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
			Date	Period						
Due			Date	Fiscal						
Check #.: 051495 Check Date.: 09/09/21 Vendor I.D.: ABO00 (STEVE ABOLD)										
C10907-		Pub. Wks. Tool Parks/Pub.	09/01/21	09-21				200.00	.00	200.00
			09/09/21	03-22						
Check #.: 051496 Check Date.: 09/09/21 Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)										
611600-		ST STAB	08/24/21	09-21	A			95.63	.00	95.63
			09/09/21	03-22						
611905-		OIL IL, AIR FILTER & MOTOR OIL	08/27/21	09-21	A			85.40	.00	85.40
			09/09/21	03-22						
611955-		BRAKE PADS AND ROTORS	08/27/21	09-21	A			444.08	.00	444.08
			09/09/21	03-22						
612298-		DISC PAD	09/01/21	09-21	A			100.36	.00	100.36
			09/09/21	03-22						
612309-		RESISTOR AND STOPLIGHT SWITCH	09/01/21	09-21	A			61.99	.00	61.99
			09/09/21	03-22						
612541-		TAILHATE HAND BEZEL, ECT	09/03/21	09-21	A			43.34	.00	43.34
			09/09/21	03-22						
612617-		20 TON BOTTLE JACK	09/03/21	09-21	A			104.56	.00	104.56
			09/09/21	03-22						
** Vendor's Subtotal ----->								935.36	.00	935.36
Check #.: 051497 Check Date.: 09/09/21 Vendor I.D.: BID01 (BIDWELL H2O)										
10554-		POU COOLER RENT FOR AUG & SEPT 2021	09/06/21	09-21				90.00	.00	90.00
			09/09/21	03-22						
Check #.: 051498 Check Date.: 09/09/21 Vendor I.D.: COM16 (COMCAST CABLE)										
C10909-		SERVICE FOR 8-29 TO 9-28-21	08/25/21	09-21				145.94	.00	145.94
			09/09/21	03-22						
Check #.: 051499 Check Date.: 09/09/21 Vendor I.D.: CUR01 (L.N. CURTIS & SONS)										
521424-		VALVE HOLDER	08/30/21	09-21	A			21.45	.00	21.45
			09/09/21	03-22						
Check #.: 051500 Check Date.: 09/09/21 Vendor I.D.: ENO00 (KYLE ENOS)										
C10907-		3RD QTR UNIFORM ALLOWANCE	09/07/21	09-21				250.00	.00	250.00
			09/09/21	03-22						
Check #.: 051501 Check Date.: 09/09/21 Vendor I.D.: GLE26 (COUNTY OF GLENN)										
277224-		AIR POLLUTION CONTROL	08/31/21	09-21	A			299.00	.00	299.00
			09/09/21	03-22						
277241-		AIR QUALITY CONTROL	08/31/21	09-21	A			614.75	.00	614.75
			09/09/21	03-22						
** Vendor's Subtotal ----->								913.75	.00	913.75
Check #.: 051502 Check Date.: 09/09/21 Vendor I.D.: HOU00 (HOUSING TOOLS)										
2120-		LABOR COMPLIANCE & HOME MONITORING	09/06/21	09-21				2040.00	.00	2040.00
			09/09/21	03-22						
Check #.: 051503 Check Date.: 09/09/21 Vendor I.D.: JER00 (JEREMY'S PEST STOMPERS)										
92214-		SEPT PEST CONTROL FOR FIRE HOUSE	09/02/21	09-21				40.00	.00	40.00
			09/09/21	03-22						
Check #.: 051504 Check Date.: 09/09/21 Vendor I.D.: JON00 (JON'S BACKFLOW)										
C10908-		HARVEST, SWIFT & WILBUR ELLIS	09/08/21	09-21				390.00	.00	390.00
			09/09/21	03-22						

REPORT.: Sep 09 21 Thursday
 RUN...: Sep 09 21 Time: 14:18
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 09/09/21 Cash Account No.: 000 1045

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 ID #: PY-CL
 CTL.: WIL

Invoice No	Description	Invoice Date	Actual Period	Tm	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
Check #.: 051505 Check Date.: 09/09/21		Vendor I.D.: MAT01	(MATSON & ISOM TECHNOLOGY CONSULTING INC)					
80112-	FIXED FEE AND MILEAGE	08/31/21 09/09/21	09-21 03-22			640.99	.00	640.99
Check #.: 051506 Check Date.: 09/09/21		Vendor I.D.: MID03	(MIDWEST TAPE)					
500929507-	WIDESCREENS FOR THE LIBRARY	09/01/21 09/09/21	09-21 03-22			201.51	.00	201.51
Check #.: 051507 Check Date.: 09/09/21		Vendor I.D.: MJB01	(MJB WELDING SUPPLY, INC.)					
1355516-	CYLINDER RENTAL	08/31/21 09/09/21	09-21 03-22	A		43.40	.00	43.40
Check #.: 051508 Check Date.: 09/09/21		Vendor I.D.: OFF05	(OFFICE DEPOT, INC.)					
190540337-	OD RED TOP 17"	08/25/21 09/09/21	09-21 03-22	A		54.28	.00	54.28
Check #.: 051509 Check Date.: 09/09/21		Vendor I.D.: PEA00	(WAYNE PEABODY)					
C10907-	SEPT 2021 TECH ALLOWANCE	09/01/21 09/09/21	09-21 03-22			200.00	.00	200.00
Check #.: 051510 Check Date.: 09/09/21		Vendor I.D.: PET00	(MATTHEW PETERSEN)					
C10907-	3RD QTR UNIFORM ALLOWANCE	09/07/21 09/09/21	09-21 03-22			250.00	.00	250.00
Check #.: 051511 Check Date.: 09/09/21		Vendor I.D.: SEI01	(ROY SEILER, C.P.A.)					
30388-	PROFESSIONAL SERVICES	09/02/21 09/09/21	09-21 03-22	A		2310.00	.00	2310.00
Check #.: 051512 Check Date.: 09/09/21		Vendor I.D.: SEV00	(INFRAMARK, LLC)					
67299-	BASE OPERATING FEE & REPAIRS	09/07/21 09/09/21	09-21 03-22			48895.17	.00	48895.17
Check #.: 051513 Check Date.: 09/09/21		Vendor I.D.: STA01	(STANDARD INSURANCE CO.)					
C10907-	Life Insurance	09/01/21 09/09/21	09-21 03-22	A		561.35	.00	561.35
Check #.: 051514 Check Date.: 09/09/21		Vendor I.D.: USB02	(US BANK)					
451611958-	Equip. Maint.	08/26/21 09/09/21	09-21 03-22			528.65	.00	528.65
Check #.: 051515 Check Date.: 09/09/21		Vendor I.D.: VER02	(VERIZON WIRELESS)					
C10909-	Telephone Exp.	09/18/21 09/09/21	09-21 03-22			319.14	.00	319.14
Check #.: 051516 Check Date.: 09/09/21		Vendor I.D.: WILB1	(WILBUR-ELLIS COMPANY)					
14575605-	COMPOUNDS, TREE OR WEED KILLING	08/31/21 09/09/21	09-21 03-22			603.28	.00	603.28
Check #.: 051517 Check Date.: 09/09/21		Vendor I.D.: WILHD	(WILLOWS HARDWARE, INC.)					
255548-	FAUCET AND ADAPT	09/07/21 09/09/21	09-21 03-22	A		52.53	.00	52.53
258526-	SOAP STORE & COUPLING PVC	08/07/21 09/09/21	09-21 03-22	A		19.02	.00	19.02
259434-	SQUEEGEE AND HANDLE	09/01/21 09/09/21	09-21 03-22	A		34.30	.00	34.30
261041-	CAR BRUSH	09/07/21 09/09/21	09-21 03-22	A		30.01	.00	30.01
262952-	WINDEX	09/02/21 09/09/21	09-21 03-22	A		5.14	.00	5.14
** Vendor's Subtotal ----->						141.00	.00	141.00

REPORT.: Sep 09 21 Thursday
RUN....: Sep 09 21 Time: 14:18
Run By.: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 09/09/21 Cash Account No.: 000 1045

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CTL.: WIL

Invoice No	Description	Invoice Date	Actual Period	Discount Tm	G/L Account No	Gross Amount	Discount Amount	Net Amount
Check #: 051518 Check Date.: 09/09/21 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)								
72912-	PVC COMPRESSION COUPLER, ECT	08/31/21	09-21			62.13	.00	62.13
		09/09/21	03-22					
73072-	3" PVC COMPRESSION COUPLER, ECT	09/03/21	09-21			53.91	.00	53.91
		09/09/21	03-22					
73200-	PIPE PVC, COUPLER SLIP, ECT	09/08/21	09-21			49.56	.00	49.56
		09/09/21	03-22					
** Vendor's Subtotal ----->						165.60	.00	165.60
** Total Checks Paid ----->						59940.87	.00	59940.87
						*****	*****	*****

REPORT.: Sep 20 21 Monday
RUN.: Sep 20 21 Time: 13:55
Run By.: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 09/20/21 Cash Account No.: 000 1045

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ID #: PY-CL
CTL.: WIL

Invoice	No	Description	Invoice	Actual	Discount	Gross	Discount	Net
			Date	Period				
			Due Date	Fiscal	Tm G/L Account No	Amount	Amount	Amount
Check #.: 051519 Check Date.: 09/20/21 Vendor I.D.: AIR00 (AIRGAS NCN)								
998254942-	CYL OXYGEN		08/31/21	09-21		86.84	.00	86.84
			09/20/21	03-22				
Check #.: 051520 Check Date.: 09/20/21 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)								
13783-	CLEANING SUPPLIES FOR FIRE HOUSE		09/14/21	09-21		194.49	.00	194.49
			09/20/21	03-22				
010270-	CLEANING UNIFORMS		09/07/21	09-21		99.95	.00	99.95
			09/20/21	03-22				
013753-	CLEANING UNIFORMS		09/14/21	09-21		99.95	.00	99.95
			09/20/21	03-22				
** Vendor's Subtotal ----->						394.39	.00	394.39
Check #.: 051521 Check Date.: 09/20/21 Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)								
C10914-	STATEMENT BALANCE FOR WILLOWS LIB MATERIAL		08/31/21	09-21		67.91	.00	67.91
			09/20/21	03-22				
203618248-	New Print Mat. Willows Li		09/03/21	09-21		88.52	.00	88.52
			09/20/21	03-22				
** Vendor's Subtotal ----->						156.43	.00	156.43
Check #.: 051522 Check Date.: 09/20/21 Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)								
612493-	GAS GRANDE FLEET SHOC		09/02/21	09-21	A	140.58	.00	140.58
			09/20/21	03-22				
613412-	ADAPTERS, COUPLINGS & FITTINGS		09/14/21	09-21	A	180.39	.00	180.39
			09/20/21	03-22				
613413-	TERRY RAGS, MEGUIARS CARWASH, ECT		09/14/21	09-21	A	61.72	.00	61.72
			09/20/21	03-22				
613414-	HOS CLAMP, FUEL FIL, ECT		09/14/21	09-21	A	44.57	.00	44.57
			09/20/21	03-22				
613689-	QT 10W-30 AND AIR FRESHENER		09/17/21	09-21	A	86.07	.00	86.07
			09/20/21	03-22				
** Vendor's Subtotal ----->						513.33	.00	513.33
Check #.: 051523 Check Date.: 09/20/21 Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)								
C10915-	Water & Sewer		09/03/21	09-21	A	81.46	.00	81.46
			09/20/21	03-22				
Check #.: 051524 Check Date.: 09/20/21 Vendor I.D.: CAS00 (CASHIER DEPT. OF PESTICIDE REGULATION)								
C10920-	NATISA PFYLPESTICIDE LICENSE RENEWAL		09/20/21	09-21		60.00	.00	60.00
			09/20/21	03-22				
Check #.: 051525 Check Date.: 09/20/21 Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)								
51880-	MEETINGS		08/31/21	09-21		131.25	.00	131.25
			09/20/21	03-22				
51903-	MEETINGS		08/31/21	09-21		131.25	.00	131.25
			09/20/21	03-22				
51904-	CONSTRUCTION SUPPORT		08/31/21	09-21		481.25	.00	481.25
			09/20/21	03-22				
51905-	4436 244 E CEDAR - CARPORT		08/31/21	09-21		420.00	.00	420.00
			09/20/21	03-22				
51906-	4445 139 A ALPINE- WINDOW ALTERATION & REP.		08/31/21	09-21		212.50	.00	212.50
			09/20/21	03-22				
51907-	4452 943 W SYCAMORE- PORCH REPAIR		08/31/21	09-21		280.00	.00	280.00
			09/20/21	03-22				
51908-	4439 BUILDING A- WILLOWS OAK APTS		08/31/21	09-21		135.00	.00	135.00
			09/20/21	03-22				
51909-	PLAN CHECK 3		08/31/21	09-21		87.50	.00	87.50
			09/20/21	03-22				
51910-	CAPITAL IMPROVEMENT PROGRAM, ECT		08/31/21	09-21		6638.75	.00	6638.75
			09/20/21	03-22				
51911-	CONDITIONS OF APPROVAL		08/31/21	09-21		700.00	.00	700.00
			09/20/21	03-22				
51989-	BUILDING INSPECTIONS		08/31/21	09-21		1687.50	.00	1687.50
			09/20/21	03-22				
** Vendor's Subtotal ----->						10905.00	.00	10905.00

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CITY OF WILLOWS
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Invoice No	Description	Invoice Date	Actual Period	Tm	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
Check #.: 051526 Check Date.: 09/20/21		Vendor I.D.: COD00 (CODE PUBLISHING COMPANY)						
70792-	WEB UPDATE EDITORIAL WORK	09/14/21 09/20/21	09-21 03-22			37.50	.00	37.50
Check #.: 051527 Check Date.: 09/20/21		Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)						
000C10831-	Cont.Serv. Finance	08/31/21 09/20/21	09-21 03-22	A		1000.00	.00	1000.00
Check #.: 051528 Check Date.: 09/20/21		Vendor I.D.: CRE01 (CREATIVE COMPOSITION)						
13653-	BUSINESS CARDS FOR MARTI BROWN	09/07/21 09/20/21	09-21 03-22	A		102.21	.00	102.21
Check #.: 051529 Check Date.: 09/20/21		Vendor I.D.: CUR01 (L.N. CURTIS & SONS)						
524449-	SKIRT MEDIUM BLACK	09/09/21 09/20/21	09-21 03-22	A		170.47	.00	170.47
Check #.: 051530 Check Date.: 09/20/21		Vendor I.D.: DEM01 (DEMCO, INC.)						
7000812-	LIBRARY MATERIAL	09/03/21 09/20/21	09-21 03-22	A		277.32	.00	277.32
Check #.: 051531 Check Date.: 09/20/21		Vendor I.D.: DEN00 (DE NOVO PLANNING GROUP)						
3205-	FOR PROFESSIONAL SERVICES THROUGH SEPT 2021	09/15/21 09/20/21	09-21 03-22			3815.70	.00	3815.70
Check #.: 051532 Check Date.: 09/20/21		Vendor I.D.: FGL00 (FGL ENVIRONMENTAL)						
176340-	BACTI ANALYSIS	08/20/21 09/20/21	09-21 03-22			88.00	.00	88.00
176523-	BACTI ANALYSIS	08/20/21 09/20/21	09-21 03-22			22.00	.00	22.00
** Vendor's Subtotal ----->						110.00	.00	110.00
Check #.: 051533 Check Date.: 09/20/21		Vendor I.D.: GCS00 (GCS ENVIRONMENTAL EQUIPMENT SERVICES)						
23895-	CURTAIN SET- STD	09/10/21 09/20/21	09-21 03-22			379.56	.00	379.56
Check #.: 051534 Check Date.: 09/20/21		Vendor I.D.: GIE01 (KALE GIESBRECHT)						
C10914-	RETURNING OF REMAINING PTA FOR 244 E. CEDAR ST	09/13/21 09/20/21	09-21 03-22			214.41	.00	214.41
Check #.: 051535 Check Date.: 09/20/21		Vendor I.D.: HIN02 (HINDERLITER DELLAMAS & ASSOCIATES)						
11116-	CONTRACT SERVICES- SALES TAX	09/08/21 09/20/21	09-21 03-22			1066.80	.00	1066.80
Check #.: 051536 Check Date.: 09/20/21		Vendor I.D.: INT16 (INTERSTATE BATTERY SYSTEM OF REDDING)						
30059915-	PUBLIC WORKS #2 PICKUP	09/07/21 09/20/21	09-21 03-22			137.15	.00	137.15
Check #.: 051537 Check Date.: 09/20/21		Vendor I.D.: LAB00 (LABOR LAW POSTER SERVICE)						
C10920-	LABOR LAW POSTER	09/15/21 09/20/21	09-21 03-22			254.50	.00	254.50
Check #.: 051538 Check Date.: 09/20/21		Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)						
80339-	CLEARIT PARTNER PROGRAM MEMBERSHIP	09/10/21 09/20/21	09-21 03-22			2747.00	.00	2747.00

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CITY OF WILLOWS
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Invoice	No	Description	Invoice	Actual	Discount	Gross	Discount	Net
			Date	Period				
			Due Date	Fiscal Yr	G/L Account No	Amount	Amount	Amount
Check #.: 051539 Check Date.: 09/20/21 Vendor I.D.: NEC00 (NEC FINANCIAL SERVICES LLC)								
2434379-		PHONE SYSTEM	08/30/21	09-21		268.08	.00	268.08
			09/20/21	03-22				
Check #.: 051540 Check Date.: 09/20/21 Vendor I.D.: NSW00 (NSWTS)								
0189-		MONTHLY SERVICE FEE: AUGUST 2021	09/10/21	09-21		130.00	.00	130.00
			09/20/21	03-22				
Check #.: 051541 Check Date.: 09/20/21 Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)								
191486200-		PADFOLIO, LEGAL, ECT	09/07/21	09-21 A		22.62	.00	22.62
			09/20/21	03-22				
191492907-		NOTEBOOKS FOR PUBLIC WORKS	09/01/21	09-21 A		51.91	.00	51.91
			09/20/21	03-22				
191492912-		DESK KEYBOARD TRAY	09/07/21	09-21 A		84.93	.00	84.93
			09/20/21	03-22				
** Vendor's Subtotal ----->						159.46	.00	159.46
Check #.: 051542 Check Date.: 09/20/21 Vendor I.D.: PGE01 (PG & E)								
C10914-		UTILITY-ELECTRIC ACCT ENDING 3795-7	09/03/21	09-21 A		40.12	.00	40.12
			09/20/21	03-22				
Check #.: 051543 Check Date.: 09/20/21 Vendor I.D.: RGS01 (REGIONAL GOVERNMENT SERVICES)								
12477-		CONTRACT SERVICES FOR AUG- RECRUITMENT	08/31/21	09-21		169.50	.00	169.50
			09/20/21	03-22				
12478-		CONTRACT SERVICES FOR AUG- RECRUITMENT ACCT	08/31/21	09-21		57.50	.00	57.50
			09/20/21	03-22				
12479-		CONTRACT SERVICES FOR AUG 2021- HR	08/31/21	09-21		575.00	.00	575.00
			09/20/21	03-22				
** Vendor's Subtotal ----->						802.00	.00	802.00
Check #.: 051544 Check Date.: 09/20/21 Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)								
49463-		#16 SWEEPER TIER REPAIR	09/09/21	09-21		976.46	.00	976.46
			09/20/21	03-22				
Check #.: 051545 Check Date.: 09/20/21 Vendor I.D.: THR00 (3CORE)								
1238-		CDBG CONTRACT 17-CDBG- 12031	08/31/21	09-21		2062.50	.00	2062.50
			09/20/21	03-22				
Check #.: 051546 Check Date.: 09/20/21 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)								
261679-		2032 BATTERIES	09/09/21	09-21 A		5.14	.00	5.14
			09/20/21	03-22				
261928-		FUEL & OIL	09/16/21	09-21 A		62.17	.00	62.17
			09/20/21	03-22				
263050-		1 1/2 PVC COMP COUP	09/09/21	09-21 A		5.35	.00	5.35
			09/20/21	03-22				
263057-		DRIVER & LABOR	09/09/21	09-21 A		52.47	.00	52.47
			09/20/21	03-22				
** Vendor's Subtotal ----->						125.13	.00	125.13
Check #.: 051547 Check Date.: 09/20/21 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)								
73244-		SUPPLIES FOR JENSEN PARK	09/09/21	09-21		130.78	.00	130.78
			09/20/21	03-22				
73262-		BUSHING & COUPLER SLIP	09/09/21	09-21		9.06	.00	9.06
			09/20/21	03-22				
** Vendor's Subtotal ----->						139.84	.00	139.84

REPORT.: Sep 20 21 Monday
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CITY OF WILLOWS
Automatic Check Listing/Update
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Invoice No	Description	Invoice Date	Actual Period	Discount		Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm	G/L	Account No			
Check #.: 051548 Check Date.: 09/20/21 Vendor I.D.: WILHM (WILLOWS UNIFIED SCHOOL DISTRICT)								
C10920-	POOL RENTAL FOR THE MONTH OF JULY 2021	09/14/21	09-21			4303.80	.00	4303.80
		09/20/21	03-22					
** Total Checks Paid ----->						31517.46	.00	31517.46
						=====	=====	=====



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD SEPTEMBER 14, 2021

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

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

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

3. Roll Call:

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

Council Members Absent:

Staff Present: Interim City Manager Marti Brown, Fire Chief Wayne Peabody, City Attorney David Ritchie and City Clerk Tara Rustenhoven

4. Public Comment/ Written Communications:

Carol Lemeneger wanted to let council know that she was offended from some of the things that were said at the prior meeting.

Kathy Baker hopes that the council will give the community a chance and listen to the people.

5. Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers Z45142-Z45174, 38959-38974, and 051435-051494.
- b. Approval of minutes of the Regular City Council Meeting held on August 10, 2021, the Special City Council Sewer Rate Adjustment meeting held on August 12, 2021, the Special Joint City Council and Planning Commission Meeting held on August 18, 2021 and the Regular City Council meeting held on August 24, 2021.
- c. Appoint Interim City Manager Marti Brown to the Northern California Cities Self-Insurance Fund (NCCSIF).

Action:

Motion: Vice Mayor Hansen/Second: Council Member Warren

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

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

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

NOES:

ABSENT:

ABSTAIN:

6. Discussion & Action Calendar:

- a. Consider options for the process of filling a vacant City Council seat and provide direction to staff.

Council Member Willows recommended going with appointment method two (2) or three (3).

Vice Mayor Hansen recommended going with appointment method four (4).

Tom Brandon, a resident of Willows, feels that the public made a statement in the 2020 election and it should go to the next vote getter.

Council Member Williams suggested if they decided to go with method four (4), they take applications and draw from a hat.

Action:

Motion: Council Member Williams/Second: Council Member Warren

Moved to initiate an open call for applications to all eligible and interested parties and appoint someone from that process by pulling a name out of a hat to all qualified applicants.

Before continuing with the motion, Mayor Domenighini and Council Member Williams wanted clarification on the

The motion 2/2 carried by the following roll call vote:

AYES: Williams, Warren

NOES: Vice Mayor Hansen, Mayor Domenighini

ABSENT:

ABSTAIN:

Motion dies due to a 2/2 vote

Action:

Motion: Council Member Williams/Second:

Moved to appoint the next highest vote getter from the last election.

The motion dies due to a lack of a second

Action:

Motion: Council Member /Second:

Moved to Invite applications from those who ran for Council seats in the last election.

The motion dies due to the lack of a second:

Action:

Motion: Vice Mayor Hansen/Second: Mayor Hansen

Moved to initiate an open call for applications to all eligible and interested parties and appoint someone from that process in utilizing the interview process in open session.

Before the roll call vote was made, there was council discussion

The motion passed 3/1 carried by the following roll call vote:

AYES: Warren, Vice Mayor Hansen, Mayor Domenighini

NOES: Williams

ABSENT:

ABSTAIN:

By consensus, there will be a 2-week application process and interview all applicants. If there are 15 applicants and under, interview at the October 12th meeting. If over 15, they interview at a special meeting held on October 14th. Council will make their decision on the October 14th meeting and the new member will take their seat at the October 28th meeting.

b. By motion, adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS DECLARING ITS INTENTION TO BEGIN CONSIDERATION TO TRANSITION FROM AT-LARGE ELECTIONS TO DISTRICT-BASED ELECTION PURSUANT TO ELECTIONS CODE SECTION 100.10.**

Written Communication from Forrest Sprague regarding his opposition concerning re-districting.

Action:

Motion: Council Member Warren/Second: Vice Mayor Hansen

*Moved to adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS DECLARING ITS INTENTION TO BEGIN CONSIDERATION TO TRANSITION FROM AT-LARGE ELECTIONS TO DISTRICT-BASED ELECTION PURSUANT TO ELECTIONS CODE SECTION 100.10.***

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

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

NOES:

ABSENT:

ABSTAIN:

c. By motion, approve to commence Regular City Council meetings at 6:00 p.m. (instead of 7:00) starting with the November 9, 2021, City Council meeting.

Action:

Motion: Vice Mayor Hansen/Second: Council Member Williams

Moved to approve to commence Regular City Council meeting at 6:00 p.m. (instead of 7:00 p.m.) starting with the November 9, 2021, City Council meeting.

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

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

NOES:

ABSENT:

ABSTAIN:

d. By motion, authorize Interim City Manager to close City Hall on Friday's, effective October 1, 2021 (until further notice).

Discussion was had between council.

Dennis Asbury wanted clarification on the 9/80 schedule.

Lisa Davis gave her concerns on why she thinks City Hall should be open on Friday's.

Action:

Motion: Vice Mayor Hansen/Second: Warren

Moved to authorize Interim City Manager to close City Hall on Friday's, effective October 1, 2021, (until further notice) and to accept by appointment only on Friday's if needed.

The motion passed 3/1 carried by the following voice vote:

AYES: Warren, Vice Mayor Hansen, Mayor Domenighini

NOES: Williams

ABSENT:

ABSTAIN:

7. Comments & Reports:

a. Staff Reports/Comments:

Interim City Manager Brown will possibly have a presentation on the October 28th meeting.

Interim City Manger Brown wanted to thank former City Manager Wayne Peabody.

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

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. CONTERENCE WITH LEGAL COUNSEL

Public Employment §54957, City Manager

Council Member Williams had radar gun questions for Sheriff Warren.

Entered into Closed Session at 8:59 p.m.

Reconvened into open session at 9:53 p.m.

Announcement of any action taken in closed session:

No reportable action and direction was given to staff.

9. Adjournment:

The Meeting was adjourned at 9:53 p.m.

Dated: Sept 21, 2021

Tara Rustenhoven, City Clerk

FORREST J. SPRAGUE

801 Applewood Way Willows, CA 95988
Ph: 530-514-8700 Email: forsprague@aol.com

September 14, 2021

City of Willows
201 N. Lassen St
Willows, CA 95988



ATTN: Tara Rustenhoven

Dear Tara,

Please provide a copy of the below letter to the members of the City Council before tonight's meeting.

Dear Mayor Domenighini and Council Members:

I respectfully request that you reject City Attorney David G, Ritchie's suggestion to change the current election process from an at-large to a district-based system.

Such a change might benefit other localities. Those towns with a very diverse population, with distinct and differing economic qualities, with people who have competitive if not conflicting interests, goals and objectives for their particular areas.

Although we have our conflicts and differences of opinions at times, for the most the most part Willows is a well-balanced and homogenous community. Creating electoral districts within a city the size of Willows will unnecessarily create conflicts where few currently exist.

I am reminded of the story about a small town that had only one lawyer trying to do business. The first lawyer could not make a living until he convinced another lawyer to move into the same town. Afterward they both became very rich by prompting neighbors to sue their neighbors.

Is Mr. Ritchie's overarching motive to charge the City more for his legal services? It seems that he has a propensity to exacerbate already tense situations and create new conflicts where none existed before his arrival. The sewer fund fiasco and shifting the responsibility of the maintenance of city-owned sidewalks onto the property owners appear to be good examples.

Is this issue another attempt to boost his law firm's income? He admits his idea could cost the City up to \$85,000 to implement; much would likely include his fee. A review of the City's present financial condition prompts the question whether this is a prudent expense at this time?

Regards,

FORREST J. SPRAGUE



DISCUSSION & AGENDA CALENDAR



Date: September 28, 2021

To: City Council

From: Marti Brown, Interim City Manager

Subject: Budget Authority to Execute a Contract with Inframark for sewage services and Allocate Public Works Salaries to the General Fund

Recommendation:

Staff recommends authorizing the City Manager to enter into a contract for an amount not to exceed \$75,000 with Inframark, the City's Wastewater Treatment Plant service provider, to provide all wastewater treatment services and duties that the City's Public Works Department currently manages for the remainder of fiscal year 2021-22; and to reallocate Public Works Department salaries from the Enterprise Fund to the General Fund in the amount not-to-exceed \$175,000.

Rationale for Recommendation:

The extremely short-staffed Public Works Department is currently responsible for duties as they relate to sewage, parks, streets, and tree maintenance. However, staffing levels have reached a tipping point. One full-time employee recently tendered his resignation (which is effective immediately). As a result, it has become extremely difficult to manage emergency situations let alone the day-to-day operations of the Public Works Department.

Background:

Current staffing levels are barely adequate to manage the day-to-day operations, as well as handle emergencies, as it relates to sewage, streets, park and tree maintenance. As of September 20, 2021, the City received a resignation from one full-time maintenance employee that became effective the week of September 20, 2021.

Discussion & Analysis:

Because Public Works maintenance positions cannot be quickly filled, permanently and/or temporarily, and staffing levels are already below industry standards, staff recommends amending the contract with Inframark, the current contractor that manages the City's wastewater treatment plant, to manage all aspects of the City's sewage infrastructure and treatment through the remainder of fiscal year 2021-22. The cost of the contract amendment would be allocated to the Enterprise Fund (e.g., Sewage) in an amount not to exceed \$75,000. Under this proposal and in addition to managing the wastewater

treatment plant, Inframark would also be responsible for the following duties (that City staff currently manage):

- Check sewer pump stations on a daily basis;
- Respond to sewer leaks, clogs, etc...;
- Clean up of pump stations;
- Clean the sewage lines (at least 25% of the system per year);
- Manage the Fats, Oils and Grease (FOG) program;
- Respond to call outs (based on an hourly charge); and
- Complete major repairs to either the collection system and/or lift stations or manage a third party to complete repairs.

Currently, the salaries of three full-time Public Works Department employees are allocated to the Enterprise Fund. Under the new proposal, those employee salaries and time would be reallocated to the General Fund for an amount not to exceed \$175,000.

During the Mid-Year Budget Review in March 2022, staff will revisit whether this proposed arrangement with Inframark should be considered for a future long-term agreement and present any future recommendations to the Council at that time.

Fiscal Impact:

The staff recommendation and proposal would result in an amended contract with Inframark for the not-to-exceed amount of \$75,000 and the salaries and roll up expense (e.g., Calpers, health insurance) for three Public Works employees would be allocated to the General Fund in an amount not to exceed \$175,000 for the remainder of fiscal year 2020-21.

While the City's finance consultant, Andy Heath, continues to analyze and repair the City's budget and finances, there are sufficient one-time monies in the General Fund to absorb the cost of allocating Public Works employee salaries to the General Fund. Potential General Fund sources to pay for public work employee salaries include sales tax monies that have been misallocated to the prior fiscal year (~\$180,000), the sale of Rule 20A credits (~\$430,000) and/or the General Fund Reserve (which is approximately 25%).



Date: September 28, 2021
To: City Council
From: Marti Brown, Interim City Manager
Subject: Close City Hall week of Christmas-December 20-22, 2021

Recommendation:

Staff recommends closing City Hall the week of Christmas – December 20-22, 2021.

Rationale for Recommendation:

At this time, the City is very short staffed in every department. There are many employees who would prefer to take off the entire week of Christmas (and have sufficient vacation hours on the books to do so). However, there are not enough employees to allow those who want to take off the entire week and still have sufficient numbers of employees to also work and keep City Hall doors open.

Background:

Many employees at City Hall would like to take off the entire week of Christmas (December 20-22, 2021). However, if all those employees who wish to exercise their vacation time that week were granted permission, there would not be sufficient numbers of employees to keep City Hall doors open.

Discussion & Analysis:

Historically, the week of Christmas has been very slow at the front counter and on the phones. For example, during the week of Christmas, there were three building permits pulled in 2020 and one permit pulled the same week in both 2019 and 2018, respectively. As in most cities, there is very little building and planning activity during the week of Christmas and New Year's. Staff anticipates no significant impact and/or inconvenience to the public by closing the week of Christmas.

Fiscal Impact:

There is no direct fiscal impact by the recommended action. However, by closing down City Hall and the Corporation Yard, there would be nominal utility bill savings.



INFORMATIONAL ITEMS



Date: September 28, 2021
To: City Council
From: Marti Brown, Interim City Manager
Subject: Street Banner Program

Recommendation:

Staff recommends receiving the presentation and providing any feedback and/or further direction.

Rationale for Recommendation:

There is a strong interest among some downtown business owners to develop a street banner program. The proposed program would fulfill that interest, promote economic development, and improve civic pride. In addition, there would be no incurred cost by the City.

Background:

Business owners in the downtown have demonstrated a strong interest in establishing a street banner program. Coincidentally, the City was recently approached by CGI Communications to establish a similar program and at no cost to the City.

Discussion & Analysis:

Street banner programs are a popular means of promoting a community's commercial and retail districts. They also promote a sense of civic pride and community and economic development.

Most recently, CGI Communications contacted the City to pitch a street banner program at no cost to the City. The proposed program includes the following components:

- A minimum of 25 full-color, custom graphic vinyl banners for all permissible poles;
- Business sponsors featured on the bottom 30% of the banner;
- Artwork, design and size customized to meet community specifications (standard size 30" x 72");
- Includes all brackets, hardware, installation and maintenance;
- Quantity of banners is determined by number of sponsor participants;
- Duration of sponsor participation will be one (1) year with the option to renew each following year of the agreement;
- Sponsorship fulfillment includes all related aspects of marketing, production, and printing; and

- The City of Willows will assume no cost or liability for the sales and production of the banners . for this project.

As part of the proposal, the City of Willows shall provide the following program support:

- Letter of introduction supporting the program on your organization's letterhead;
- The right for CGI to use organization's name in connection with the preparation, production and marketing of the program set forth herein only;
- Identification of, access to, and permission to utilize the preferred pole sites for proper banner placement; and
- Identification of and access to a minimum of 25 poles for banner placement.

Fiscal Impact:

There is no fiscal impact to the City. The cost of the program is born by the sponsors of the banners (e.g., businesses, nonprofit organizations). In addition, there is no requirement that businesses and/or nonprofit organizations sponsor a banner in order for the program to move forward.

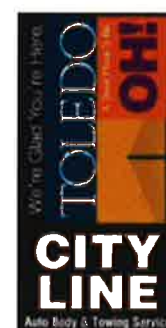
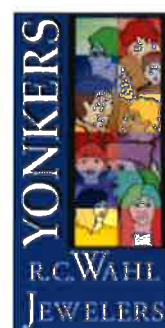
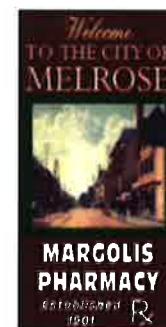
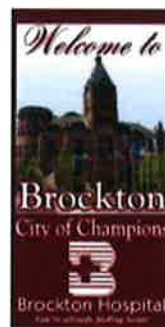
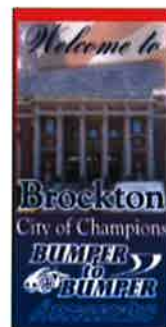
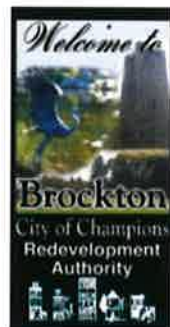
Attachment:

1. Attachment 1: Banner Design Examples



COMMUNICATIONS

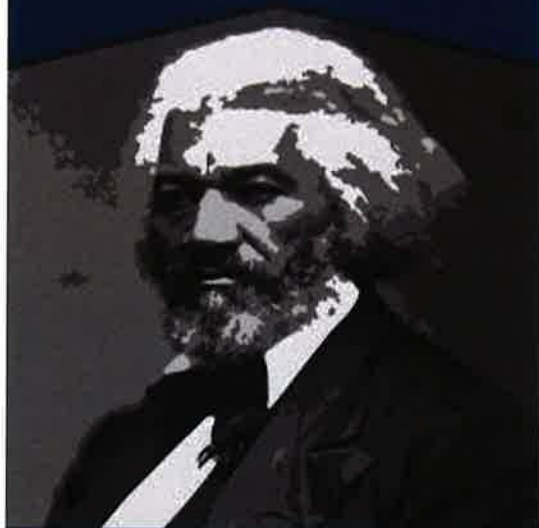
Banner Examples







IF THERE IS NO STRUGGLE,
THERE IS NO PROGRESS.
-FREDERICK DOUGLASS



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