



Willows City Council Regular Meeting

October 12, 2021
Willows City Hall
7:00 p.m.

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

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

Agenda

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CHANGES TO THE AGENDA

4. PUBLIC COMMENT & CONSENT CALENDAR FORUM

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

a. Register Approval

Recommended Action: Approve general checking, payroll, and direct deposit check registers Z45199-Z45234, 38982-38996, 051549-051596.

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

5. PRESENTATION

a. Impacts of Senate Bill 1383 – California’s Climate Pollutant Reduction Strategy

Presenters: Andrew Parrish, Cal Recycle; Diana Ramirez, Waste Management; and Talia Richardson, County of Glenn

Contact: Marti Brown, Interim City Manager, mbrown@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. MOU Amendment with the County for Code Enforcement Services

Recommended Action: Authorize the City Manager to amend the Memorandum of Understanding with the County of Glenn for Building Inspection Services to also include Code Enforcement services.

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

b. Street Banner Program

Recommended Action: Appoint the City's Architectural Design Review Board to oversee, review and recommend a final street banner design to the City Council.

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

c. Initiate Planning Commissioner Recruitment Process

Recommended Action: Appoint two Council Members to serve on the Planning Commission Selection Subcommittee and approve the proposed schedule to recruit two Planning Commissioners.

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

d. City Council Vacancy – Appointment

Recommended Action: Appoint one of the four qualified applicants to the Willows City Council effective Tuesday, October 26, 2021 and to complete former Councilmember Joe Flesher's Council term, and by motion, adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING A MEMBER TO FILL A VACANCY ON THE WILLOWS CITY COUNCIL.**

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

7. COMMENTS & REPORTS

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

8. ADJOURNMENT

This agenda was posted on October 7, 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

09/28/2021 TO 10/07/2021

Payroll Direct Deposit 245199 TO 245234

General Checking 38982 TO 38996

Check Register 051549 TO 051596

APPROVAL DATE 10/12/2021

APPROVED _____

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount	Tax Amount	Deduction Amount	Check Amount
38988	10/01/21	09/26/21	ARE00 Arellanes, Ashley Marie	10-21	04-22	266.00			
Z45199	10/01/21	09/26/21	DOM00 DOMENIGHINI, LARRY A	10-21	04-22	250.00			
Z45200	10/01/21	09/26/21	HAN02 HANSEN, GARY L	10-21	04-22	250.00			
Z45201	10/01/21	09/26/21	WAR02 WARREN, KERRI LYNN	10-21	04-22	250.00			
Z45202	10/01/21	09/26/21	WIL02 WILLIAMS, JEFF	10-21	04-22	250.00			
Z45203	10/01/21	09/26/21	BRO01 Brown, Martha	10-21	04-22	6219.31			
Z45204	10/01/21	09/26/21	BUT01 BUTLER, KATIE LEEANN	10-21	04-22	1934.29			
Z45205	10/01/21	10/31/21	GRI02 GRIFFITH, ROBERT	10-21	04-22	50.00			
Z45206	10/01/21	10/31/21	HAN06 HANSEN, JOSE	10-21	04-22	50.00			
Z45207	10/01/21	10/31/21	MUL00 MULLER, HILGARD N	10-21	04-22	50.00			
Z45208	10/01/21	09/26/21	RUS01 RUSTENHOVEN, TARA L	10-21	04-22	2221.85			
Z45209	10/01/21	10/31/21	WOO00 WOODS, CANDIS K	10-21	04-22	50.00			
Z45210	10/01/21	09/26/21	EHO00 EHORN, MARIA ANNETTE	10-21	04-22	2205.23			
Z45211	10/01/21	09/26/21	BRI00 BRIONES, BRENDA VALENZU	10-21	04-22	210.00			
Z45212	10/01/21	09/26/21	DUN00 DUNCAN, ROSE A	10-21	04-22	1556.31			
Z45213	10/01/21	09/26/21	ESP00 Espeland, Sam Kinsey	10-21	04-22	154.00			
Z45214	10/01/21	09/26/21	OLI00 OLIVER, LINDA F	10-21	04-22	406.00			
Z45215	10/01/21	09/26/21	RAN00 RANDOLPH, ABIGAIL S	10-21	04-22	224.00			
Z45216	10/01/21	09/26/21	SIL00 SILVA, EMILY M	10-21	04-22	112.00			
Z45217	10/01/21	09/26/21	SPE02 SPENCE, KYLIEGH C	10-21	04-22	364.00			
Z45218	10/01/21	09/26/21	VAR00 Vargas, Giovanni	10-21	04-22	518.00			
Z45219	10/01/21	09/26/21	BOB00 BOBADILLA, PEDRO D	10-21	04-22	50.00			
Z45220	10/01/21	09/26/21	HUT04 HUTSON, KRISTINA RENEE	10-21	04-22	560.63			
Z45221	10/01/21	09/26/21	ABO00 ABOLD, STEVEN B	10-21	04-22	1856.72			
Z45222	10/01/21	09/26/21	MCM00 MCMAHON, SHARON M	10-21	04-22	188.16			
Z45223	10/01/21	09/26/21	SEN00 SENGMANY, SITXAY	10-21	04-22	384.00			
Z45224	10/01/21	09/26/21	VAS01 VASQUEZ, PEDRO CEASAR	10-21	04-22	2533.91			
Z45225	10/01/21	09/26/21	ENO00 ENOS, KYLE	10-21	04-22	2127.28			
Z45226	10/01/21	09/26/21	PEA04 PEABODY, ROBERT WAYNE	10-21	04-22	300.00			
Z45227	10/01/21	09/26/21	PET02 PETERSEN, MATTHEW	10-21	04-22	2222.53			
Z45228	10/01/21	09/26/21	STB05 STEPHENS, KYRA	10-21	04-22	1098.24			
Z45229	10/01/21	09/26/21	CAR03 CARLSON, JOSHUA D	10-21	04-22	1572.46			
Z45230	10/01/21	09/26/21	MIN00 MINGS, MICHAEL E	10-21	04-22	1955.83			
Z45231	10/01/21	09/26/21	PFY00 PFYL, NATISA N	10-21	04-22	2536.89			
						34977.64			

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REPORT: 09/28/21
RUN...: 09/28/21 Time: 11:32
Run By: Katie Butler

CITY OF WILLOWS
Check Register

PAGE: 001
ID #: PRCR
CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount	Tax Amount	Deduction Amount	Check Amount
445232	10/01/21	10/01/21	CAR03	CARLSON, JOSHUA D	10-21	04-22	786.40			
							786.40			

REPORT.: 09/28/21
RUN...: 09/28/21 Time: 11:37
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

PAGE: 001
ID #: PRCR
CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount	Tax Amount	Deduction Amount	Check Amount
245233	10/01/21	10/01/21	CAR03 CARLSON, JOSHUA D	10-21	04-22	4564.86			
						4564.86			

REPORT.: 10/06/21
RUN...: 10/06/21 Time: 10:23
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

PAGE: 001
ID #: PRCR
CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount	Tax Amount	Deduction Amount	Check Amount
Z45234	10/06/21	10/06/21	PEA04	PEABODY, ROBERT WAYNE	10-21	04-22	3095.19			
							3095.19			

REPORT.: 09/27/21
RUN ON.: 09/27/21 Time: 13:30
RUN BY.: Katie Butler

CITY OF WILLOWS

PAGE: 001
ID #: SPVR
CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
38982	09/27/21	AFL01 AFLAC- FLEX ONE	C10930	09/30/21	OTHER - AFLAC	09-21	629.86	629.86
38983	09/27/21	CYP00 CYPRESS ANCILLARY BENEFITS	C10930	09/30/21	DENTAL\VISION	09-21	1604.21	1604.21
38984	09/27/21	GOL01 GOLDEN STATE RISK MANAGEME	C10930	09/30/21	MEDICAL	09-21	14647.00	14647.00
38985	09/27/21	NAT00 NATIONWIDE RETIREMENT SOLU	C10930	09/30/21	USCM DEF. COMP. MTCH	09-21	73.00	73.00
38986	09/27/21	UNI17 UNITED PUBLIC EMPLOYEES AS	C10930	09/30/21	PUBLIC SAFETY DUES	09-21	87.68	87.68
38987	09/27/21	WIL01 WILLOWS EMPLOYEES ASSOC.	C10930	09/30/21	EMPLOYEES ASSOC.DUES	09-21	10.00	10.00
TOTAL DISBURSED...							17051.75	17051.75

REPORT: 10/01/21
 RUN ON: 09/28/21 Time: 12:08
 RUN BY: Katie Butler

CITY OF WILLOWS

PAGE: 001
 ID #: SPVR
 CTL: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
38989	10/01/21	EDD01 EMPLOYMENT DEVELOP. DEPT.	C10927	09/27/21	STATE INCOME TAX	10-21	617.26	
38989	10/01/21	EDD01 EMPLOYMENT DEVELOP. DEPT.	C10928	09/28/21	STATE INCOME TAX	10-21	301.28	918.54
38990	10/01/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	C10927	09/27/21	SDI	10-21	397.02	
38990	10/01/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	C10928	09/28/21	SDI	10-21	62.96	459.98
38991	10/01/21	ICM01 ICMA RETIREMENT TRUST 457	C10927	09/27/21	DEFERRED COMP - ICMA	10-21	200.00	200.00
38992	10/01/21	NAT00 NATIONWIDE RETIREMENT SOLU	C10927	09/27/21	USCM DEF. COMP.	10-21	1514.92	
38992	10/01/21	NAT00 NATIONWIDE RETIREMENT SOLU	1C10927	09/27/21	USCM DEF. COMP. MTCH	10-21	734.69	2249.61
38993	10/01/21	PER01 P.E.R.S.	C10927	09/27/21	PERS PAYROLL REMITTANCE	10-21	4694.20	4694.20
38994	10/01/21	UMP00 UMPQUA BANK	C10927	09/27/21	DIRECT DEPOSIT	10-21	23683.88	
38994	10/01/21	UMP00 UMPQUA BANK	C10928	09/28/21	DIRECT DEPOSIT	10-21	3475.97	27159.85
38995	10/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	C10927	09/27/21	FEDERAL INCOME TAX	10-21	2179.99	
38995	10/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	C10928	09/28/21	FEDERAL INCOME TAX	10-21	1004.27	
38995	10/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	1C10927	09/27/21	FICA	10-21	4226.54	
38995	10/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	1C10928	09/28/21	FICA	10-21	650.58	
38995	10/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	2C10927	09/27/21	MEDICARE	10-21	988.54	
38995	10/01/21	UMP01 UMPQUA BANK - MYTAXPAYER	2C10928	09/28/21	MEDICARE	10-21	152.16	9202.08
TOTAL DISBURSED...							44884.26	44884.26

REPORT.: 09/27/21
RUN ON.: 09/29/21 Time: 08:59
RUN BY.: Katie Butler

CITY OF WILLOWS

PAGE: 001
ID #: SPVR
CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
38996	09/27/21	AFL01 AFLAC- FLEX ONE	C10929	09/29/21	Katies Aflac	09-21	43.68	43.68
TOTAL DISBURSED...							43.68	43.68

Invoice No	Description	Invoice Date		Actual Period		Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal	Tm					
Check #: 051549 Check Date.: 09/23/21 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)									
17236-	CLEANING UNIFORMS FOR PUBLIC WORKS	09/21/21	09-21				99.95	.00	99.95
		09/23/21	03-22						
Check #: 051550 Check Date.: 09/23/21 Vendor I.D.: AND01 (ANDY HEATH FINANCIAL SERVICES)									
01-21-	SERVICES PROVIDED- TO SEPTEMBER 20, 2021	09/21/21	09-21				4792.50	.00	4792.50
		09/23/21	03-22						
Check #: 051551 Check Date.: 09/23/21 Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)									
613502-	SUPER ADHESIVE- WEAT	09/15/21	09-21	A			17.78	.00	17.78
		09/23/21	03-22						
Check #: 051552 Check Date.: 09/23/21 Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)									
C10923-	WATER & SEWER FOR ACCT ENDING 7777	09/10/21	09-21	A			5701.16	.00	5701.16
		09/23/21	03-22						
Check #: 051553 Check Date.: 09/23/21 Vendor I.D.: CAL56 (CALIFA GROUP)									
4995-	CENIC- BROADBAND APR-JUNE 2021	08/28/21	09-21				3951.36	.00	3951.36
		09/23/21	03-22						
Check #: 051554 Check Date.: 09/23/21 Vendor I.D.: COM16 (COMCAST CABLE)									
C10923-	SERVICE FROM SEPT 19 TO OCT 18 2021	09/14/21	09-21				150.94	.00	150.94
		09/23/21	03-22						
Check #: 051555 Check Date.: 09/23/21 Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)									
80396-	BACKUP 190 SERVICE	09/10/21	09-21				100.00	.00	100.00
		09/23/21	03-22						
Check #: 051556 Check Date.: 09/23/21 Vendor I.D.: MAX01 (MAXIMUM SECURITY SYSTEMS)									
33368-	QUARTLY MONITORING SERVICE	09/15/21	09-21				60.00	.00	60.00
		09/23/21	03-22						
Check #: 051557 Check Date.: 09/23/21 Vendor I.D.: PGE01 (PG & E)									
C10922-	UTILITY ELECTRIC FOR SEWER	09/22/21	09-21	A			23.82	.00	23.82
		09/23/21	03-22						
Check #: 051558 Check Date.: 09/23/21 Vendor I.D.: RUM03 (RUMIANO CHEESE COMPANY)									
C10923-	HOUSING AND COMMUNITY DEVELOPMENT	09/23/21	09-21				108405.00	.00	108405.00
		09/23/21	03-22						
Check #: 051559 Check Date.: 09/23/21 Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)									
434-	LEGAL ADVERTISING FOR PLANNING	09/13/21	09-21	A			36.60	.00	36.60
		09/23/21	03-22						
Check #: 051560 Check Date.: 09/23/21 Vendor I.D.: THU00 (THUNDERHILL PARK)									
2141-	COLOR AD FOR 2021 YEAR BOOK	09/15/21	09-21				400.00	.00	400.00
		09/23/21	03-22						
Check #: 051561 Check Date.: 09/23/21 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)									
261539-	SUPPLIES FOR CHAIN SAWS	09/21/21	09-21	A			137.45	.00	137.45
		09/23/21	03-22						
262639-	FAN	09/20/21	09-21	A			64.34	.00	64.34
		09/23/21	03-22						
262920-	DEAD BOLT	09/15/21	09-21	A			58.25	.00	58.25
		09/23/21	03-22						
** Vendor's Subtotal ----->							260.04	.00	260.04

Invoice No	Description	Invoice	Actual	Discount	Gross	Discount	Net	
		Date	Period					
		Due Date	Fiscal Yr	G/L	Account No	Amount	Amount	
Check #.: 051562 Check Date.: 09/23/21		Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)						
73461-	KEYKRAFTER #68N	09/15/21	09-21			3.21	.00	
		09/23/21	03-22					
73684-	4" PVC UNION SLIP	09/22/21	09-21			78.44	.00	
		09/23/21	03-22					
73690-	STRAIGHT JW PLIER R&P 16"	09/23/21	09-21			42.89	.00	
		09/22/21	03-22					
** Vendor's Subtotal ----->						124.54	.00	124.54
** Total Checks Paid ----->						124123.69	.00	124123.69

Invoice No	Description	Invoice Date	Actual Period	Discount		Gross Amount	Discount Amount	Net Amount
				G/L Account	No			
Check #: 051563 Check Date.: 09/30/21 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)								
0020616-	CLEANING UNIFORMS FOR PUBLIC WORKS	09/28/21	09-21			103.78	.00	103.78
		09/30/21	03-22					
Check #: 051564 Check Date.: 09/30/21 Vendor I.D.: ATT01 (A.T.& T.)								
C10924-	Telephone Exp. 8-19 To 9-18-21	09/19/21	09-21	A		1214.51	.00	1214.51
		09/30/21	03-22					
Check #: 051565 Check Date.: 09/30/21 Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)								
614282-	SMALL MOTOR	09/24/21	09-21	A		57.78	.00	57.78
		09/30/21	03-22					
Check #: 051566 Check Date.: 09/30/21 Vendor I.D.: CER00 (CERTIFIED/FORTRESS SECURITY & FIRE SYS)								
6825395-	ALARM MONITORING	09/14/21	09-21			78.00	.00	78.00
		09/30/21	03-22					
Check #: 051567 Check Date.: 09/30/21 Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)								
00C109151-	Cont.Serv. Finance	09/15/21	09-21	A		432.84	.00	432.84
		09/30/21	03-22					
Check #: 051568 Check Date.: 09/30/21 Vendor I.D.: FGL00 (FGL ENVIRONMENTAL)								
177348A-	BACTI ANALYSIS	09/16/21	09-21			22.00	.00	22.00
		09/30/21	03-22					
Check #: 051569 Check Date.: 09/30/21 Vendor I.D.: INK01 (THE INKWELL)								
3279-	SIGNATURE STAMP	09/24/21	09-21	A		50.44	.00	50.44
		09/30/21	03-22					
Check #: 051570 Check Date.: 09/30/21 Vendor I.D.: MID03 (MIDWEST TAPE)								
500995386-	WIDESCREEN 1D	09/16/21	09-21			43.14	.00	43.14
		09/30/21	03-22					
Check #: 051571 Check Date.: 09/30/21 Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)								
49420-	FLAT REPAIR	09/07/21	09-21			40.00	.00	40.00
		09/30/21	03-22					
49689-	CAR TURF MASTER & SUPPLIES	09/23/21	09-21			142.29	.00	142.29
		09/30/21	03-22					
				** Vendor's Subtotal ----->		182.29	.00	182.29
Check #: 051572 Check Date.: 09/30/21 Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)								
C10924-	AUGUST PAYMENT FOR GAP	09/10/21	09-21			1315.83	.00	1315.83
		09/30/21	03-22					
Check #: 051573 Check Date.: 09/30/21 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)								
259148-	SUPPLIES FOR NEW WATER FOUNTAIN	09/29/21	09-21	A		2.63	.00	2.63
		09/30/21	03-22					
261331-	SPRINKLER SUPPLIES	09/27/21	09-21	A		5.78	.00	5.78
		09/30/21	03-22					
262104-	SUPPLIES FOR SYCAMORE PARK	09/28/21	09-21	A		8.15	.00	8.15
		09/30/21	03-22					
				** Vendor's Subtotal ----->		16.56	.00	16.56
				** Total Checks Paid ----->		3517.17	.00	3517.17

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Tm					
Check #.: 051574 Check Date.: 10/07/21 Vendor I.D.: ABO00 (STEVE ABOLD)								
C11006-	TOOL ALLOWANCE FOR OCT 2021	10/06/21	10-21			200.00	.00	200.00
		10/07/21	04-22					
Check #.: 051575 Check Date.: 10/07/21 Vendor I.D.: AFF00 (AFFORDABLE COMPUTER SOLUTIONS)								
6282-	CHROMEBOOK PROJECT	10/04/21	10-21			240.00	.00	240.00
		10/07/21	04-22					
Check #.: 051576 Check Date.: 10/07/21 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)								
0024360-	CLEANING UNIFORMS FOR PW	10/05/21	10-21			103.78	.00	103.78
		10/07/21	04-22					
Check #.: 051577 Check Date.: 10/07/21 Vendor I.D.: CEN04 (CENTRAL VALLEY SALINITY COALITION INC.)								
3305-	2020 P&O STUDY CONTRIBUTION	10/01/21	10-21			1895.00	.00	1895.00
		10/07/21	04-22					
Check #.: 051578 Check Date.: 10/07/21 Vendor I.D.: CLE03 (CLEARWAY ENERGY LLC)								
596802-	KWH CHARGES	09/16/21	10-21			10622.36	.00	10622.36
		10/07/21	04-22					
Check #.: 051579 Check Date.: 10/07/21 Vendor I.D.: COL08 (COLE HUBER LLP)								
38019-	GENERAL COUNSEL SERVICES	09/28/21	10-21			1560.20	.00	1560.20
		10/07/21	04-22					
38020-	ADVICE COUNSEL- FINANCE POLICY REVISIONS	09/28/21	10-21			2452.50	.00	2452.50
		10/07/21	04-22					
38021-	FINANCE REVIEW AND OVERSIGHT SERVICES	09/28/21	10-21			4470.38	.00	4470.38
		10/07/21	04-22					
38027-	LITIGATION	09/28/21	10-21			2011.76	.00	2011.76
		10/07/21	04-22					
		** Vendor's Subtotal ----->				10494.84	.00	10494.84
Check #.: 051580 Check Date.: 10/07/21 Vendor I.D.: COM16 (COMCAST CABLE)								
C11006-	SERVICES FROM 9-29 TO 10-28-21	10/04/21	10-21			145.94	.00	145.94
		10/07/21	04-22					
Check #.: 051581 Check Date.: 10/07/21 Vendor I.D.: FED00 (FEDEX)								
751824197-	FEDEX GROUND SERVICE	10/01/21	10-21			3.29	.00	3.29
		10/07/21	04-22					
Check #.: 051582 Check Date.: 10/07/21 Vendor I.D.: LIO00 (WILLOWS LIONS CLUB)								
721101-	SUPPLIES & WORK FOR GAZEBO	09/28/21	10-21			944.36	.00	944.36
		10/07/21	04-22					
Check #.: 051583 Check Date.: 10/07/21 Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)								
053975-	MIC CLEAR CAN LINER, ECT	09/29/21	10-21			120.94	.00	120.94
		10/07/21	04-22					
Check #.: 051584 Check Date.: 10/07/21 Vendor I.D.: MID03 (MIDWEST TAPE)								
501027906-	SUPPLIES FOR THE LIBRARY	09/23/21	10-21			27.87	.00	27.87
		10/07/21	04-22					
Check #.: 051585 Check Date.: 10/07/21 Vendor I.D.: NCC01 (NCCSIF)								
2455-	Workers Comp.	10/01/21	10-21	A		24696.00	.00	24696.00
		10/07/21	04-22					

Invoice No	Description	Check #.	Check Date.	Vendor I.D.	Invoice Date	Actual Period	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount		
					Due Date	Fiscal Yr						
Check #.: 051586 Check Date.: 10/07/21 Vendor I.D.: NOR43 (ACCESS)												
9021267-	40" SECURITY CONSOLES				09/30/21	10-21		83.10	.00	83.10		
					10/07/21	04-22						
Check #.: 051587 Check Date.: 10/07/21 Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)												
18105444-	BOOK, TEL CALL REC				06/29/21	10-21 A		10.50	.00	10.50		
					10/07/21	04-22						
Check #.: 051588 Check Date.: 10/07/21 Vendor I.D.: PGE01 (PG & E)												
C11006-	UTILITY-ELECTRIC FOR ACCT ENDING 1537				09/16/21	10-21 A		12274.16	.00	12274.16		
					10/07/21	04-22						
Check #.: 051589 Check Date.: 10/07/21 Vendor I.D.: RAY03 (RAY MORGAN COMPANY)												
3460543-	WATER SYSTEM				09/20/21	10-21 A		63.28	.00	63.28		
					10/07/21	04-22						
Check #.: 051590 Check Date.: 10/07/21 Vendor I.D.: SIG01 (SIGNCO)												
C11006-	HOURS SIGN				10/04/21	10-21		26.81	.00	26.81		
					10/07/21	04-22						
Check #.: 051591 Check Date.: 10/07/21 Vendor I.D.: USB02 (US BANK)												
454031956-	Equip. Maint.				09/24/21	10-21		831.11	.00	831.11		
					10/07/21	04-22						
Check #.: 051592 Check Date.: 10/07/21 Vendor I.D.: VER02 (VERIZON WIRELESS)												
988933752-	Telephone Exp.				10/05/21	10-21		144.33	.00	144.33		
					10/07/21	04-22						
Check #.: 051593 Check Date.: 10/07/21 Vendor I.D.: WAL07 (WAL-MART COMMUNITY)												
C11005-	MONTHLY INVOICE				10/01/21	10-21		32.26	.00	32.26		
					10/07/21	04-22						
Check #.: 051594 Check Date.: 10/07/21 Vendor I.D.: WIL17 (WILLDAN)												
00713438-	PRINCIPAL PLANNER				09/27/21	10-21		9451.87	.00	9451.87		
					10/07/21	04-22						
Check #.: 051595 Check Date.: 10/07/21 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)												
255892-	SUPPLIES FOR WATER FOUNTAIN IN SYCAMORE PARK				09/28/21	10-21 A		1.92	.00	1.92		
					10/07/21	04-22						
260330-	ANCHOR BOLTS				10/05/21	10-21 A		4.79	.00	4.79		
					10/07/21	04-22						
260331-	4" SLIP FIX PVC & COUPLINGS, ECT SUPPLIES				10/05/21	10-21 A		83.58	.00	83.58		
					10/07/21	04-22						
					** Vendor's Subtotal ----->					90.29	.00	90.29
Check #.: 051596 Check Date.: 10/07/21 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)												
73981-	TAPE MOUNT				09/30/21	10-21		5.35	.00	5.35		
					10/07/21	04-22						
74103-	RISER 1/2 MNPT X 6				10/04/21	10-21		4.98	.00	4.98		
					10/07/21	04-22						
					** Vendor's Subtotal ----->					10.33	.00	10.33
					** Total Checks Paid ----->					72512.42	.00	72512.42



PRESENTATIONS



Date: October 12, 2021
To: City Council
From: Marti Brown, Interim City Manager
Subject: Impacts of Senate Bill 1383 – California’s Climate Pollutant Reduction Strategy

Recommendation:

Receive presentation from Cal Recycle, Waste Management and Glenn County representatives.

Rationale for Recommendation:

The deadline to comply with Senate Bill (SB) 1383 is rapidly approaching (e.g., January 1, 2022) and, as a result, Councilmember Williams requested a presentation on the topic, including the bills requirements and impacts on the City of Willows.

Background:

The implications and implementation of SB 1383 have several moving parts. As a result, City staff invited Cal Recycle, Glenn County and Waste Management representatives to present to the City of Willows City Council and discuss the bill and each agency’s role in implementing it in order to comply with State law by January 1, 2022.

Fiscal Impact:

Fiscal impacts are unknown at this time.

Attachments:

1. Attachment 1: SB 1383 – Reducing Short-Lived Climate Pollutants in California
2. Attachment 2: WM Smart Truck Program
3. Attachment 3: SB 1383 Frequently Asked Questions and Answers

SB 1383

Reducing Short-Lived Climate Pollutants in California

Jurisdiction Presentation
October 2021

An Overview of SB 1383's
Regulatory Requirements for
Rural Jurisdictions



SB 1383 Requirements

2020

50% REDUCTION IN LANDFILLED ORGANIC WASTE
(11.5 Million Tons Allowed Organic Waste Disposal)

2022

REGULATIONS TAKE EFFECT

2025

75% REDUCTION IN LANDFILLED ORGANIC WASTE
(5.7 Million Tons Allowed Organic Waste Disposal)

2025

**20% RECOVERY OF CURRENTLY DISPOSED EDIBLE
FOOD FOR HUMAN CONSUMPTION**

Jurisdiction Responsibilities

**Provide Organics
Collection Services to All
Residents and Businesses**



**Conduct Education and
Outreach to Community**



**Secure Access to
Recycling and Edible
Food Recovery Capacity**



**Establish Edible Food
Recovery Program**



**Procure Recyclable and
Recovered Organic
Products**



**Monitor Compliance
and Conduct
Enforcement**



SB 1383 IN ACTION

LOCAL GOVERNMENT ROLES AND RESPONSIBILITIES

SB 1383 doesn't just apply to waste management and recycling departments.

Every local department plays a role in SB 1383 implementation.



Department Issued Exemptions and Waivers

Rural Exemption
Low-Population Waiver
High-Elevation Waiver



Department Issued Exemptions

- Which regulatory requirements would a jurisdiction still be responsible for that receives a rural exemption from CalRecycle?



COMMERCIAL EDIBLE FOOD GENERATORS (ARTICLE 10) (SECTIONS 18991.3 – 18991.5)

Tier 1



Wholesale Food Vendors



Food Service Providers & Food Distributors



Grocery Stores
Facilities \geq 10,000 sq. ft.



Supermarkets

Tier 2

Starts 2024



Restaurants
Facilities \geq 5,000 sq. ft.



Large Venues and Events



Hotels
with on-site food facility and \geq 200 rooms



State Agencies
with cafeterias



Local Education Agencies
with on-site food facility



Health Facilities
with \geq 100 beds and on-site food facility



SB 1383 IN ACTION

INSPECTION AND ENFORCEMENT REQUIREMENTS



Monitor Compliance and Conduct Enforcement

JURISDICTION REQUIREMENTS

Ordinance 2022



Adopt an Ordinance
(Enforceable
Mechanism)

Including
Enforcement

Compliance Monitoring & Education 2022-2024



Annual
Compliance
Reviews, Route
Reviews,
Inspections

Educate Violators

Compliance Monitoring & Enforcement 2024



Annual Compliance
Reviews

Route Reviews,
Inspections,

Notice of Violations,

Penalties for
Violators

JPA Member Responsibilities

- Work in collaboration with county (JPA) to:
 - Identify existing capacity at food recovery organizations and services
 - Identify proposed new or expanded food recovery organizations and services that will be used
 - Identify, if any, the amount of new or expanded capacity needed



STATE ENFORCEMENT



CALRECYCLE OVERSIGHT (BEGINS IN 2022)



Authorize Waivers

- Low Population
- Rural Areas

Emergency Circumstances

Oversee and Monitor

- State Agencies and Facilities
- Local Education Agencies



Oversee and Monitor for Compliance

Jurisdiction Review

- Conduct joint inspections with jurisdictions
- Review Implementation Record



If Violations

- Issue Notices of Violation
- May Authorize Corrective Action Plan
- Allows up to 24 months to address barriers outside of a jurisdiction's control

Model Implementation Tools



Franchise
Agreement



Mandatory Organics Disposal
Reduction Ordinance



Procurement
Policy



Food Recovery
Agreement



<https://www2.calrecycle.ca.gov/Listservs/Subscribe/152>

<https://www.calrecycle.ca.gov/organics/slcp>

Contact Andrew Parrish
(Andrew.parrish@calrecycle.ca.gov)
or email:
SLCP.Organics@calrecycle.ca.gov



WM Smart TruckSM Program

A proactive, innovative solution for SB1383 in the City of Willows



The WM Smart TruckSM Program in the City of Willows

Designed to bring you information and insights that can drive the right community behavior



REGULATORY Facilitates compliance with key provisions of SB1383



RECYCLING Helps eliminate contamination and guarantee a second life for recyclable materials



EDUCATION Get the right materials in the right cart – improve your community's diversion from landfills



CLEAN & GREEN Helps ensure your neighborhoods and community are free from litter caused by material overages



SAFETY Keep your local WM Smart TruckSM program driver safely in the cab of the truck

Leveraging WM Smart TruckSM Program to Prepare for SB 1383

Working together for early compliance with key provisions

SB 1383 PROVISION

WM SMART TRUCKSM SOLUTION



Contamination Monitoring & Minimization

18984.5 – *Route reviews for prohibited contaminants on randomly-selected containers, such that all collection routes are reviewed annually. If container contamination is found, contact or written notice with education required.*

- WM Smart TruckSM technology audits organic and recycling* materials for contamination each and every collection. This far exceeds the annual route review requirement
- Targeted feedback via notice to the resident via the communication channel of their choice accelerates behavior change and reduces contamination
- Every collection is recorded on video, reviewed, and tied to the applicable customer
- *MSW audits performed annually in accordance with SB1383 regulations via alternative source



Education & Outreach – General

18985.1 – *Prior to 2/1/22, provide generators using an organic waste collection service with a variety of education & outreach, including requirements to properly separate materials, how to recycle organic waste, etc.*

- WM Smart TruckSM platform generates electronic contamination educational notices
- Ongoing and consistent feedback reinforces proper recycling behavior with residential, multi-family and commercial customers via their communication method of choice

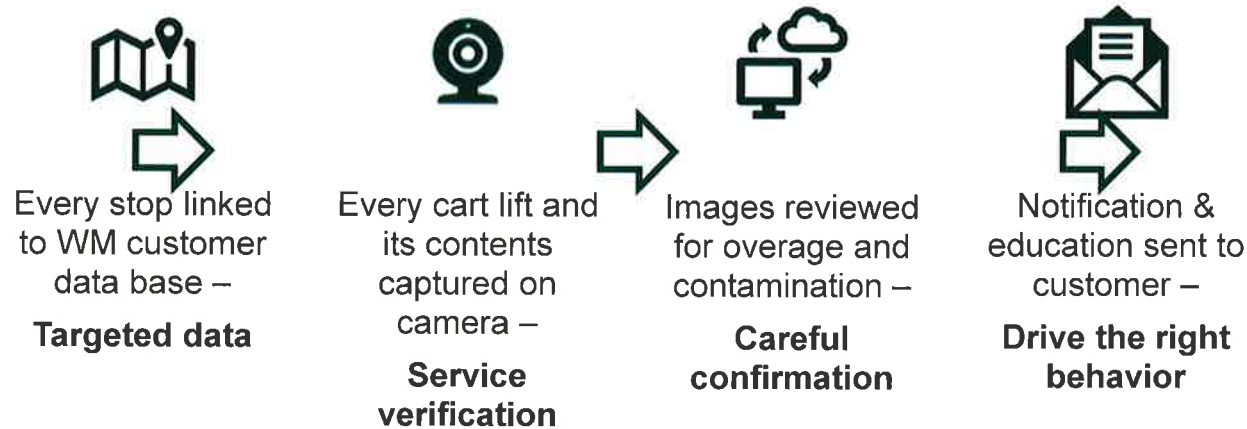


Contamination Recordkeeping & Reporting

18994.2 – *Reporting on contamination monitoring requirements, including numbers of notices (including copies), education sent, etc.*

- Route Audit Data collected can enhance reporting capabilities
- Data can be aggregated for each collection route on one collection timeline (e.g. weekly) to provide a monitoring and compliance report for the jurisdictions Implementation Record.
- Audit reports or compliance and monitoring reports will be retained for a five-year period.

How does the WM Smart TruckSM Program Work?



WM Smart TruckSM program provides value to your community and residents:

- **Education:** Technology photographs contamination and overfilled carts and sends appropriate education to resident
- **Service Verification:** Provides a record for positive service verification confirming we serviced the carts
- **Safety:** Helps protect drivers by keeping them safely in cab of truck
- **Beautification:** Keeping cart lids closed and materials contained contributes to the overall cleanliness of community
- **Customer Connection:** Images and video allow us to identify service matters such as container repairs, overflowing containers, etc.

Driving Cleaner, Safer Communities & Facilitating SB 1383 Compliance

The WM Smart TruckSM program audits every recycling and organics cart each time it is collected. This allows us to provide immediate, targeted feedback to residents to drive behavior change in the two areas that have a significant effect on the safety and viability of collection programs:



Contamination

- 1 in 4 items placed in recycling bins is not recyclable
- Processing and customer costs are increasing due to stringent quality standards
- Recycling right is essential to our economy, now more than ever



Overages

- Overflowing containers pose stormwater runoff issues, cause unsightly litter and odors, and can attract pests & other vectors
- Drivers exiting the vehicle for any reason, including to clean up spills or overages is a major safety hazard and affects efficiency

A Targeted Contamination Reduction & Education Strategy

How the WM Smart TruckSM program identifies contamination in recycling & organics/green waste



Contamination enforcement & education made easy:

- Standardized review process with checks and balances to identify contamination
- Identify top contaminants by route and municipality to target outreach
- Identify opportunities to increase diversion and reduce costly contamination
- Account-specific photos allow us to educate customers about contamination, recycling right, and right-size service containers according to customers' needs and usage



Reducing Overages Helps Keep Your Community Clean & Safe

Trash, recycling and organics/green waste



Community cleanliness starts at the curb:

- Overflowing carts and trash outside the cart can cause litter & storm water run-off issues. Sending notices with education (and charges where applicable) changes behavior
- Providing outreach to customers with overages prompts them to right size their container
- Property & community pride begin with well-maintained, and proper use of containers
- Should customers have extra volume at the curb, they should pay their fair share



WM Smart TruckSM Program Quality Control Measures

How can you tell my cart is contaminated?

- Mounted cameras record service
- Every collection is reviewed & tied to the applicable customer
- The picture (at right) shows a sample image identifying the contents of a contaminated container that was just collected from a service address and placed in our truck



What happens when a service issue is detected?

- A dedicated team of trained technicians reviews the images from each route daily for overfilled containers, contamination, damaged containers, graffiti, recorded service levels and more
- Any identified contamination is verified by a second technician
- Customer notification is generated and/or a charge is applied to a service account

What quality control is in place to ensure accuracy?

- Our service consultants are trained to carefully identify service issues, such as overage, contamination and damaged carts
- We have standard protocols for assessing every situation with built-in checks and balances to ensure accuracy

Privacy & Protecting Customer Data

Is this the first time cameras have been used on a WM collection truck?

- **No, WM has used cameras on trucks for almost 10 years.** We use mounted cameras to improve safety by assisting our drivers with rear and side-view perspectives, and documenting driving incidents.

What about privacy?

- **WM will never share the images or customer information with third parties for marketing or data mining.** The photographs or videos are only used to educate and inform customers and the city to improve collection service, recycling and diverting materials away from the landfills.

Rollout – Fundamental to Behavior Change & Success

Focused on raising awareness of program & preventing future contamination and overages



45-Day Education Period

- WM Smart Trucksm program introduced to customers via postcard or email
- Additional education distributed, like social media posts, City & WM website content, press release, etc.
- Customers encouraged to visit wm.com/mypreferences to enable electronic communications for additional education
- Customers with contamination &/or overages will receive warnings & are advised they may be charged following education period



Evaluation Period

- WM to send key data collected over education period, including
 - # of overage & contamination notices sent
 - Identify customer with multiple incidents (may require additional education)
- Develop a plan to go live with enforcement charges



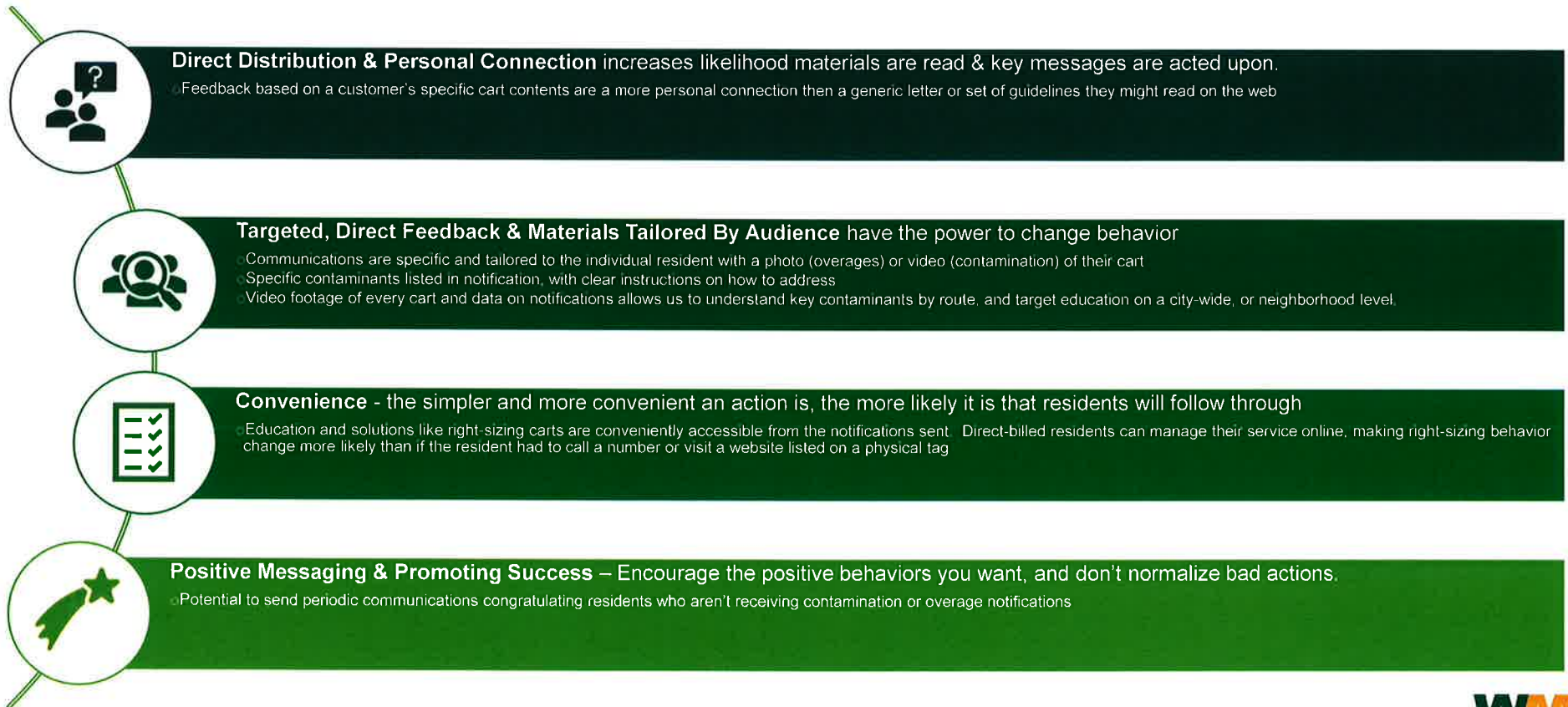
Go Live

- Customers with contamination &/or overages will receive electronic notifications of charges, & will see them on their next WM invoice
- Continued education provided to customers on how to prevent overages & recycle right, including social media ads, newsletter articles & more

- Conducting a 45-day intensive education period up front allows us to set clear expectations and minimize surprises for customers
- Focus on educating customers about acceptable waste and recycling practices while providing warning gives them time to change behavior and avoid charges

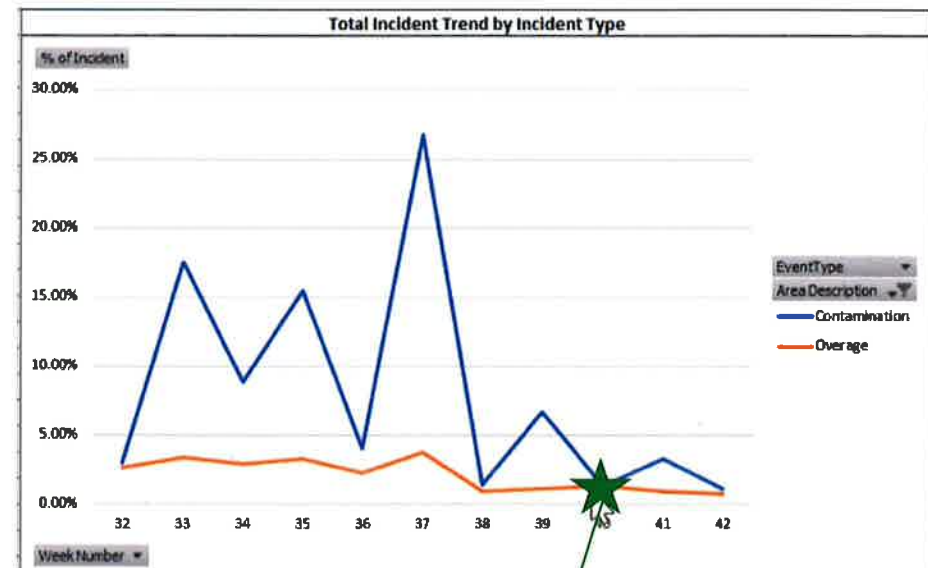
Smart TruckSM Program Utilizes CBSM Principles to Change Behavior

Targeted customer education + enforcement = desired behavior change



CBSM STRATEGY: Education + Notifications + Charges are Proven to Drive the Right Behavior

- 45 Day Education period sets the foundation
 - Time for learning and setting clear expectations
- Residents with contaminated carts or overages are notified of these issues and are provided clear education on how to address
- In pilot area when WM Smart Trucksm program was tested, cart contamination and overages were reduced following education period upon implementation of charges



Charges begin after 45 Day Education Period

Questions?

SB 1383 FAQs

MAY 2021



SB 1383 Frequently Asked Question and Answers

To understand SB 1383, please review the following frequently asked questions and answers.

WHAT ARE THE MAJOR REQUIREMENTS AND OBJECTIVES OF CALIFORNIA SB 1383?

SB 1383 is the most significant waste reduction mandate to be adopted in CA in the last 30 years. Specifically, it requires the state to reduce organics waste disposal by 75% by 2025 – which means more than 20 million tons annually must be diverted from landfills by 2025. The law also requires the state to increase edible food recovery by 20% by 2025. These mandates mean that local jurisdictions must do the following:

- Provide organics waste collection to all residents and businesses
- Establish an edible food recovery program that recovers edible food from the waste stream
- Conduct outreach and education to all stakeholders
- Evaluate capacity planning for implementing SB 1383
- Procure recycled organics waste products like compost, mulch, and renewable natural gas (RNG)
- Inspect and enforce compliance with SB 1383
- Maintain accurate and timely records of SB 1383 compliance

The objectives of SB 1383 are to slow the effects of climate change by diverting materials from landfills and reducing methane gas, and to recover 20% of currently disposed edible food and redirect it to Californians who are food insecure. SB 1383 regulations take effect and state enforcement begins January 1, 2022.

WHAT ARE ORGANICS MATERIALS?

Organics materials includes food scraps, compostable paper and green waste or yard trimmings. While there may be some variations by jurisdiction, organics materials are typically comprised of all food scraps (including meat, bones, dairy, bread, fruits, coffee grounds), compostable food-soiled paper (paper towels, napkins, paper cups, egg cartons and pizza boxes) and yard trimmings.

MUST ALL COMMERCIAL CUSTOMERS PARTICIPATE in the SB 1383 PROGRAM?

Yes. State and local laws require the diversion of food scraps/compostable food soiled paper and green waste from the landfill from all residential and commercial customers, and commercial customers are required to establish minimum service levels for landfill, recycling and food scraps. WM will provide technical assistance to commercial and multifamily customers to help determine the appropriate level of organics, trash and recycling service (container size and collection frequency). We will also provide educational materials for food waste reduction and signage to help employees and tenants sort materials into the right containers.



WHAT HAPPENS TO THE FOOD WASTE/FOOD SOILED PAPER MATERIALS ONCE THEY HAVE BEEN COLLECTED?

There are a few options. The food waste/compostable food soiled paper can be turned into compost to nourish soil and plants. Waste Management owns and operates five composting facilities* in California. We also operate two food waste pre-processing sites in Southern California that produce a clean energy-rich feedstock for renewable energy generation at local anaerobic digesters - Orange County CORE and Sun Valley Recycling Park OREX. With the pending SB 1383 regulations, the State of California estimates that another 100 facilities will be needed to process all the organics diverted from landfills. WM continues to invest in new facilities and seek additional capacity with third party processors as we pursue innovative solutions for the recycling of food waste.

* Redwood, Altamont, Central Valley, Davis Street OMCR and South Valley .

MY BUSINESS DOESN'T GENERATE MUCH FOOD WASTE. DO I STILL NEED TO PARTICIPATE?

Yes. In most cases, state and local laws require the diversion of food waste and compostable food soiled paper from the landfill. All commercial customers are required to establish minimum service levels for landfill, recycling and food scraps. Participation by all generators of all sizes will allow the local jurisdiction to ensure SB 1383 compliance and gauge the amount of potential edible food recovery. In certain documented instances, collection waivers may be obtained from your local jurisdiction based on low generation rates or space constraints.

CAN COMMERCIAL CUSTOMERS GET TECHNICAL ASSISTANCE AND TRAINING FOR THIS PROGRAM?

Yes. To ensure a successful organics recycling program Waste Management and/or the City will provide technical assistance and training for commercial and multifamily customers. This includes service evaluations to help with right-sizing all service levels and employee/tenant education and training with ongoing support as needed. This assistance is free to all commercial and multifamily customers. Virtual trainings and digital resources are available for easier and safe access to our Technical Assistance Team.

WHAT ARE THE CONTAINER AND BIN SYSTEM REQUIREMENTS FOR SB 1383?

The most used collection service will be a 3-container collection system for MSW, recyclables and organics waste. Some local jurisdictions may require an additional brown container for food waste only. The regulation specifies colors for each container/lid and provides options for the jurisdiction to determine how it chooses to comply with the container color requirements. The



color requirements can be met with either the container lid OR container body; having both in the color below is not required. The container colors for each waste stream for commercial and residential customers are:

	MSW	Recycling		Organics/Green waste		Food Waste only (Optional)	
Lid Color	Gray*	Blue		Green		Brown	
Body Color	Gray*	Gray* OR	Blue	Gray* OR	Green	Gray* OR	Brown

A jurisdiction is **not required** to replace functional containers prior to the end of their useful life, or prior to January 1, 2036. However, all *new* containers placed into service will be required to follow the prescribed color scheme above. Also, effective January 1, 2022, a decal will be required on each *new* container or lid identifying the acceptable and non-acceptable materials. **Note: these color requirements also apply to roll-off containers. Consult with WM for more detailed info on container color and labeling.**

* The color gray may include darker shades, including black.

SHOULD I USE A BAG TO COLLECT ORGANICS MATERIALS?

It is preferable that you do not bag your organics materials as not all processing facilities can accept organics waste in plastic bags or compostable plastic. If your City intends for commercial or residential customers to use plastic bags for their organics containers, they need to work with their local service provider to ensure their facilities can accept bagged material, and they will need to communicate with customers that bags may be used. If there is no formal communication explaining the use of plastic bags or compostable bags, they should not be used to collect organics materials. Instead, organics materials should be collected in a paper bag for transport to the organics container or emptied directly into the container.

HOW WILL SB 1383 BE ENFORCED ACROSS THE STATE?

Local jurisdictions are required to have their programs or an ordinance in place by January 1, 2022, as regulations take effect and state enforcement begins on that date. Local jurisdictions will be required to take enforcement measures against non-compliant entities by 2024. The focus during the first two years of SB 1383 implementation will be to educate all generators, provide them every opportunity to comply with the new regulations, and prepare Tier 1 and 2 commercial edible food generators for inspections that will verify whether their edible food recovery arrangements are compliant.



HOW WILL THE ENFORCEMENT PROCESS FOR SB 1383 DIFFER FROM PRIOR REGULATIONS?

Like many solid waste and recycling regulations, a City or County can be issued a violation and be subject to enforcement for failure to comply with any individual aspect of the regulation. This differs from prior legislation where a good faith effort was established to achieve a diversion target. With SB 1383, there is a statewide target and jurisdictions must demonstrate that they are working toward compliance. As CalRecycle will be the enforcing agency, it will have the discretion to determine the level of penalty necessary to remedy a violation – a reporting violation may be considered less severe than a failure to provide collection services to all generators.

WHAT STEPS SHOULD JURISDICTIONS BE TAKING TO IMPLEMENT AN EDIBLE FOOD RECOVERY PROGRAM?

Now is the time for cities to get a head start on SB 1383 planning for edible food recovery by assessing the following:

- How many commercial generators do you have? How much edible food can they donate?
- How many food recovery organizations exist in your community, and what is their capacity to receive this available food?
- What gaps do you have in your current infrastructure and what do you need to do to close them?
- How can you fund the expansion of edible food recovery organizations? (Grants, partnerships, sponsorships, etc.)
- What partnerships currently exist and what new partnerships need to be established?
 - CalRecycle will be developing some tools to assist jurisdictions with this assessment.

SB 1383 MANDATES A MINIMUM PROCUREMENT TARGET FOR EACH JURISDICTION. HOW WILL CITIES KNOW WHAT THEIR RECOVERED ORGANICS PRODUCT TARGET IS?

CalRecycle will notify jurisdictions of their procurement target prior to January 1, 2022. Jurisdictions can decide what mix of compost, mulch, renewable gas, etc. they want to use to meet their target. A jurisdiction that produces its own compost, mulch, renewable gas etc. can use this diversion toward the procurement target. If a jurisdiction or its waste hauler uses renewable gas to fuel its fleet and that renewable gas is produced in California, the use of this renewable energy may in some cases be used to meet the procurement target.



WHAT ARE THE SB 1383 RECORDKEEPING REQUIREMENTS FOR EACH JURISDICTION?

Jurisdictions are required to keep an Implementation Record that contains information on organics collection services, hauler programs, contamination minimization, waivers, education and outreach, edible food recovery program, recycled organics waste procurement, recycled paper procurement, commercial edible food generators, and jurisdiction inspection and enforcement. Waste Management is developing a robust tracking and reporting Dashboard to help jurisdictions maintain recordkeeping compliance with SB 1383.

HOW WILL CONTAINERS BE MONITORED FOR CONTAMINATION UNDER SB 1383?

Monitoring containers for contamination is an essential responsibility of each jurisdiction, although jurisdictions may delegate that obligation to its local service provider. Keeping organics waste streams clean will help ensure the materials collected can be processed or composted. Reducing contamination helps to ensure collected materials go on to have a second life.

Jurisdictions or their designated haulers must monitor contamination in one of two ways:

- Route reviews of commercial and residential containers – randomly selected containers on all collection routes must be reviewed annually and the jurisdiction must educate residents and businesses if contamination is identified during the route reviews, OR
- Waste evaluations which take place at specified solid waste facilities and must occur at least two times per year in two distinct seasons to identify any contaminants. If contamination is greater than 25% in any waste stream, education must be provided to the residents and businesses on the evaluated routes.

The good news is that WM Smart TruckSM is an already viable solution for helping cities monitor contamination. WM Smart Truck technology audits organics and recycling materials for contamination each and every collection, far exceeding the annual route review requirements. When contamination occurs, we provide the customer targeted feedback and education that includes a video of the collection and the container contents, to help drive the desirable behavior change and reduce contamination. MSW audits will be performed in accordance with SB 1383 regulations and within terms negotiated in franchise agreements.

ARE RESIDENTS REQUIRED TO RECYCLE ORGANICS MATERIALS?

Yes. Jurisdictions are required to provide organics waste collection service to all residents. The number of containers residents are provided will depend on whether their system is a source separated program, or a program where the service provider transports unsegregated waste to a facility that can recover organics content. Typically, residents will be provided and be required



to subscribe to a three-container system; with a gray/gray container for MSW; a green/gray container for organics materials, including yard waste; and a blue/gray container for recycling. As explained previously, there are options for the color of the residential containers and/or lids based on how the jurisdiction decides to comply. Some jurisdictions may also require separating food waste from yard waste, requiring a brown container for the food waste.



DISCUSSION & AGENDA CALENDAR



Date: October 12, 2021
To: City Council
From: Marti Brown, Interim City Manager
Subject: Memorandum of Understanding Amendment with Glenn County for Code Enforcement Services

Recommendation:

Authorize the Interim City Manager, or her designee, to amend the City's Memorandum of Understanding (MOU) with Glenn County for building inspections to also include code enforcement services.

Rationale for Recommendation:

Until September 17, 2021 and for at least the past year, code enforcement efforts were the responsibility of the former Fire Chief. With his departure from the organization, there is no one qualified at City Hall to provide code enforcement services.

Background:

For at least the past year, former Fire Chief Peabody provided Code Enforcement services to the City along with his other duties. With his departure in September, there are no qualified city staff to provide this service. As a stop gap measure for the remainder of the fiscal year, staff recommends contracting with the County for reactive code enforcement services and measures, especially since there are two major code enforcement court cases pending and regular code enforcement complaints from the public.

As budgetary matters over the course of the remaining fiscal year are resolved and revealed, the proposed MOU amendment with the County will be revisited and reconsidered in the spring of 2022 as the next fiscal year's budget is being prepared. At that time, any new or amended recommendations for providing code enforcement services will be presented to the City Council for further consideration and potential approval.

Discussion & Analysis:

Since code enforcement services have been historically part of the duties of City employees who also had other responsibilities and duties besides code enforcement (e.g., fire protection, fire inspection, building inspection, city management), it's not possible to accurately estimate the cost of code enforcement services based on past expenses. Therefore, staff recommends a modest not-to-exceed

amount of \$45,000 for the remainder of the fiscal year based on the City's pro-rated contract with the County for building inspection services.

Fiscal Impact:

Staff recommends a MOU amendment with the County for code enforcement services for a not-to-exceed amount of \$45,000 for the remainder of fiscal year 2021-22. Salary savings from the vacant Fire Chief position and other employment vacancies (e.g., Accounting Manager, Community Services Director) would be used to pay for these services. Current estimated salary savings exceed \$75,000.



Date: October 12, 2021
To: City Council
From: Marti Brown, Interim City Manager
Subject: Street Banner Program – Proposed Banner Design and Approval Process

Recommendation:

Direct City staff to work with the Architectural Design Review Board (ADRB) to oversee and recommend a street banner design to the City Council as part of the CGI Communications Street Banner Program (discussed and recommended at the September 28 City Council meeting).

Rationale for Recommendation:

At the direction of Council at the September 28, 2021 City Council meeting and after consulting with CGI Communications (sponsors of the proposed Street Banner program), staff recommends the Architectural Design Review Board, a pre-existing and established City committee, oversee the street banner design process with the support of City staff. Not only is the Board familiar with the City's sign ordinance, it's also experienced with city approved street sign design elements. Additionally, there is time and cost savings by using a pre-established City authorized committee to oversee the process.

Background:

CGI Communications recently approached the City about instituting a street banner program. Concurrently, members of the City's business community were also demonstrating a strong interest in establishing a program. As a result, City staff recommended at the September 28 City Council meeting that the City participate and move forward with implementing the program. The Council supported the program and directed staff to return to Council with a recommendation for street banner design oversight, as well as general oversight of the entire process and its implementation.

Discussion & Analysis:

After discussions with CGI Communications and considering both staff capacity and timing, it is recommended that City staff facilitate and support the Architectural Design Review Board with oversight of the street banner design process, including:

- Facilitated by City staff, ADRB to work with CGI Communications to develop three banner themes and conceptual designs;

- ADRB to recommend one of the themes and/or an actual conceptual design to the full City Council for consideration and approval;
- Council approve ADRB's recommendation or choose one of the other two conceptual designs; and
- City Manager oversight of implementation and installation of the final banner designs.

Shortly after Council approval of the final design, staff would work with CGI Communications on final design, production and implementation.

Fiscal Impact:

There is no cost associated with this recommendation other than staff time.



Date: October 12, 2021
To: City Council
From: Tara Rustenhoven, City Clerk
Subject: Planning Commission Vacancies and Appointment Process

Recommendation:

Appoint two Council Members to serve on the Planning Commission Selection Subcommittee to propose a schedule, process and recommend Planning Commissioner appointments to the full Council.

Rationale for Recommendation:

Based on past practice, the City Council appoints the Planning Commission Selection Subcommittee. The Planning Commissioners are appointed by the Mayor and approved by the City Council.

Background:

Two Planning Commissioner terms will expire December 31, 2021 – Commissioners Hansen and Muller. Typically, the Council appoints a subcommittee to propose a schedule, process, and final appointments to the Planning Commission.

In order to ensure there are two Planning Commissioner appointments to fill the upcoming vacancies by the December 31 deadline, staff recommends the following appointment process schedule:

- October 12, 2021 – Council appoints two Councilmembers to serve on the Selection Committee, review Planning Commissioner applications, and conduct interviews.
- October 15, 2021 – Notify local news media of upcoming Planning Commission vacancies and post announcement on City Website.
- October 18, 2021 to November 23, 2021 – Accept applications.
- November 29, 2021 to December 3, 2021 – Selection Subcommittee review applications and interview candidates.
- December 14, 2021 – Council to appoint new Planning Commissioners.
- January 11, 2021 - Swear in newly appointed Commissioners.

Fiscal Impact:

There is no fiscal impact.

EXHIBIT A

RESOLUTION NO. XX-2021

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
APPOINTING A MEMBER TO FILL A VACANCY ON THE WILLOWS CITY COUNCIL**

WHEREAS, a vacancy was created on the Willows City Council due to the resignation of Council Member Joe Flesher on August 30, 2021, and

WHEREAS, on September 14, 2021, the City Council, pursuant to Government Code §36512, selected the appointment process to fill the remainder of the vacated term ending in November 2022, and;

WHEREAS, at a Special Meeting on October 12, 2021, the City Council held interviews and selected a candidate to serve the said term.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Willows as follows:

1. The above recitals are true and correct.
2. Pursuant to Government Code §36512, _____ is hereby appointed as a member of the City Council and shall serve through the unexpired term of Council Member Joe Flesher, which expires November 2022.
3. _____ is a current resident of, and registered voter in the City of Willows.
4. The person appointed shall take office and be officially sworn-in at the next Regular City Council Meeting on, October 26, 2021, and serve as if elected at a municipal election for office.

PASSED AND ADOPTED by the City Council of the City of Willows this 12th day of October, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk