



Willows City Council Regular Meeting

December 8, 2020
Willows City Hall
7:00 p.m.

Agenda

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

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

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

NOTICE:

This meeting of the City Council of the City of Willows is CLOSED TO IN-PERSON ATTENDANCE for members of the public. This closure is necessary due to the need to protect against transmission of the COVID-19 Coronavirus. For Councilmembers and necessary staff in attendance the City will strictly employ protective measures and require meeting participants to maintain a distance of at least six (6) feet between participants who are not members of the same household. For members of the public, the City encourages telephonic participation, through the use of the call-in information provided on this agenda.

Dial in Number: (605) 313-5611
Access Number: 404150

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**
 - a. Public Comments : Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time by stating your name and address. Then please wait until you are recognized by the Mayor or Vice Mayor. No formal action will be taken unless the matter is placed on a future agenda. Each member of the public attending in person or caller will be limited to three (3) minutes. If you are calling in to provide public comment, use the call-in information below:

Dial in Number: (605) 313-5611
Access Number: 404150

5. CONSENT AGENDA

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

- a. Approval of general checking, payroll & direct deposit check registers Z44546-Z44567, 38780-38790, 50705-50740.
- b. Approval of minutes of the Regular City Council Meeting held on November 24, 2020.
- c. By motion, adopt a resolution approving the City's Employee Salary Schedules, and direct staff to make them available to the public.

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

6. CEREMONIAL MATTERS (Proclamations, Recognitions, Awards)

- a. Certificate of Appreciation in Recognition of Lawrence Mello

7. CERTIFY ELECTION RESULTS AND SWEAR IN NEW ELECTED COUNCIL MEMBERS

- a. Pursuant to Election Code 10263, consider approval of a resolution confirming canvass of returns and results of election held November 3, 2020, and authorize the City Clerk to administer the Oath of Office to newly elected officials.
- b. Pursuant to Election Code 10265, City Clerk Tara Rustenhoven will administer the Oath of Office to newly elected Council Members Gary Hansen, Kerri Warren and Jeff Williams.

BRIEF 10 MINUTE RECESS FOR REFRESHMENTS and to allow for the transition of the outgoing and incoming Council Members.

- c. Newly sworn in Council Members will take their seats at the dais and Mayor Warren will reconvene the meeting and preside over the remainder of the meeting.

8. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. Receive nominations and by motion, elect Mayor and Vice-Mayor for 2021.
- b. Discuss appointments to various committees/panels for the 2021 calendar year.
- c. By motion, approve the Collection of Service Fee Schedule, with an effective date of December 14, 2020.

9. COUNCIL/ STAFF REPORTS/COMMENTS

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

10. CLOSED SESSION

- a. PUBLIC COMMENT: Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.
- b. PUBLIC EMPLOYEE APPOINTMENT (CA Gov. Code § 54957) Title: Administrative Services Director.
- c. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section §54956.9:
Number of Cases: 1

11. ADJOURNMENT

This agenda was posted on December 3, 2020


Tara Rustenhoven, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

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

The City of Willows is an Equal Opportunity Provider



CONSENT AGENDA



PERIOD

11/23/2020 TO 11/24/2020

Payroll Direct Deposit 244546 TO 244567

General Checking 38780 TO 38790

Check Register 50705 TO 50740

APPROVAL DATE 12/08/2020

APPROVED _____

REPORT.: Nov 30 20 Monday
 RUN...: Nov 30 20 Time: 14:55
 Run By.: Katie Childress

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 11/30/20 Cash Account No.: 000 1045

PAGE: 001
 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 #: 050705 Check Date.: 11/30/20 Vendor I.D.: 4LE00 (4LEAF INC)								
J3693W-	INVOICE FOR OCT 1-31	11/16/20	11-20			556.50	.00	556.50
		11/30/20	05-21					
Check #: 050706 Check Date.: 11/30/20 Vendor I.D.: ABO00 (STEVE ABOLD)								
C01110-	PUB. WKS. TOOL PARKS/PUB. NOV & DEC ALLOWANCE	11/30/20	11-20			400.00	.00	400.00
		11/30/20	05-21					
Check #: 050707 Check Date.: 11/30/20 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)								
110245026-	UNIFORM CLEANING	11/17/20	11-20			94.54	.00	94.54
		11/30/20	05-21					
Check #: 050708 Check Date.: 11/30/20 Vendor I.D.: AME43 (AMERICAN RED CROSS HEALTH & SAFETY)								
22308318-	BASIC LIFE SPPORT	11/11/20	11-20			252.00	.00	252.00
		11/30/20	05-21					
Check #: 050709 Check Date.: 11/30/20 Vendor I.D.: ATT01 (A.T.& T.)								
15629357-	TELEPHONE EXP.	11/19/20	11-20	A		65.46	.00	65.46
		11/30/20	05-21					
15629358-	TELEPHONE EXP.	11/19/20	11-20	A		23.71	.00	23.71
		11/30/20	05-21					
15629359-	TELEPHONE EXP.	11/19/20	11-20	A		44.25	.00	44.25
		11/30/20	05-21					
15629360-	TELEPHONE EXP.	11/19/20	11-20	A		315.53	.00	315.53
		11/30/20	05-21					
15629362-	TELEPHONE EXP.	11/19/20	11-20	A		121.96	.00	121.96
		11/30/20	05-21					
15629363-	TELEPHONE EXP.	11/19/20	11-20	A		115.77	.00	115.77
		11/30/20	05-21					
15629364-	TELEPHONE EXP.	11/19/20	11-20	A		23.71	.00	23.71
		11/30/20	05-21					
15629365-	TELEPHONE EXP.	11/19/20	11-20	A		182.04	.00	182.04
		11/30/20	05-21					
15629366-	TELEPHONE EXP.	11/19/20	11-20	A		22.06	.00	22.06
		11/30/20	05-21					
15629367-	TELEPHONE EXP.	11/19/20	11-20	A		47.43	.00	47.43
		11/30/20	05-21					
15629368-	TELEPHONE EXP.	11/19/20	11-20	A		22.06	.00	22.06
		11/30/20	05-21					

Invoice No	Description	Invoice Date	Actual Period	Tm	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
Check #: 050709 Check Date.: 11/30/20 Vendor I.D.: ATT01 (A.T.& T.)									
15629369-	TELEPHONE EXP.	11/19/20	11-20	A			46.31	.00	46.31
		11/30/20	05-21						
15629370-	TELEPHONE EXP.	11/19/20	11-20	A			66.73	.00	66.73
		11/30/20	05-21						
** Vendor's Subtotal ----->							1097.02	.00	1097.02
Check #: 050710 Check Date.: 11/30/20 Vendor I.D.: BAR01 (BARCELOUX BROTHERS AUTO)									
587228-	LIP SEAL	11/10/20	11-20	A			23.56	.00	23.56
		11/30/20	05-21						
587517-	22IN & 18IN EXACTFITBLADE	11/13/20	11-20	A			61.30	.00	61.30
		11/30/20	05-21						
587572-	24IN EXACTFITBLADE	11/13/20	11-20	A			16.51	.00	16.51
		11/30/20	05-21						
587922-	14IN EXACTFITBLADE	11/18/20	11-20	A			28.29	.00	28.29
		11/30/20	05-21						
** Vendor's Subtotal ----->							129.66	.00	129.66
Check #: 050711 Check Date.: 11/30/20 Vendor I.D.: BID01 (BIDWELL H2O)									
8362-	POU COOLER RENT	11/21/20	11-20				135.00	.00	135.00
		11/30/20	05-21						
Check #: 050712 Check Date.: 11/30/20 Vendor I.D.: CAL62 (CAL WATER)									
C01130-	WATER FOR 10/1/20 TO 11/9/20	11/10/20	11-20				2816.03	.00	2816.03
		11/30/20	05-21						
Check #: 050713 Check Date.: 11/30/20 Vendor I.D.: CLE03 (CLEARWAY ENERGY LLC)									
432713-	SOLAR BILL	11/17/20	11-20				8072.36	.00	8072.36
		11/30/20	05-21						



REPORT.: Nov 30 20 Monday
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CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 11/30/20 Cash Account No.: 000 1045

PAGE: 003
 ID #: PY-CL
 CTL.: WIL

Invoice No	Description	Invoice	Actual	Discount	Gross	Discount	Net
		Date	Period				
		Due Date	Fiscal Yr	Account No	Amount	Amount	Amount
Check #: 050714 Check Date.: 11/30/20 Vendor I.D.: COL08 (COLE HUBER LLP)							
35856-	GENERAL COUNSEL SERVICES	11/13/20	11-20		11487.04	.00	11487.04
		11/30/20	05-21				
35857-	ADVICE COUNSEL-FINANCE POLICY REVISION	11/13/20	11-20		8362.00	.00	8362.00
		11/30/20	05-21				
35858-	FINANCE REVIEW & OVERSIGHT SERVICES	11/13/20	11-20		53066.22	.00	53066.22
		11/30/20	05-21				
35859-	650 N.BUTTE ST- ABATEMENT/RECEIVERSHIP	11/13/20	11-20		3299.00	.00	3299.00
		11/30/20	05-21				
** Vendor's Subtotal ----->					76214.26	.00	76214.26
Check #: 050715 Check Date.: 11/30/20 Vendor I.D.: COM16 (COMCAST CABLE)							
815560029-	MONTHLY FROM NOV 19, 2020 TO DEC 18, 2020	11/14/20	11-20		160.94	.00	160.94
		11/30/20	05-21				
Check #: 050716 Check Date.: 11/30/20 Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)							
C01031-	CONT.SERV. FINANCE	10/31/30	11-20	A	682.50	.00	682.50
		11/30/20	05-21				
C01115-	CONT.SERV. FINANCE	11/15/20	11-20	A	487.50	.00	487.50
		11/30/20	05-21				
C011151-	CONT.SERV. FINANCE	11/15/20	11-20	A	424.35	.00	424.35
		11/30/20	05-21				
** Vendor's Subtotal ----->					1594.35	.00	1594.35
Check #: 050717 Check Date.: 11/30/20 Vendor I.D.: CUR01 (L.N. CURTIS & SONS)							
442372-	PARTS FOR FIRE DEPARTMENT	11/23/20	11-20	A	207.49	.00	207.49
		11/30/20	05-21				

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PAGE: 004
 ID #: PY-CL
 CTL.: WIL

Invoice No	Description	Invoice Date	Actual Period	G/L	Account No	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Yr						
Check #.: 050718 Check Date.: 11/30/20 Vendor I.D.: DAH01 (DAHLMEIER INSURANCE AGENCY)									
380950-	BUSINESS AUTO	10/23/20	11-20				1480.00	.00	1480.00
		11/30/20	05-21						
Check #.: 050719 Check Date.: 11/30/20 Vendor I.D.: DUR00 (DURHAM-PENTZ TRUCK CENTER)									
100901-	EQUIPMENT & MOBILE SERVICE FEE	11/21/20	11-20				262.00	.00	262.00
		11/30/20	05-21						
Check #.: 050720 Check Date.: 11/30/20 Vendor I.D.: FAI03 (FAILSAFE TESTING LLC)									
11259-	LADDER TEST, HEAT SENSO, LOCKS CLEANED & TUNED	11/20/20	11-20				875.55	.00	875.55
		11/30/20	05-21						
11285-	ANNUAL INSPECTION OF APPARATUS T-4	11/17/20	11-20				700.00	.00	700.00
		11/30/20	05-21						
** Vendor's Subtotal ----->							1575.55	.00	1575.55
Check #.: 050721 Check Date.: 11/30/20 Vendor I.D.: FED00 (FEDEX)									
718790756-	SHIPPING PACKAGES	11/20/20	11-20				47.98	.00	47.98
		11/30/20	05-21						
Check #.: 050722 Check Date.: 11/30/20 Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)									
C01125-	FIRE DEPT. OVER PAID ON 9-30-20	10/31/20	11-20	A			154.95	.00	154.95
		11/30/20	05-21						
Check #.: 050723 Check Date.: 11/30/20 Vendor I.D.: INT16 (INTERSTATE BATTERY SYSTEM OF REDDING)									
30057627-	SHOP POWER PACK	11/17/20	11-20				81.38	.00	81.38
		11/30/20	05-21						

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CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 11/30/20 Cash Account No.: 000 1045

PAGE: 005
 ID #: PY-CL
 CTL.: WIL

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal Yr					
Check #: 050724 Check Date.: 11/30/20		Vendor I.D.: KNI03 (KNIFE RIVER CONSTRUCTION)						
240347-	WET PATCH & ENVIRONMENTAL FEE	11/16/20	11-20			194.13	.00	194.13
		11/30/20	05-21					
Check #: 050725 Check Date.: 11/30/20		Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)						
76767-	CLEARIT MEMBERSHIP SUBSCRIPTION	11/10/20	11-20			1984.00	.00	1984.00
		11/30/20	05-21					
76837-	BACKUP 190 SERVICE	11/10/20	11-20			100.00	.00	100.00
		11/30/20	05-21					
** Vendor's Subtotal ----->						2084.00	.00	2084.00
Check #: 050726 Check Date.: 11/30/20		Vendor I.D.: MIN00 (MICHAEL MINGS)						
C01130-	BOOT ALLOWANCE	11/25/20	11-20			100.00	.00	100.00
		11/30/20	05-21					
Check #: 050727 Check Date.: 11/30/20		Vendor I.D.: NSW00 (NSWTS)						
1081-	MONTHLY SERVICE CHARGE	11/01/20	11-20			120.00	.00	120.00
		11/30/20	05-21					
Check #: 050728 Check Date.: 11/30/20		Vendor I.D.: O'R01 (O'REILLY AUTO PARTS)						
487830865-	LED MINI BULB & 4G GREASE	11/22/20	11-20			27.41	.00	27.41
		11/30/20	05-21					
Check #: 050729 Check Date.: 11/30/20		Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)						
135386295-	FOLDERS	11/03/20	11-20	A		269.16	.00	269.16
		11/30/20	05-21					
136269964-	POST IT NOTES	11/10/20	11-20	A		0.00	.00	0.00
		11/30/20	05-21					
** Vendor's Subtotal ----->						269.16	.00	269.16

Invoice No	Description	Invoice	Actual	Discount	Gross	Discount	Net
		Date	Period				
		Due Date	Fiscal Yr	G/L Account No	Amount	Amount	Amount
Check #: 050730 Check Date.: 11/30/20		Vendor I.D.: PEA00 (WAYNE PEABODY)					
C01130-	TECHNOLOGY ALLOWANCE FOR NOV & DEC	11/30/20	11-20		400.00	.00	400.00
		11/30/20	05-21				
Check #: 050731 Check Date.: 11/30/20		Vendor I.D.: PFY03 (NATISA PFYL)					
C01130-	REIMBURSEMENT FOR DMV LICENSE	11/13/20	11-20		49.11	.00	49.11
		11/30/20	05-21				
Check #: 050732 Check Date.: 11/30/20		Vendor I.D.: PGR01 (PG & E)					
C01130-	UTILITY-ELECTRC SEWER 10/1/20 TO 11/2/20	11/17/20	11-20	A	26.28	.00	26.28
		11/30/20	05-21				
939281537-	UTILITY-ELECTRIC 10/14/20 TO 11/12/20	11/14/20	11-20	A	9701.53	.00	9701.53
		11/30/20	05-21				
** Vendor's Subtotal ----->					9727.81	.00	9727.81
Check #: 050733 Check Date.: 11/30/20		Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)					
16707-	CLASSIFIED ADS LEAF PICK UP,CANDIDATES, MEAS H	11/22/20	11-20	A	62.22	.00	62.22
		11/30/20	05-21				
Check #: 050734 Check Date.: 11/30/20		Vendor I.D.: SEV00 (INFRAMARK, LLC)					
56849-	BASE OPERATING FEE & REPAIRS	11/02/20	11-20		48140.67	.00	48140.67
		11/30/20	05-21				
Check #: 050735 Check Date.: 11/30/20		Vendor I.D.: THRO0 (3CORE)					
1111-	USDA COMMUNITY GRANT APPLICATION	06/03/20	11-20		722.50	.00	722.50
		11/30/20	05-21				
1173-	CONTRACT CDBG	10/31/20	11-20		1500.00	.00	1500.00
		11/30/20	05-21				
** Vendor's Subtotal ----->					2222.50	.00	2222.50

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PAGE: 007
 ID #: PY-CL
 CTL.: WIL

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
Check #: 050736 Check Date.: 11/30/20		Vendor I.D.: TRA02 (TRACTOR SUPPLY CREDIT PLAN)						
C01125-	PVC BIB KIT & WALLS FLEECE JACKET YELLOW	11/18/20 11/30/20	11-20 05-21			117.95	.00	117.95
Check #: 050737 Check Date.: 11/30/20		Vendor I.D.: WAL07 (WAL-MART COMMUNITY)						
C01130-	WALMART STATEMENT FIRE, LIB & PUBLIC WORKS	11/16/20 11/30/20	11-20 05-21			368.58	.00	368.58
Check #: 050738 Check Date.: 11/30/20		Vendor I.D.: WES00 (WEST COAST FRAME & COLLISION REPAIR, INC.)						
58356-	PARTS	11/18/20 11/30/20	11-20 05-21			1354.16	.00	1354.16
Check #: 050739 Check Date.: 11/30/20		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)						
230306-	4 LIGHT BULBS	11/28/20 11/30/20	11-20 05-21	A		38.57	.00	38.57
240178-	COUPLER AND TEFLON TAPE	11/10/20 11/30/20	11-20 05-21	A		72.43	.00	72.43
243479-	FURNANCE FILTERS	11/12/20 11/30/20	11-20 05-21	A		4.27	.00	4.27
243581-	FERTILIZER	11/13/20 11/30/20	11-20 05-21	A		30.02	.00	30.02
** Vendor's Subtotal ----->						145.29	.00	145.29
Check #: 050740 Check Date.: 11/30/20		Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)						
062066-	SUPPLIES	11/20/20 11/30/20	11-20 05-21			186.09	.00	186.09
062120-	ROTARY TOOLKIT DRML 3000	11/22/20 11/30/20	11-20 05-21			69.70	.00	69.70
** Vendor's Subtotal ----->						255.79	.00	255.79
** Total Checks Paid ----->						160970.79	.00	160970.79

REPORT.: Nov 30 20 Monday
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CITY OF WILLOWS
 Automatic Check Listing/Update
 General Ledger Accounts Summary for November 30, 2020
 Accounting Period is November, 2020

PAGE: 008
 ID #: PY-CL
 CTL.: WIL

G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-160970.79	-160970.79	CASH CLEARING	UMPQUA BANK-GENERAL	CHECKING
301 2400	99010.14	-61960.65	GENERAL	ACCOUNTS PAYABLE	
313 2400	190.58	-61770.07	WILLOWS LIGHTIN	ACCOUNTS PAYABLE	
314 2400	218.81	-61551.26	GAS TAX 2105	ACCOUNTS PAYABLE	
315 2400	3198.78	-58352.48	GAS TAX 2106	ACCOUNTS PAYABLE	
318 2400	56556.12	-1796.36	SEWER MAINT.	ACCOUNTS PAYABLE	
325 2400	146.22	-1650.14	WATER ENTERPRIS	ACCOUNTS PAYABLE	
326 2400	1500.00	-150.14	CDBG-OTC	ACCOUNTS PAYABLE	
338 2400	150.14	.00	COUNTY LIBRARY	ACCOUNTS PAYABLE	

PAID



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD NOVEMBER 24, 2020

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

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

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

3. Roll Call:

Council Members Present: Council Members Flesher via telephone, Hansen via telephone, Vice Mayor Domenighini, Mayor Warren

Council Members Absent: Council Member Mello

Staff Present: Interim City Manager Wayne Peabody and City Clerk Tara Rustenhoven

4. Ceremonial Matters (Proclamations, Recognitions, Awards)

Mayor Warren recognized the following proclamation.

- a. Pearl Harbor Remembrance Day

5. Public Comment/ Written Communications:

Barbara LaDucer presented Fire Chief Peabody with flags and pins to be handed out to the emergency response team down at the Fire Department.

6. Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers 38772-38779, Z44521-Z44541 and Z44543-Z44545, 050606-050704.
- b. Approval of minutes of the Regular City Council Meeting held on November 10, 2020.

Action:

Motion: Council Member Vice Mayor Domenighini/Second: Council Member Hansen

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

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

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

NOES:

ABSENT: Mello

ABSTAIN:

7. Regular Business:

a. By motion, adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE INTERIM CITY MANAGER TO SIGN AND ACT ON THE CITY'S BEHALF IN ALL MATTERS PERTAINING TO THE CONSULTANT SERVICES AGREEMENT WITH HOUSING TOOLS AND ANY OTHER DOCUMENTS RELATED TO THE LEAP GRANT FUNDS.**

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Flesher

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE INTERIM CITY MANAGER TO SIGN AND ACT ON THE CITY'S BEHALF IN ALL MATTERS PERTAINING TO THE CONSULTANT SERVICES AGREEMENT WITH HOUSING TOOLS AND ANY OTHER DOCUMENTS RELATED TO THE LEAP GRANT FUNDS.

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

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

NOES:

ABSENT: Mello

ABSTAIN:

b. By motion, approve the Contract for Audit Services with Marcello & Company, CPA for one additional year (FYE June 30, 2020) with cost of services not to exceed \$29,000 for FYE June 30, 2020 and authorize the Interim City Manager to sign the contract.

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

Moved to approve the Contract for Audit Services with Marcello & Company, CPA for one additional year (FYE June 30, 2020) with cost of services not to exceed \$29,000 for FYE June 30, 2020 and authorize the Interim City Manager to sign the contract.

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

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

NOES:

ABSENT: Mello

ABSTAIN:

c. By motion, approve the Contract for Human Resource Services with Regional Government Services with cost of services not to exceed \$25,000 and authorize the Interim City Manager to sign the contract.

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Flesher

Moved to approve the Contract for Human Resource Services with Regional Government Services with cost of services not to exceed \$25,000 and authorize the Interim City Manager to sign the contract.

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

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

NOES:

ABSENT: Mello

ABSTAIN:

d. By motion, adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A RECORDS RETENTION POLICY AND RETENTION SCHEDULES.**

Action:

Motion: Vice Mayor Domenighini/Second: Council Member Hansen

Moved to adopt a resolution entitled; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING A RECORDS RETENTION POLICY AND RETENTION SCHEDULES.

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

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

NOES:

ABSENT: Mello

ABSTAIN:

8. Council/Staff Reports/Comments:

a. Staff Reports/Comments:

- The Glenn County Board of Supervisors has approved to increase the tipping fees to \$100.

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

9. Closed Session:

a. PUBLIC COMMENT: Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

b. PUBLIC EMPLOYEE APPOINTMENT (CA Gov. Code § 54957) Title: Administrative Services Director.

Jeff Williams had questions regarding the Finance Director position and cost.

Council recessed into closed session at 7:38 p.m.

Council reconvened into open session at 8:15 p.m.

Announcement of any action taken in closed session:

Mayor Warren reported no reportable action.

10. Adjournment:

The Meeting was adjourned at 8:15 p.m.

Dated: November 30, 2020

Tara Rustenhoven, City Clerk

AGENDA ITEM

TO: City Council Members, Wayne Peabody, Interim City Manager

FROM: David G. Ritchie, City Attorney

SUBJECT: Consideration to Adopt City Council Resolution No. xx-2020 approving the City of Willows Salary Schedules and Direct Staff make them available to the public.

RECOMMENDATION

By Motion, Adopt Council Resolution No. xx-2020 approving the City's Employee Salary Schedules, and direct staff to make them available to the public.

BACKGROUND

For your consideration, is City of Willows City Council Resolution No. xx-2020, approving the Employee Job Classification Salary Schedules. The City is obligated to make salary information available (publicly available salary information) for all employees of the City by classification.

This data, in addition to aiding in transparency, is needed for purposes of CalPERS proper retirement calculations based on CalPERS circular letters from 2012 following a decision in *Tanner v. Cal. Public Employees' Retirement System* (2016) 248 Cal. App.4th 743. The circular letter that followed this (unpublished) case made it clear that if publicly available pay schedules do not clearly set forth information about the title, pay rate and time base along with the effective date CalPERS may determine the retirement computation based on its own assessment of the "pay rate".

The requirements for publicly available pay schedules are:

- 1) They must be publicly approved and adopted by the employer's governing body (Council);
- 2) They must identify the position title for every employee position;
- 3) They must show the pay rate for each identified position;
- 4) They must identify whether the time base is hourly, daily, bi-weekly, monthly, etc.
- 5) The schedule must be posted at the office of the employer and/or on the website;
- 6) It must indicate the effective date and date of any revisions;
- 7) Pay schedules must be retained for a minimum of five (5) years; and

8) The schedule must directly disclose the pay rates (cannot simply refer to another document containing the rates).

The attached salary schedule shows the position titles, pay rates and base for each classification for the effective dates as follows:

A) For all positions represented by WEA – Pay rates covering the period 7/1/2012 through present as amended on 7/1/2017, 7/1/2018 and 7/1/2019. The table showing these amendments was originally established on 7/1/2017. Approval of this resolution will formally adopt the pay schedule as established and confirm the previously approved pay rates from 7/1/2012 onward.

B) For all positions represented on the Public Safety Salary Scale – Pay rates covering the period 7/1/2012 through present as amended on 7/1/2017, 7/1/2018 and 7/1/2019. The table showing these amendments was originally established on 7/1/2017. Approval of this resolution will formally adopt the pay schedule as established and confirm the previously approved pay rates from 7/1/2012 onward.

C) For all management and confidential classifications – Pay rates covering the period 7/1/2015 through present as amended on 1/1/2017, 7/1/2018, 1/1/2020 and 7/1/2021. The table showing these amendments was originally established on 7/1/2015. Approval of this resolution will formally adopt the pay schedule as established and confirm the previously approved pay rates from 7/1/2015 onward.

D) For all part-time Positions – Pay rates covering the period January 1, 2020 through present. The table showing these rates was originally established January 1, 2020. Approval of this resolution will formally adopt the pay schedule as established and confirm the previously approved pay rates from 1/1/2020 onward.

Publicly available pay schedules must be updated and approved by council whenever changes to pay rates are approved. Resolutions *establishing* public employee pay must be approved as part of the regular agenda at a regular meeting of the City Council. This resolution does NOT establish the pay rate or change any pay rates; rather, it simply adopts the pay schedules and directs that they be made publicly available thus is an action that is non-controversial in nature and appropriate for inclusion in the consent agenda.

FINANCIAL CONSIDERATIONS

None.

ALTERNATE ACTIONS

1. Council could decline to adopt the resolution, however this is not recommended as the pay schedules are required by CalPERS as a statement of the pay rates used in computation of retirement benefits.

RECOMMENDATION

By Motion, adopt City of Willows Resolution No. xx-2020.

Respectfully submitted,

/s/ David G. Ritchie

David G. Ritchie
City Attorney

Attachments: Resolution No. xx-2020
 Salary Tables – WEA
 Salary Tables – WSPA
 Salary Tables – Management / Confidential
 Salary Tables – Part-time

CITY OF WILLOWS

RESOLUTION NO. xx-2020

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING
THE CITY'S EMPLOYEE SALARY SCHEDULES, AND DIRECT STAFF TO MAKE
THEM AVAILABLE TO THE PUBLIC**

RESOLVED, by the City Council (the "Council") of the City of Willows (the "City"), Glenn County, State of California, as follows:

WHEREAS, the City Council has, previously set employee salaries through Memorandums of understanding for represented employee classifications and for management and confidential and part-time employees by way of separate prior actions of the Council; and,

WHEREAS, these previously approved salary levels are not altered by this resolution; and,

WHEREAS, the salary schedules are attached to this resolution for all employees in the Willows Employee Association (WEA); Willows Public Safety Association (WPSA); for unrepresented Management and Confidential Employees, and for all part-time employees; in separate tables but collectively comprise all City Employees;

NOW, THEREFORE, it is hereby ORDERED and DETERMINED, as follows:

Section 1. The above recitals are true and correct.

Section 2. The Willows City Council hereby approves and adopts the above-referenced Employee Classifications Salary Schedules as presented, covering the period 7/1/2012 through present for the WEA and WPSA; 7/1/2015 through present for the Management and Confidential Employees, and 1/1/2020 to present for part time employees of the City.

Section 3. The City council further directs staff to make the salary schedules available publicly, by posting them on the City's website with a copy available through the City Clerk.

Section 4. This Resolution shall be effective upon adoption by the Council.

* * * * *

PASSED AND ADOPTED by the City Council of the City of Willows this 8th day of December 08, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

ATTEST:

Kerry Warren, Mayor

Tara Rustenhoven, City Clerk

Salary Scale- Willows Employees' Association
 7/1/2017
 Year 1 4% Year 2 3% Year 3 3%

POSITION	STEP A				STEP B				STEP C		
	7/1/2012	7/1/2017	7/1/2018	7/1/2019	7/1/2012	7/1/2017	7/1/2018	7/1/2019	7/1/2017	7/1/2018	7/1/2019
P/PW SUPERINTENDENT	3859	4013	4133	4257	4053	4215	4341	4472	4425	4558	4695
P/PW MECHANIC	2854	2969	3058	3149	2998	3118	3211	3308	3273	3371	3472
P/PW MAINTENANCE II	2854	2969	3058	3149	2998	3118	3211	3308	3273	3371	3472
P/PW MAINTENANCE I	2548	2650	2729	2811	2676	2783	2866	2952	2923	3010	3101
LIBRARY TECHNICIAN	2373	2468	2542	2619	2491	2591	2669	2749	2722	2803	2888

POSITION	STEP D				STEP E			
	7/1/2012	7/1/2017	7/1/2018	7/1/2019	7/1/2012	7/1/2017	7/1/2018	7/1/2019
P/PW SUPERINTENDENT	4467	4646	4785	4929	4690	4878	5024	5175
P/PW MECHANIC	3304	3437	3540	3646	3470	3609	3717	3829
P/PW MAINTENANCE II	3304	3437	3540	3646	3470	3609	3717	3829
P/PW MAINTENANCE I	2949	3067	3159	3254	3096	3220	3316	3416
LIBRARY TECHNICIAN	2747	2857	2943	3031	2885	3001	3091	3183

Longevity 2% at 10 years
 4% at 20 years

Certification pay \$25-\$35 Per Certificate to a maximum of \$60 per month

City of Willows
 Public Safety Salary Scale
 Effective 7/1/17

2017-6% 2018-2% 2019-2%

POSITION	STEP A Monthly				STEP B Monthly				STEP C Monthly			
	7/1/2012	7/1/2017	7/1/2018	7/1/2019	7/1/2012	7/1/2017	7/1/2018	7/1/2019	7/1/2012	7/1/2017	7/1/2018	7/1/2019
FIRE FIGHTER/ENGINEER	3288	3485	3555	3626	3452	3659	3732	3807	3624	3842	3919	3997
	STEP D Monthly				STEP E Monthly							
	7/1/2012	7/1/2017	7/1/2018	7/1/2019	7/1/2012	7/1/2017	7/1/2018	7/1/2019				
FIRE FIGHTER/ENGINEER	3806	4034	4115	4197	3996	4235	4320	4406				

Note: All positions listed subject to the following special pay:

\$215 per quarter uniform allowance

Up to \$125 per month certification pay.

City of Willows
 Salary Schedule
 Management and Non Represented
 Effective 07/01/15 with Updates through 7/1/19

	A	B	C	D	E	Note
	18 Months	18 Months	18 Months	18 Months	18 Months	
Fire Chief	\$ 8,655	\$ 9,088	\$ 9,542	\$ 10,019	\$ 10,520	Salary Subject to Negotiated Agreement
Community Services Director	\$ 6,750	\$ 7,088	\$ 7,442	\$ 7,814	\$ 8,205	
Administrative Services Director	\$ 6,750	\$ 7,088	\$ 7,442	\$ 7,814	\$ 8,205	
Building Official	\$ 5,350	\$ 5,618	\$ 5,898	\$ 6,193	\$ 6,503	Currently Covered by Outside Contract
Recreation Director	\$ 4,970	\$ 5,219	\$ 5,479	\$ 5,753	\$ 6,041	Removed 05/02/18
Library Director	\$ 4,970	\$ 5,219	\$ 5,479	\$ 5,753	\$ 6,041	Currently Covered by Outside Contract
Community Development Technician	\$ 3,930	\$ 4,126	\$ 4,333	\$ 4,550	\$ 4,778	Position Created 1/10/17
Administrative Analyst-City Clerk	\$ 3,930	\$ 4,126	\$ 4,333	\$ 4,550	\$ 4,778	Position Created Effective 7/1/17
Recreation Coordinator	\$ 3,930	\$ 4,126	\$ 4,333	\$ 4,550	\$ 4,778	Position Created Effective 05/09/18
Administrative Analyst-Finance/Human Resources	\$ 3,930	\$ 4,126	\$ 4,333	\$ 4,550	\$ 4,778	Scale Changed Effective 7/1/18
Code Enforcement Officer	\$ 3,411	\$ 3,582	\$ 3,761	\$ 3,949	\$ 4,146	Position Created Effective 7/1/17

Positions Subject to the Following:

\$30/\$60 per month Associate's/Bachelor's Degree
 \$25/\$50 per month 10 year longevity/20 year longevity

Fire Chief, Administrative Services Director, and Recreation Director Subject to:

\$200 per month Automobile/Technology Allowance

Recreation Coordinator Subject to: Effective 7/1/19

\$100 per month Automobile/Technology Allowance

Special Note: Positions of City Manager, Fire Chief, Administrative Services Director, Building Official, and Recreation Director were originally slated to move from A Step to B Step on 01/01/17 (18 months after implementation) was by consensus of management staff, moved to 7/01/17 due to budgetary constraints.

Salary Scale-Part Time Positions
Effective January 1, 2020

	Step A	Step B	Step C	Step D	Step E
Library Technician, Childrens Librarian, Catalog Technician	\$ 13.23	\$ 13.89	\$ 14.59	\$ 15.32	\$ 16.08
Lifeguards	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51	\$ 16.29
Pool Manager (Not Currently Funded)	\$ 18.00	\$ 18.90	\$ 19.85	\$ 20.84	\$ 21.88
Recreation Assistant					\$ 17.00
Recreation Temporary-(Referees, Activities Helper)					\$ 13.00
Public Works Seasonal Maintenance					\$ 15.00
Custodian					\$ 14.68
Substitutue Firefighter					\$ 13.92
Building and Planning Administrative Assistant					N/A
Administrative Support Part Time	\$ 14.50	\$ 15.23	\$ 15.99	\$ 16.79	



CEREMONIAL MATTERS

City of Willows Certificate of Appreciation

in recognition of

Lawrence Mello

for his service and dedication as a Council Member for the City of Willows from November 2012 to December 2020. The City Council of the City of Willows unites in extending to Lawrence Mello its recognition and commendation, both individually and collectively, for all that he has accomplished during his two terms as a member of the Willows City Council to benefit the City of Willows; We have all been well-served by this uniquely endowed individual and we thank him for his invaluable and professional representation. His dedicated and selfless community service is greatly appreciated.

Kerri Warren, Mayor

Larry Domenighini, Vice Mayor

Gary Hansen, Council Member

Joe Flesher, Council Member





**CERTIFY ELECTION
RESULTS AND SWERA
IN NEW ELECTED
COUNCIL MEMBERS**

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the Council
FROM: Tara Rustenhoven, City Clerk
SUBJECT: Resolution Confirming Canvass of Returns and Results of Election held November 3, 2020

RECOMMENDATION

By motion, adopt a Resolution confirming canvass of returns and results of the November 3, 2020 election. Once confirmed, direct the City Clerk to Administer the Oath of Office to newly elected Council Members.

SUMMARY

Upon completion of the election canvass, the Glenn County Elections Clerk certified the election and provided information to the City which indicate that Gary Hansen, Kerri Warren and Jeff Williams are the new members of the Willows City Council.

It is in order for the Council to confirm the results of the election by adopting the attached Resolution. After the Resolution is adopted, the new members of the City Council will be sworn into office.

RECOMMENDATION

By motion, adopt a Resolution confirming canvass of returns and results of the November 3, 2020 election. Once confirmed, direct the City Clerk to Administer the Oath of Office to the newly elected Council Members.

Respectfully submitted,


Tara Rustenhoven
City Clerk

Attachments:

Resolution

Certificate of County Clerk the Results of the Canvass of the Election Returns & Glenn County Statement of Vote for Willows City Council.

**CITY WILLOWS
RESOLUTION NO XX-2020**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
CONFIRMING CANVASS OF RETURNS AND RESULTS OF THE CONSOLIDATED
GENERAL MUNICIPAL ELECTION HELD ON TUESDAY, NOVEMBER 3, 2020**

WHEREAS, a Consolidated General Municipal Election was held in the City of Willows on Tuesday, November 3, 2020 and

WHEREAS, the Glenn County Clerk has canvassed the returns of said election;

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

1. That the canvass of said election is hereby confirmed.
2. That the total number of ballots cast in said election was 2399
3. That the list of candidates nominated for the office of the City Council for the full term of four years each, as set forth in the petitions on file with the City Clerk, and the number of votes cast in favor of each candidate were as follows:

<u>NAME</u>	<u>TOTAL VOTES</u>
Gary L. Hansen	1166
Sharon Ponciano	920
Forrest J. Sprague	863
Kerri Warren	1016
Jeff Williams	1020
 TOTAL	 2399

4. That Gary Hansen, Kerri Warren and Jeff Williams for member of the City Council for a full term of four years, each received the highest number of votes cast for the office for which each was a candidate and said persons were thereby elected to said respective offices for the terms hereinabove set forth, and the City Clerk is hereby authorized to administer thereto the Oath of Office prescribed in the Constitution of the State of California.

PASSED AND ADOPTED by the City Council of the City of Willows this 8th day of December, 2020, by the following vote:

AYES:

NOTES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Kerri Warren, Mayor

Tara Rustenhoven, City Clerk

CERTIFICATE OF COUNTY CLERK TO RESULTS OF THE CANVASS
OF THE GENERAL ELECTION RETURNS

November 3, 2020

STATE OF CALIFORNIA }
COUNTY OF GLENN } SS

I, SENDY PEREZ, County Clerk of said County of Glenn, do hereby certify that pursuant to the provisions of Section 15301 of the Elections Code, I did canvass the returns of the votes cast in the General Election held on November 3, 2020, for elective public offices, and/or for and against each measure as submitted to the vote of the electors, and that the Statement of the Votes Cast, to which this certificate is attached, shows the whole number of votes cast for each candidate and/or for and against each measure and in each of the respective precincts therein, and that the totals of the respective columns and the totals as shown for each candidate and/or for and against each measure are full, true and correct.

WITNESS my hand and Official Seal this 1st day of December, 2020.

(seal)

SENDY PEREZ, Glenn County Clerk

A handwritten signature in blue ink that reads "Sendy Perez". The signature is written in a cursive style with a long horizontal stroke at the end.

1 City Of Willows Member, City Council

					1	1	1	1	1
	Registered Voters	Voters Cast	Turnout (%)		GARY L. HANSEN	SHARON PONCIANO	ORREST J SPRAGUE	KERRI WARREN	JEFF WILLIAMS
31070	276	211	76.45 %		97	87	47	90	76
41040	102	80	78.43 %		29	41	40	34	33
41050	61	50	81.97 %		24	16	20	15	21
41060	103	86	83.50 %		56	27	24	41	34
41070	367	307	83.65 %		151	116	118	138	128
41080	204	172	84.31 %		93	59	63	72	71
41090	342	265	77.49 %		116	109	103	106	124
41100	841	658	78.24 %		321	255	233	261	275
41110	107	83	77.57 %		46	25	23	31	35
41120	320	271	84.69 %		119	94	105	131	128
41130	148	142	95.95 %		78	62	63	68	68
41140	62	51	82.26 %		27	22	17	24	21
41150	33	23	69.70 %		9	7	7	5	6
Contest Total	2966	2399	80.88 %		1166	920	863	1016	1020



REGULAR BUSINESS

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the Council

FROM: Tara Rustenhoven, City Clerk

SUBJECT: Mayor – Vice Mayor Election for 2021

RECOMMENDATION

1. Receive nominations for Mayor for 2021 and upon closure of nominations, by motion, elect a Mayor for 2021; and
2. Receive nominations for Vice-Mayor for 2021 and upon closure of nominations, by motion, elect a Vice-Mayor for 2021.

SITUATION (or BACKGROUND):

Administrative Procedure and Policy Number 1-7 of the City of Willows provides for an election of Mayor and Vice-Mayor in December of each year. The terms of office for the newly selected Mayor and Vice-Mayor will run from January 1, 2021, through December 31, 2021 unless otherwise appointed by the Council to serve an additional term of terms.

FINANCIAL CONSIDERATIONS:

No financial considerations.

NOTIFICATION

None at this time.

ALTERNATE ACTIONS

No alternative actions are recommended.

RECOMMENDATION

1. Receive nominations for Mayor for 2021 and upon closure of nominations, by motion, elect a Mayor for 2021; and
2. Receive nominations for Vice-Mayor for 2021 and upon closure of nominations, by motion, elect a Vice-Mayor for 2021.

Respectfully submitted,

Approved,

/s/Tara Rustenhoven
City Clerk

/s/Wayne Peabody
Interim City Manager

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the Council
FROM: Tara Rustenhoven, City Clerk
SUBJECT: Council Committee Appointments for 2021

RECOMMENDATION

Discuss possible appointments to various committees/panels for the 2021 calendar year.

SITUATION (or BACKGROUND):

Attached for Council's review and consideration is a list of the various committees in which Council Members serve as City Representatives. The appointments of the primary representative(s) and alternate(s) to specific committee are reviews annually by the Council. Consistent with past practice, the Mayor, with the concurrence of the Council, initiates recommendations for both continued and new appointments.

As indicated on the current list of committee representatives, a number of the positions are appointed for a specific period, while others do not have term expirations dates. Several of the committee appointments are made through the City Select Committee in which the City has an appointed representative (the Mayor). The City alternates every other year within the City of Orland with respect to appointments of the Glenn County Transportation Commission. During 2021, the City of Orland will have two members and one alternate on the Transportation Commission.

FINANCIAL CONSIDERATIONS:

No financial considerations.

NOTIFICATION

Notifications will be sent to the County Clerk's Office.

ALTERNATE ACTIONS

No Alternate actions are recommended.

RECOMMENDATION

Discuss possible appointments to various committees/panels for the 2021 calendar year.

Respectfully submitted,

Approved,

/s/Tara Rustenhoven
City Clerk

/s/Wayne Peabody
Interim City Manager

Attachments:

Attachment A-
Current Assignments (to be used for reference)

Attachment B-
Available List of Committee Assignments and Term Expirations for 2021 Calendar year.

WILLOWS CITY COUNCIL 2020 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
*Airport Land Use Committee	Mayor Warren		12/2020
*Glenn County Waste Management Regional Agency	Mello Flesher (Alternate)	3 rd Thursday Quarterly	12/2020
*Transit Committee	Hansen Flesher (Alternate)	3 rd Thursday Monthly 9am	12/2020
*Transportation Commission	Hansen Flesher (Alternate)	3 rd Thursday Monthly following Transit Committee meeting	12/2020
*LAFCO (Term is four years)	Mayor Warren City of Orland (Alternate)		12/2020
City Select Committee	Mayor Warren	Annually in January	12/2020
Countywide Mosquito & Vector Committee	Vince Holvick Mayor Warren (Alternate)		6/30/2021
Finance Committee	Mayor Warren Flesher	As needed	12/2020
GCID Voting Delegate	Mayor Warren	As needed	12/2020
League Legislative Delegate	Mayor Warren		12/2020
Library Board	Domenighini		12/2020
3CORE (Formally known as Tri-Counties Economic Development Committee)	Mayor Warren Mello (Alternate)		12/2020
CDBG Loan Committee	Mayor Warren Mello	As needed	12/2020
Public Safety (Police & Fire) Committee	Hansen Flesher	As needed	12/2020
City & Counties Economic Development Steering Committee	Domenighini Mayor Warren Hansen (Alternate)		12/2020
Sustainable Groundwater Management Act (SGMA) Board Committee	Hansen Cal Water	1 st Monday Monthly 1:30 pm	12/2020

WILLOWS CITY COUNCIL 2021 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
*Airport Land Use Committee			
*Glenn County Waste Management Regional Agency	(Alternate)	3 rd Thursday Quarterly	
*Transit Committee	(Alternate)	3 rd Thursday Monthly 9am	
*Transportation Commission	(Alternate)	3 rd Thursday Monthly following Transit Committee meeting	
*LAFCO (Term is four years)	City of Willows (Alternate)		
City Select Committee		Annually in January	
Countywide Mosquito & Vector Committee	Vince Holvick (Alternate)		6/30/2021
Finance Committee		As needed	
GCID Voting Delegate		As needed	
League Legislative Delegate			
Library Board	Domenighini		
3CORE (Formally known as Tri-Counties Economic Development Committee)	(Alternate)		
CDBG Loan Committee		As needed	
Public Safety (Police & Fire) Committee		As needed	
City & Counties Economic Development Steering Committee	(Alternate)		
Sustainable Groundwater Management Act (SGMA) Board Committee	Cal Water	1 st Monday Monthly 1:30 pm	

December 8, 2020

AGENDA ITEM

TO: Honorable Mayor Warren and Members of the City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: Solid Waste Collection Service Fee Schedule

RECOMMENDATION:

By motion, approve the Collection Service fee schedule, with an Effective date December 14, 2020.

SITUATION (or BACKGROUND):

The City Council approved new Franchise agreement between USA Waste of California and the City of Willows on October 27th, 2020. In that agreement terms, standard language and fee schedule was agreed to based upon the Master Franchise agreement between Willows, Orland, and the County of Glenn.

On November 17th Board of Supervisors raised the tipping fee from \$70 per ton to \$100 per ton. This 43% increase materially changed the rate schedule that was adopted with the Franchise agreement. USA Waste of California is required to transport solid was to the Glenn County Transfer station and pay tipping fee to the County.

With that change to the tipping fees and notification from USA Waste Management that the rates were no longer valid that were agreed upon. A new rate sheet was developed, and a new Effective Date of these rates would be December 14th, 2020. There have been no changes to the Collection Franchise agreement, the only changes that are being proposed at this time is the rate sheet.

FINACIAL CONSIDERATIONS:

Find attached Current rate sheet and the new rate sheet with the increase in tipping fees.

December 8, 2020

NOTIFICATION:

City of Orland
County of Glenn

ALTERNATE ACTIONS:

- 1: Request additional information from Staff
- 2: Reject Staff recommendation and/or direct item to be returned.

RECOMMENDATION:

By motion, approve the Collection Service fee schedule, with an Effective date December 14, 2020.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Wayne Peabody', with a long, sweeping horizontal flourish extending to the right.

Wayne Peabody
Interim City Manager

ATTACHMENT:

- A: Current Rate sheet
- B: New Rate Sheet



COLLECTION SERVICES PROPOSAL
City of Willows
Effective - 12/14/2020
Service Charge Fee Schedule

Disposal Adj. %
12.75%

RESIDENTIAL	Current Monthly Rate	Disposal Adjustment	New Rate
Cart Services (MSW & Recycle)			
Senior 35 Gallon Cart (65 and older)	\$13.42	\$1.71	\$15.13
35 Gallon Cart	\$18.10	\$2.31	\$20.41
64 Gallon Cart	\$19.57	\$2.50	\$22.07
96 Gallon Cart	\$27.95	\$3.56	\$31.51
96 Gallon Yard Waste - 1st Cart	\$5.05	\$0.64	\$5.69
Ancillary Services			
Additional recycling cart after 1st cart	\$7.51	\$0.96	\$8.47
Additional yard waste cart after 1st cart	\$7.51	\$0.96	\$8.47
Cancellation of yard waste services within the first 6 months of set up	\$25.00	\$3.19	\$28.19
Side Yard Assisted Service - medically justified	No Charge	N/A	No Charge
Side Yard Assisted Service - NOT medically justified	\$10.56	\$1.35	\$11.91
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	2.50%	N/A	2.50%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Replacement Cart-if due to customer negligence	Market Rate	N/A	Market Rate
Extra Pick up - 35 Gallon	\$6.40	\$0.82	\$7.22
Extra Pick up - 64 Gallon	\$6.93	\$0.88	\$7.81
Extra Pick up - 96 Gallon	\$9.71	\$1.24	\$10.95
Extra Pick up - 35, 64, 96 Gallon on non-route day	\$13.43	\$1.71	\$15.14
Contamination in Residential Containers * (per cart/per service)	\$16.00	\$0.00	\$16.00
Overage charge (cart too full for lid to close) *	\$16.00	\$0.00	\$16.00
Bad Pay/Reactivation Fees (no delivery)	\$32.00	\$4.08	\$36.08
Bad Pay/Reactivation Fees (with delivery)	\$45.00	\$5.74	\$50.74

* Contamination/Overage charged after 1st warning

COMMERCIAL	Current Monthly Rate	Disposal Adjustment	New Rate
MSW Bin Services			
1 Yard MSW - 1xWeek	\$100.65	\$12.83	\$113.48
1 Yard MSW - 2xWeek	\$190.33	\$24.27	\$214.60
1 Yard MSW - 3xWeek	\$279.42	\$35.63	\$315.05
1 Yard MSW - 4xWeek	\$368.91	\$47.04	\$415.95
1 Yard MSW - 5xWeek	\$458.34	\$58.44	\$516.78
1.5 Yard MSW - 1xWeek	\$110.71	\$14.12	\$124.83
1.5 Yard MSW - 2xWeek	\$209.37	\$26.69	\$236.06
1.5 Yard MSW - 3xWeek	\$307.36	\$39.19	\$346.55
1.5 Yard MSW - 4xWeek	\$405.80	\$51.74	\$457.54
1.5 Yard MSW - 5xWeek	\$504.17	\$64.28	\$568.45
2 Yard MSW - 1xWeek	\$118.41	\$15.10	\$133.51
2 Yard MSW - 2xWeek	\$223.92	\$28.55	\$252.47
2 Yard MSW - 3xWeek	\$328.73	\$41.91	\$370.64
2 Yard MSW - 4xWeek	\$434.01	\$55.34	\$489.35
2 Yard MSW - 5xWeek	\$539.22	\$68.75	\$607.97
3 Yard MSW - 1xWeek	\$190.33	\$24.27	\$214.60
3 Yard MSW - 2xWeek	\$302.74	\$38.60	\$341.34
3 Yard MSW - 3xWeek	\$453.76	\$57.85	\$511.61
3 Yard MSW - 4xWeek	\$537.40	\$68.52	\$605.92

3 Yard MSW - 5xWeek	\$671.77	\$85.65	\$757.42
4 Yard MSW - 1xWeek	\$223.92	\$28.55	\$252.47
4 Yard MSW - 2xWeek	\$356.17	\$45.41	\$401.58
4 Yard MSW - 3xWeek	\$533.83	\$68.06	\$601.89
4 Yard MSW - 4xWeek	\$632.23	\$80.61	\$712.84
4 Yard MSW - 5xWeek	\$790.32	\$100.77	\$891.09
6 Yard MSW - 1xWeek	\$295.63	\$37.69	\$333.32
6 Yard MSW - 2xWeek	\$478.04	\$60.95	\$538.99
6 Yard MSW - 3xWeek	\$664.25	\$84.69	\$748.94
6 Yard MSW - 4xWeek	\$856.88	\$109.25	\$966.13
6 Yard MSW - 5xWeek	\$1,071.12	\$136.57	\$1,207.69
Recycling Bin Services			
1 Yard RECYCLE - 1xWeek	\$50.32	\$6.42	\$56.74
1 Yard RECYCLE - 2xWeek	\$95.17	\$12.13	\$107.30
1 Yard RECYCLE - 3xWeek	\$139.71	\$17.81	\$157.52
1 Yard RECYCLE - 4xWeek	\$184.45	\$23.52	\$207.97
1 Yard RECYCLE - 5xWeek	\$229.17	\$29.22	\$258.39
1.5 Yard RECYCLE - 1xWeek	\$55.36	\$7.06	\$62.42
1.5 Yard RECYCLE - 2xWeek	\$104.68	\$13.35	\$118.03
1.5 Yard RECYCLE - 3xWeek	\$153.68	\$19.59	\$173.27
1.5 Yard RECYCLE - 4xWeek	\$202.90	\$25.87	\$228.77
1.5 Yard RECYCLE - 5xWeek	\$252.09	\$32.14	\$284.23
2 Yard RECYCLE - 1xWeek	\$59.21	\$7.55	\$66.76
2 Yard RECYCLE - 2xWeek	\$111.96	\$14.27	\$126.23
2 Yard RECYCLE - 3xWeek	\$164.37	\$20.96	\$185.33
2 Yard RECYCLE - 4xWeek	\$217.01	\$27.67	\$244.68
2 Yard RECYCLE - 5xWeek	\$269.61	\$34.38	\$303.99
3 Yard RECYCLE - 1xWeek	\$95.17	\$12.13	\$107.30
3 Yard RECYCLE - 2xWeek	\$151.37	\$19.30	\$170.67
3 Yard RECYCLE - 3xWeek	\$226.88	\$28.93	\$255.81
3 Yard RECYCLE - 4xWeek	\$268.70	\$34.26	\$302.96
3 Yard RECYCLE - 5xWeek	\$335.89	\$42.83	\$378.72
4 Yard RECYCLE - 1xWeek	\$111.96	\$14.27	\$126.23
4 Yard RECYCLE - 2xWeek	\$178.09	\$22.71	\$200.80
4 Yard RECYCLE - 3xWeek	\$266.92	\$34.03	\$300.95
4 Yard RECYCLE - 4xWeek	\$316.12	\$40.30	\$356.42
4 Yard RECYCLE - 5xWeek	\$395.16	\$50.38	\$445.54
6 Yard RECYCLE - 1xWeek	\$147.82	\$18.85	\$166.67
6 Yard RECYCLE - 2xWeek	\$239.02	\$30.48	\$269.50
6 Yard RECYCLE - 3xWeek	\$332.13	\$42.35	\$374.48
6 Yard RECYCLE - 4xWeek	\$428.44	\$54.63	\$483.07
6 Yard RECYCLE - 5xWeek	\$535.56	\$68.28	\$603.84
COMMERCIAL CARTS			
64 Gallon Cart - MSW	\$19.57	\$2.50	\$22.07
96 Gallon Cart - MSW	\$27.95	\$3.56	\$31.51
64 Gallon Cart - Recycling	\$9.79	\$1.25	\$11.04
96 Gallon Cart - Recycling	\$13.98	\$1.78	\$15.76
Extra Pickups			
Extra Pick up - Service Day - 1 yard	\$27.59	\$3.52	\$31.11
Extra Pick up - Service Day - 1.5 yard	\$33.10	\$4.22	\$37.32
Extra Pick up - Service Day - 2 yard	\$36.29	\$4.63	\$40.92
Extra Pick up - Service Day - 3 yard	\$58.94	\$7.52	\$66.46
Extra Pick up - Service Day - 4 yard	\$68.62	\$8.75	\$77.37
Extra Pick up - Service Day - 6 yard	\$114.58	\$14.61	\$129.19

Temporary Bins			
4 Yard Temp Bin - 3-day rental	\$104.88	\$13.37	\$118.25
4 Yard Temp Bin per day after 3rd day	\$34.95	\$4.46	\$39.41
Ancillary Services			
Walk in/Pull Out per Bin per Service over 10 feet	\$10.76	\$1.37	\$12.13
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	2.50%	N/A	2.50%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Trip Charge (WM unable to service due to non-WM caused circumstance)	\$25.00	\$3.19	\$28.19
Replacement Bin-if due to customer negligence	Market Price	N/A	Market Price
Key Charge when container access requires driver to remove lock per month	\$5.00	\$0.64	\$5.64
Contamination in Commercial Bins/Carts * (per Bin/Cart per service)	\$55.24	\$0.00	\$55.24
Overage charge (bin too full for lid to close) *	\$75.00	\$0.00	\$75.00
Bad Pay/Reactivation fee (no delivery)	\$32.00	\$4.08	\$36.08
Bad Pay/Reactivation fee (with delivery)	\$55.00	\$7.01	\$62.01

* Contamination/Overage charged after 1st warning

ROLL OFF	Current Monthly Rate	Disposal Adjustment	New Rate
Containers Services			
20 Yard Roll Off Container (includes 3 tons disposal)*	\$440.81	\$56.20	\$497.01
30 Yard Roll Off Container (includes 3 tons disposal)*	\$502.94	\$64.12	\$567.06
Ancillary Services			
Min Haul Charge - 7-day rental charged per day on 8th day	\$12.72	\$1.62	\$14.34
Trip Charge (WM unable to service due to non-WM caused circumstance)	\$150.00	\$19.13	\$169.13
Relocation Charge (Move box to new location on customers current site)	\$150.00	\$19.13	\$169.13
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	2.50%	N/A	2.50%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Replacement Bin-if-due to customer negligence	Market Price	N/A	Market Price

*Any tonnage in excess will be charged the landfill rate plus applicable franchise fees



**CITY OF WILLOWS
ANNUAL RATE INCREASE
EFFECTIVE 12/1/2017**

CPI % Adjustment	2.73%
Fuel % Adjustment	0.78%
Total Price Increase	3.51%

Residential Rates	Current Monthly Rates Effective 12/1/2016	CPI Adjustment	Fuel Adjustment	New Monthly Rate Effective 12/1/2017
64 Gallon Carts	\$18.90	\$0.52	\$0.15	\$19.57
96 Gallon Carts	\$27.00	\$0.74	\$0.21	\$27.95
35 Gallon Cart (Senior)*	\$12.97	\$0.35	\$0.10	\$13.42
Recycle				
64 Gallon Recycle Cart(s) - included with trash	\$0.00	\$0.00	\$0.00	\$0.00
Yard Waste				
96 Gallon Yard Waste (one or two carts)**	\$4.88	\$0.13	\$0.04	\$5.05
Additional Yard Waste Carts (after two)**	\$4.88	\$0.13	\$0.04	\$5.05
Extra pickup				
Per bag (service day)	\$3.25	\$0.09	\$0.03	\$3.37
35 Gallon cart (service day)	\$4.37	\$0.12	\$0.03	\$4.52
64 Gallon cart (service day)	\$6.03	\$0.16	\$0.05	\$6.24
96 Gallon cart (service day)	\$7.63	\$0.21	\$0.06	\$7.90
*Senior rate will never be more than 72% of the 64 gallon rate.				
*Green waste is a subscription service with an additional charge for each level of residential service.				

Commercial Rates	Current Monthly Rates Effective 12/1/2016	CPI Adjustment	Fuel Adjustment	New Monthly Rate Effective 12/1/2017
2 yd - 1X Week	\$114.40	\$3.12	\$0.89	\$118.41
2 yd - 2X Week	\$216.32	\$5.91	\$1.69	\$223.92
2 yd - 3X Week	\$317.58	\$8.67	\$2.48	\$328.73
2 yd - 4X Week	\$419.29	\$11.45	\$3.27	\$434.01
2 yd - 5X Week	\$520.94	\$14.22	\$4.06	\$539.22
4 yd - 1X Week	\$216.32	\$5.91	\$1.69	\$223.92
4 yd - 2X Week	\$344.10	\$9.39	\$2.68	\$356.17
4 yd - 3X Week	\$515.73	\$14.08	\$4.02	\$533.83
4 yd - 4X Week	\$610.80	\$16.67	\$4.76	\$632.23
4 yd - 5X Week	\$763.52	\$20.84	\$5.96	\$790.32
6 yd - 1X Week	\$285.60	\$7.80	\$2.23	\$295.63
6 yd - 2X Week	\$461.83	\$12.61	\$3.60	\$478.04
6 yd - 3X Week	\$641.72	\$17.52	\$5.01	\$664.25
6 yd - 4X Week	\$827.82	\$22.60	\$6.46	\$856.88
6 yd - 5X Week	\$1,034.80	\$28.25	\$8.07	\$1,071.12
8 yd - 1X Week	\$361.21	\$9.86	\$2.82	\$373.89
8 yd - 2X Week	\$590.71	\$16.13	\$4.61	\$611.45
8 yd - 3X Week	\$822.92	\$22.47	\$6.42	\$851.81
8 yd - 4X Week	\$1,063.07	\$29.02	\$8.29	\$1,100.38
8 yd - 5X Week	\$1,328.57	\$36.27	\$10.36	\$1,375.20
64 Gal commercial rate - trash	\$18.90	\$0.52	\$0.15	\$19.57
96 Gal commercial rate - trash	\$27.00	\$0.74	\$0.21	\$27.95
Recycle				
64 or 96 Gallon - Mixed Recyclables	\$0.00	\$0.00	\$0.00	\$0.00
3 Yd - Cardboard only	\$30.11	\$0.82	\$0.23	\$31.16
Extra Pickups				
2 yd Extra pickup	\$15.92	\$0.43	\$0.12	\$16.47
4 yd Extra pickup	\$29.40	\$0.80	\$0.23	\$30.43
6 yd Extra pickup	\$36.32	\$0.99	\$0.28	\$37.59
8 yd Extra pickup	\$45.05	\$1.23	\$0.35	\$46.63
Temporary Bins (Bin-a-Day)				
4 Cubic Yard	\$95.97	\$2.62	\$0.75	\$99.34

Commercial Rates	Current Monthly Rates Effective 12/1/2016	CPI Adjustment	Fuel Adjustment	New Monthly Rate Effective 12/1/2017
Roll Off Rates	Current Monthly Rates Effective 12/1/2016	CPI Adjustment	Fuel Adjustment	New Monthly Rate Effective 12/1/2017
20 Cubic Yard	\$425.86	\$11.63	\$3.32	\$440.81
30 Cubic Yard	\$485.89	\$13.26	\$3.79	\$502.94
Disposal	\$70.00	\$0.00	\$0.00	\$70.00
Per Day rental charge after seven days	\$11.95	\$0.33	\$0.00	\$12.28
Per hour relocation charge	\$29.88	\$0.82	\$0.00	\$30.70

ANCILLARY CHARGES	Current Monthly Rates Effective 12/1/2016	CPI Adjustment	Fuel Adjustment	New Monthly Rate Effective 12/1/2017
Long walk service. Up to 100 feet	\$9.85	\$0.27	\$0.08	\$10.20
Long walk service. 101 to 200 feet	\$19.70	\$0.54	\$0.15	\$20.39
Overfull Container (Snapshot)	\$150.00	\$4.10	\$1.17	\$155.27
Extra Pickup on non-service day for that customer's address	Not Available	N/A	N/A	Not Available
Go back charge (same day)	\$45.00	\$1.23	\$0.35	\$46.58
Contamination charge	\$30.00	\$0.82	\$0.23	\$31.05
Replace lost or stolen cart	\$85.00	\$2.32	\$0.66	\$87.98
Replace or Exchange damaged container (not caused by WM)	\$85.00	\$2.32	\$0.66	\$87.98
Account reactivation charge (from bad pay) - no cart delivery	\$45.00	\$1.23	\$0.35	\$46.58
Account reactivation charge (from bad pay) - w/ cart delivery	\$80.00	\$2.18	\$0.62	\$82.80
Roll Off Trip Charge	\$150.00	\$4.10	\$1.17	\$155.27
Key charge when container access requires driver to remove lock per month	\$5.00	\$0.14	\$0.04	\$5.18
Late Payment charge	2.5% of balance (\$5.00 min. Chg.)	N/A	N/A	2.5% of balance (\$5.00 min. Chg.)