



Willows City Council Regular Meeting

December 14, 2021

Willows City Hall

6:00 p.m.

City Council
Larry Domenighini, Mayor
Gary Hansen, Vice Mayor
Kerri Warren, Council Member
Jeff Williams, Council Member
Robert Griffith, Council Member

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. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first 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: trustenhoven@cityofwillows.org

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers Z45324-Z45349, 39043-39054, 051696-051749.

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

b. **Minute Approval**

Recommended Action: Approve minutes of the November 23, 2021 Special Meeting and the November 23, 2021 Regular City Council meeting.

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

c. **Rezone/GPA (Fleming) 2nd reading**

Recommended Action: Rezone and General Plan Amendment Request/Second Reading.

Contact: Karen Mantele, Principal Planner, kmantele@cityofwillows.org

d. Waste Management Service Fee Adjustments – Consumer Price Index Period

Recommended Action: Authorize the City Manager, or her designee, to amend Attachment 8B – Service Fee Adjustments of the City's Master Franchise Agreement with U.S.A Waste of California, Inc. to change the Consumer Price Index (CPI) period to October 1 of the prior year through September 30 of the current year.

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

e. Annual U.S.A Waste of California, Inc Franchise Rate Adjustment

Recommended Action: Acknowledge and accept the Consumer Price Index (CPI) rate adjustment of 2.41% per the previously approved Master Franchise Agreement with U.S.A Waste of California, Inc.

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

f. Update Fire Fighter/Fire Engineer and Temporary Fire Fighter/Fire Engineer Job Classifications

Recommended Action: Approve updating the Firefighter/Engineer and Temporary Firefighter/Engineer job classifications with current required and recommended certification and license language.

Contact: Nathan Monck, Fire Chief, nmonck@cityofwillows.org

g. Cal Water Firefighter Assistance Grant

Recommended Action: Authorize the City Manager, or her designee, to accept a Cal Water grant award in the amount of \$25,000 for the City of Willows Fire Department.

Contract: Nathan Monck, Fire Chief, nmonck@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. **Mayor and Vice Mayor Elections for 2022**

Recommended Action: Nominate and elect the Mayor and Vice Mayor for the 2022 calendar year.

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

b. **City Council Committee Appointments for the 2022 Calendar Year**

Recommended Action: Discuss and appoint Councilmembers to Committees, Commissions and Boards for the 2022 calendar year.

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

c. **Planning Commission Appointments**

Recommended Action: Consider the recommendation of the Council appointed subcommittee of Mayor Domenighini and Councilmember Warren to appoint to the Planning Commission Hilgard Muller to the two-year term vacated by Councilmember Robert Griffith ending December 31, 2023, and Kellie Burt and Lorri Pride to four-year terms ending on December 31, 2025.

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

d. **Library Board of Trustees Vacancy & Appointment**

Recommended Action: Elect a two Councilmember subcommittee to review applications, conduct interviews, and return to the full Council with a recommendation for appointment to the Library Board of Trustees to fill the remaining term, vacated by Councilmember Griffith, that is scheduled to expire on June 30, 2023.

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

e. **Coronavirus Premium Pay for Essential City Employees**

Recommended Action: Authorize the City Manager, or her designee, to issue premium pay for essential City employees in a total amount not to exceed \$50,000 to both current and former employees who are or have been employed with the City since March 13, 2020.

Contact: Marti Brown, 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 December 9, 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

11/17/2021 TO 12/01/2021

Payroll Direct Deposit	Z45324	TO	Z45349
General Checking	39043	TO	39054
Check Register	051696	TO	051749

APPROVAL DATE 12/14/2021

APPROVED _____

REPORT.: 11/22/21
RUN....: 11/22/21 Time: 11:02
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
Z45325	11/24/21	11/21/21	BRO01 Brown, Martha	11-21	05-22	5753.85
Z45326	11/24/21	11/21/21	BUT01 BUTLER, KATIE LEEANN	11-21	05-22	1934.31
Z45327	11/24/21	11/21/21	RUS01 RUSTENHOVEN, TARA L	11-21	05-22	2221.85
Z45328	11/24/21	11/21/21	EH000 EHORN, MARIA ANNETTE	11-21	05-22	2205.23
Z45329	11/24/21	11/21/21	ARE00 Arellanes, Ashley Marie	11-21	05-22	364.00
Z45330	11/24/21	11/21/21	BOW00 BOWERS, LINDA S	11-21	05-22	112.00
Z45331	11/24/21	11/21/21	BRI00 BRIONES, BRENDA VALENZU	11-21	05-22	213.22
Z45332	11/24/21	11/21/21	DUN00 DUNCAN , ROSE A	11-21	05-22	1558.62
Z45333	11/24/21	11/21/21	OLI00 OLIVER, LINDA F	11-21	05-22	203.00
Z45334	11/24/21	11/21/21	RAN00 RANDOLPH, ABIGAIL S	11-21	05-22	168.00
Z45335	11/24/21	11/21/21	SIL00 SILVA, EMILY M	11-21	05-22	112.00
Z45336	11/24/21	11/21/21	SPE02 SPENCE, KYLIEGH C	11-21	05-22	371.00
Z45337	11/24/21	11/21/21	VAR00 Vargas, Giovanni	11-21	05-22	518.00
Z45338	11/24/21	11/21/21	HUT04 HUTSON, KRISTINA RENEE	11-21	05-22	470.93
Z45339	11/24/21	11/21/21	ABO00 ABOLD, STEVEN B	11-21	05-22	1856.72
Z45340	11/24/21	11/21/21	MCM00 MCMAHON, SHARON M	11-21	05-22	188.16
Z45341	11/24/21	11/21/21	SEN00 SENGMAN, SITXAY	11-21	05-22	768.00
Z45342	11/24/21	11/21/21	VAS01 VASQUEZ, PEDRO CEASAR	11-21	05-22	2056.16
Z45343	11/24/21	11/21/21	ENO00 ENOS, KYLE	11-21	05-22	2652.89
Z45344	11/24/21	11/21/21	MON00 MONCK, NATHANIAL T	11-21	05-22	4434.00
Z45345	11/24/21	11/21/21	PET02 PETERSEN, MATTHEW	11-21	05-22	1925.15
Z45346	11/24/21	11/21/21	STE05 STEPHENS, KYRA	11-21	05-22	1647.36
Z45347	11/24/21	11/21/21	MIN00 MINGS, MICHAEL E	11-21	05-22	2021.80
Z45348	11/24/21	11/21/21	PFY00 PFYL, NATISA N	11-21	05-22	3182.64

36938.89

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REPORT.: 11/22/21
RUN....: 11/22/21 Time: 10:46
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
245324	11/24/21	11/24/21	EN000	ENOS, KYLE	11-21	05-22	1140.09
							1140.09
							=====

REPORT: 11/22/21
RUN: 11/22/21 Time: 11:24
Run By: Katie Butler

CITY OF WILLOWS
Check Register
*** CHECK REVERSAL ***

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Fiscal Period Period	Gross Amount
Z45324	11/23/21	11/23/21	ENO00	ENOS, KYLE	11-21 05-22	-1140.09
						-1140.09

CITY OF WILLOWS
Check Register

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
245349	11/24/21	11/24/21	ENO00 ENOS, KYLE	11-21	05-22	1140.09
						1140.09

REPORT.: 11/22/21
RUN ON.: 11/22/21 Time: 12:07
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
39043	11/22/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	C11122	11/22/21	STATE INCOME TAX	11-21	976.16	
39043	11/22/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	1C11122	11/22/21	STATE INCOME TAX	11-21	.00	976.16
39044	11/22/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	C11122	11/22/21	SDI	11-21	447.51	447.51
39045	11/22/21	ICM01 ICMA RETIREMENT TRUST 457	C11122	11/22/21	DEFERRED COMP - ICMA	11-21	200.00	200.00
39046	11/22/21	NAT00 NATIONWIDE RETIREMENT SOLU	C11122	11/22/21	USCM DEF. COMP.	11-21	1544.92	
39046	11/22/21	NAT00 NATIONWIDE RETIREMENT SOLU	1C11122	11/22/21	USCM DEF. COMP. MTCH	11-21	269.23	1814.15
39047	11/22/21	PER01 P.E.R.S.	C11122	11/22/21	PERS PAYROLL REMITTANCE	11-21	5669.02	
39047	11/22/21	PER01 P.E.R.S.	1C11122	11/22/21	PERS PAYROLL REMITTANCE	11-21	297.90	5966.92
39048	11/22/21	UMP00 UMPQUA BANK	C11122	11/22/21	DIRECT DEPOSIT	11-21	25517.70	
39048	11/22/21	UMP00 UMPQUA BANK	1C11122	11/22/21	DIRECT DEPOSIT	11-21	-148.21	25369.49
39049	11/22/21	UMP01 UMPQUA BANK - MYTAXPAYER	C11122	11/22/21	FEDERAL INCOME TAX	11-21	2742.65	
39049	11/22/21	UMP01 UMPQUA BANK - MYTAXPAYER	1C11122	11/22/21	FICA	11-21	4624.12	
39049	11/22/21	UMP01 UMPQUA BANK - MYTAXPAYER	2C11122	11/22/21	MEDICARE	11-21	1081.40	
39049	11/22/21	UMP01 UMPQUA BANK - MYTAXPAYER	3C11122	11/22/21	FEDERAL INCOME TAX	11-21	.00	8448.17
TOTAL DISBURSED...							43222.40	43222.40

REPORT.: 11/30/21
RUN ON.: 11/30/21 Time: 10:40
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
39050	11/30/21	AFL01 AFLAC- FLEX ONE	C11130	11/30/21	OTHER - AFLAC	11-21	673.54	673.54
39051	11/30/21	CYP00 CYPRESS ANCILLARY BENEFITS	C11130	11/30/21	DENTAL\VISION	11-21	687.28	687.28
39052	11/30/21	GOL01 GOLDEN STATE RISK MANAGEME	C11130	11/30/21	MEDICAL	11-21	7848.00	7848.00
39053	11/30/21	UNI17 UNITED PUBLIC EMPLOYEES AS	C11130	11/30/21	PUBLIC SAFETY DUES	11-21	87.68	87.68
39054	11/30/21	WIL01 WILLOWS EMPLOYEES ASSOC.	C11130	11/30/21	EMPLOYEES ASSOC.DUES	11-21	8.00	8.00
TOTAL DISBURSED...							9304.50	9304.50

REPORT.: Nov 17 21 Wednesday
 RUN.: Nov 17 21 Time: 14:40
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 11/17/21 Cash Account No.: 000 1045

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

		Invoice Date	Actual Period			Discount	Gross	Discount	Net
Invoice No	Description	Due Date	Fiscal Tm	G/L	Account No	Amount	Amount	Amount	Amount
Check #.: 051696 Check Date.: 11/17/21		Vendor I.D.: AIR00 (AIRGAS NCN)							
911921250-	OXYGEN	10/29/21	11-21			169.76	.00		169.76
		11/17/21	05-22						
Check #.: 051697 Check Date.: 11/17/21		Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)							
040677-	CLEANING UNIFORMS FOR PUBLIC WORKS	11/09/21	11-21			94.65	.00		94.65
		11/17/21	05-22						
040752-	CLEANING SUPPLIES FOR FIRE DEPT.	11/09/21	11-21			200.41	.00		200.41
		11/17/21	05-22						
** Vendor's Subtotal ----->						295.06	.00		295.06
Check #.: 051698 Check Date.: 11/17/21		Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)							
203631893-	New Print Mat. Willows Li	11/04/21	11-21			462.58	.00		462.58
		11/17/21	05-22						
Check #.: 051699 Check Date.: 11/17/21		Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)							
617689-	ADAPTER AND BRAKELINE	11/04/21	11-21	A		9.83	.00		9.83
		11/17/21	05-22						
618108-	U JOINT	11/10/21	11-21	A		21.84	.00		21.84
		11/17/21	05-22						
618490-	22IN EXACTFITBLADE	11/15/21	11-21	A		34.66	.00		34.66
		11/17/21	05-22						
** Vendor's Subtotal ----->						66.33	.00		66.33
Check #.: 051700 Check Date.: 11/17/21		Vendor I.D.: CAL62 (CAL WATER)							
C11117-	10-7-21 TO 11-4-21 SERVICE FOR ACT ENDING 6442	11/05/21	11-21			81.46	.00		81.46
		11/17/21	05-22						
Check #.: 051701 Check Date.: 11/17/21		Vendor I.D.: COL08 (COLE HUBER LLP)							
38324-	LITIGATION OF JOHN O'CONNELL	10/31/21	11-21			1035.00	.00		1035.00
		11/17/21	05-22						
38331-	GENERAL COUNSEL SERVICES	11/30/21	11-21			9977.75	.00		9977.75
		11/17/21	05-22						
** Vendor's Subtotal ----->						11012.75	.00		11012.75
Check #.: 051702 Check Date.: 11/17/21		Vendor I.D.: EAS00 (EASY SELF STORAGE LLC)							
C11117-	SEWER REIMBURSEMENT	11/17/21	11-21			2893.68	.00		2893.68
		11/17/21	05-22						
Check #.: 051703 Check Date.: 11/17/21		Vendor I.D.: FED01 (FEDERAL PROCESSING REGISTRY)							
10628-	SAM REGISTRATION AND RENEWAL	11/04/21	11-21			499.00	.00		499.00
		11/17/21	05-22						
Check #.: 051704 Check Date.: 11/17/21		Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)							
138079-	FILTER ELEMENT & FILTER HOUSING HEAD	11/09/21	11-21	A		37.96	.00		37.96
		11/17/21	05-22						
Check #.: 051705 Check Date.: 11/17/21		Vendor I.D.: GLE09 (GLENN CO. OFFICE OF EDUCATION)							
20211110-	LIVE SCANS	11/10/21	11-21	A		160.00	.00		160.00
		11/17/21	05-22						
Check #.: 051706 Check Date.: 11/17/21		Vendor I.D.: HIW00 (HIWAY TRUCK & AUTO)							
2101365-	FUEL WATER SEPERATOR	11/04/21	11-21			197.30	.00		197.30
		11/17/21	05-22						

REPORT.: Nov 17 21 Wednesday
 RUN...: Nov 17 21 Time: 14:40
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 11/17/21 Cash Account No.: 000 1045

PAGE: 002
 ID #: PY-CL
 CTL.: WIL

Invoice	No	Description	Invoice	Actual	Tm	G/L	Discount	Gross	Discount	Net
			Date	Period						
			Due Date	Fiscal			Account No	Amount	Amount	Amount
Check #.: 051707 Check Date.: 11/17/21 Vendor I.D.: INK01 (THE INKWELL)										
3360-		CASE OF PAPER AND PENS	11/15/21	11-21	A			77.27	.00	77.27
			11/17/21	05-22						
Check #.: 051708 Check Date.: 11/17/21 Vendor I.D.: INT16 (INTERSTATE BATTERY SYSTEM OF REDDING)										
30060351-		4" PUMP	11/02/21	11-21				140.37	.00	140.37
			11/17/21	05-22						
Check #.: 051709 Check Date.: 11/17/21 Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)										
81313-		CLEARIT PARTNER PROGRAM MEMBERSHIP	11/10/21	11-21				2638.00	.00	2638.00
			11/17/21	05-22						
81364-		190 BACKUP SERVICE	11/10/21	11-21				100.00	.00	100.00
			11/17/21	05-22						
** Vendor's Subtotal ----->								2738.00	.00	2738.00
Check #.: 051710 Check Date.: 11/17/21 Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)										
R053975-		PAPER TOWELS AND TRASH BAGS	11/12/21	11-21				89.70	.00	89.70
			11/17/21	05-22						
R054733-		CLEANING SUPPLIES	11/12/21	11-21				177.46	.00	177.46
			11/17/21	05-22						
** Vendor's Subtotal ----->								267.16	.00	267.16
Check #.: 051711 Check Date.: 11/17/21 Vendor I.D.: MID03 (MIDWEST TAPE)										
501225226-		DOGS JOURNEY A WIDESCREEN	11/04/21	11-21				9.64	.00	9.64
			11/17/21	05-22						
Check #.: 051712 Check Date.: 11/17/21 Vendor I.D.: MON02 (NATHANIAL MONCK)										
C11117-		FUEL REIMBURSEMENT	11/10/21	11-21				110.39	.00	110.39
			11/17/21	05-22						
Check #.: 051713 Check Date.: 11/17/21 Vendor I.D.: NEC00 (NEC FINANCIAL SERVICES LLC)										
2448934-		PHONE SYSTEM	11/05/21	11-21				268.08	.00	268.08
			11/17/21	05-22						
Check #.: 051714 Check Date.: 11/17/21 Vendor I.D.: PGE01 (PG & E)										
C11117-		UTILITY ELECTRIC FOR ACCT ENDING 2874	11/17/21	11-21	A			26.29	.00	26.29
			11/17/21	05-22						
Check #.: 051715 Check Date.: 11/17/21 Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)										
C11117-		OCT 2021 PAYMENT FOR POLICY 5487105	10/25/21	11-21				1315.83	.00	1315.83
			11/17/21	05-22						
** Total Checks Paid ----->								20828.91	.00	20828.91

REPORT.: Nov 29 21 Monday
 RUN...: Nov 29 21 Time: 11:35
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 11/29/21 Cash Account No.: 000 1045

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 ID #: PY-CL
 CTL.: WIL

		Invoice Date	Actual Period			Discount	Gross	Discount	Net
Invoice	No Description	Due Date	Fiscal	Tm	G/L	Account No	Amount	Amount	Amount
Check #.: 051716		Check Date.: 11/29/21	Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)						
203630685-	New Print Mat. Willows Li	11/02/21	11-21				76.54	.00	76.54
		11/29/21	05-22						
Check #.: 051717		Check Date.: 11/29/21	Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)						
C11124-	Water & Sewer	11/10/21	11-21	A			3902.15	.00	3902.15
		11/29/21	05-22						
Check #.: 051718		Check Date.: 11/29/21	Vendor I.D.: CLE03 (CLEARWAY ENERGY LLC)						
635497-	OCT 2021 SOLAR CHARGES	11/16/21	11-21				8806.35	.00	8806.35
		11/29/21	05-22						
Check #.: 051719		Check Date.: 11/29/21	Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)						
52322-	723232 EDA GRANT	10/31/21	11-21				87.50	.00	87.50
		11/29/21	05-22						
52323-	724449 601 N. TEHAMA ST	10/31/21	11-21				87.50	.00	87.50
		11/29/21	05-22						
52324-	724659 WILLOWS CITY ENGINEERING FY 21-22	10/31/21	11-21				5118.75	.00	5118.75
		11/29/21	05-22						
52325-	724703 900 S. TEHAMA- BIPPUS	10/31/21	11-21				131.25	.00	131.25
		11/29/21	05-22						
52444-	4484 995 JUNIPER DR- SFD REMODEL	10/31/21	11-21				176.25	.00	176.25
		11/29/21	05-22						
52450-	4450 414/420 S BUTTE ST- DUPLEX FOUNDATION	10/31/21	11-21				176.25	.00	176.25
		11/29/21	05-22						
52451-	4479 1239 W WOOD - BEAUTY SALON	10/31/21	11-21				212.50	.00	212.50
		11/29/21	05-22						
52452-	4482 346 S BUTTE ST - STEEL STORAGE BUILDING	10/31/21	11-21				357.50	.00	357.50
		11/29/21	05-22						
52453-	4498 124 N LASSEN ST- RETROFIT FIRE SPRINKLERS	11/10/21	11-21				817.50	.00	817.50
		11/29/21	05-22						
52459-	72-4441 CITY OF WILLOWS BUILDING DEPT. SERV.	10/31/21	11-21				140.00	.00	140.00
		11/29/21	05-22						
52460-	72-4441 CITY OF WILLOWS BUILDING DEPT. SERV.	10/31/21	11-21				321.25	.00	321.25
		11/29/21	05-22						
** Vendor's Subtotal ----->							7626.25	.00	7626.25
Check #.: 051720		Check Date.: 11/29/21	Vendor I.D.: COM16 (COMCAST CABLE)						
C11124-	SERVICE FOR 11-18-21 TO 12-18-21 ACT. 6196	11/14/21	11-21				150.94	.00	150.94
		11/29/21	05-22						
Check #.: 051721		Check Date.: 11/29/21	Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)						
00C111151-	Cont.Serv. Finance	11/15/21	11-21	A			432.84	.00	432.84
		11/29/21	05-22						
Check #.: 051722		Check Date.: 11/29/21	Vendor I.D.: DFA00 (DFA-ACTUARIES, LLC)						
202111101-	GASB 75	11/19/21	11-21				750.00	.00	750.00
		11/29/21	05-22						
Check #.: 051723		Check Date.: 11/29/21	Vendor I.D.: ENO00 (KYLE ENOS)						
C11123-	FIRE UNIFORM ALLOWANCE 4QTR	11/23/21	11-21				110.00	.00	110.00
		11/29/21	05-22						
Check #.: 051724		Check Date.: 11/29/21	Vendor I.D.: HOU00 (HOUSING TOOLS)						
C11124-	PAYMENT FOR INVOICES 2175 & 2189	11/24/21	11-21				5810.00	.00	5810.00
		11/29/21	05-22						
Check #.: 051725		Check Date.: 11/29/21	Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)						
211179888-	SHARPIES, SCISSORS, PLANNER AND PAPER	11/16/21	11-21	A			108.16	.00	108.16
		11/29/21	05-22						

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ID #: PY-CL
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		Invoice Date	Actual Period			Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
Invoice	No Description	Due Date	Fiscal	Tm					
Check #.: 051726 Check Date.: 11/29/21		Vendor I.D.: PET00 (MATTHEW PETERSEN)							
C11123-	FIRE UNIFORM ALLOWANCE 4TH QTR	11/23/21	11-21				145.00	.00	145.00
		11/29/21	05-22						
Check #.: 051727 Check Date.: 11/29/21		Vendor I.D.: PGE01 (PG & E)							
C11124-	UTILITY ELECTRIC FOR ACCT ENDING 2874	11/24/21	11-21	A			23.82	.00	23.82
		11/29/21	05-22						
Check #.: 051728 Check Date.: 11/29/21		Vendor I.D.: RGS01 (REGIONAL GOVERNMENT SERVICES)							
12709-	CONTRACT SERVICE OCT- RECRUITMENT CM	10/31/21	11-21				1103.29	.00	1103.29
		11/29/21	05-22						
12710-	CONTRACT SERVICES OCT- CSD	10/31/21	11-21				2039.50	.00	2039.50
		11/29/21	05-22						
12735-	REIMBURSABLE EXPENSES FOR RANDOLPH-POLLARD	10/31/21	11-21				1200.00	.00	1200.00
		11/29/21	05-22						
** Vendor's Subtotal ----->							4342.79	.00	4342.79
Check #.: 051729 Check Date.: 11/29/21		Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)							
517-	LEGAL ADVERTISING 2x3 PHN 11/6	11/17/21	11-21	A			49.20	.00	49.20
		11/29/21	05-22						
519-	DISPLAY ADVERTISING FOR PLANNING	11/17/21	11-21	A			95.40	.00	95.40
		11/29/21	05-22						
522-	LEGAL ADVERTISING 2x3 PHN 11/13	11/17/21	11-21	A			49.20	.00	49.20
		11/29/21	05-22						
** Vendor's Subtotal ----->							193.80	.00	193.80
Check #.: 051730 Check Date.: 11/29/21		Vendor I.D.: THR00 (3CORE)							
1254-	CDBG CONTRACT	10/31/21	11-21				4250.00	.00	4250.00
		11/29/21	05-22						
Check #.: 051731 Check Date.: 11/29/21		Vendor I.D.: WIL00 (WILLOWS AUTOMOTIVE)							
22778-	SMOG CHECK	11/18/21	11-21				51.75	.00	51.75
		11/29/21	05-22						
22779-	SMOG INSPECTION	11/18/21	11-21				51.75	.00	51.75
		11/29/21	05-22						
** Vendor's Subtotal ----->							103.50	.00	103.50
Check #.: 051732 Check Date.: 11/29/21		Vendor I.D.: WIL17 (WILLDAN)							
713475-	PRINCIPAL PLANNER	11/24/21	11-21				9848.91	.00	9848.91
		11/29/21	05-22						
** Total Checks Paid ----->							46681.05	.00	46681.05

REPORT.: Nov 29 21 Monday
RUN....: Nov 29 21 Time: 13:25
Run By.: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 11/29/21 Cash Account No.: 000 1045

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Invoice	No	Description	Invoice	Actual						Discount	Gross	Discount	Net
			Date	Period	Due	Fiscal	Tm	G/L	Account	No	Amount	Amount	Amount
Check #: 051733 Check Date.: 11/29/21			Vendor I.D.: AND01 (ANDY HEATH FINANCIAL SERVICES)										
0421-		SERVICES FOR 11-10-21 TO 11-28-21	11/29/21	11-21							5737.50	.00	5737.50
			11/29/21	05-22									
** Total Checks Paid ----->											5737.50	.00	5737.50

REPORT.: Dec 01 21 Wednesday
RUN....: Dec 01 21 Time: 13:43
Run By.: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 12/01/21 Cash Account No.: 000 1045

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ID #: PY-CL
CTL.: WIL

			Invoice Date	Actual Period							
Invoice	No	Description	Due Date	Fiscal	Tm	G/L	Account	No	Gross Amount	Discount Amount	Net Amount
Check #.: 051734 Check Date.: 12/01/21			Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)								
00047923-		CLEANING UNIFORMS FOR PUBLIC WORKS	11/23/21	12-21					92.65	.00	92.65
			12/01/21	06-22							
000044531-		CLEANING UNIFORMS FOR PUBLIC WORKS	11/16/21	12-21					92.65	.00	92.65
			12/01/21	06-22							
** Vendor's Subtotal ----->									185.30	.00	185.30
Check #.: 051735 Check Date.: 12/01/21			Vendor I.D.: ATT01 (A.T.& T.)								
C11201-		TELEPHONE EXP. 10-19-21 TO 11-18-21	11/19/21	12-21	A				1296.64	.00	1296.64
			12/01/21	06-22							
Check #.: 051736 Check Date.: 12/01/21			Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)								
203633606-		NEW PRINT MAT. WILLOWS LIB.	11/11/21	12-21					166.21	.00	166.21
			12/01/21	06-22							
Check #.: 051737 Check Date.: 12/01/21			Vendor I.D.: DUR00 (DURHAM-PENTZ TRUCK CENTER)								
104677-		MOBILE SNAP TST & MOBILE SERVICE	11/18/21	12-21					556.00	.00	556.00
			12/01/21	06-22							
Check #.: 051738 Check Date.: 12/01/21			Vendor I.D.: FGL00 (FGL ENVIRONMENTAL)								
178651A-		BACTI ANALYSIS	11/11/21	12-21					88.00	.00	88.00
			12/01/21	06-22							
178652A-		WET CHEMISTRY- NO3-N	11/01/21	12-21					56.00	.00	56.00
			12/01/21	06-22							
179214A-		BACTI ANALYSIS	11/22/21	12-21					22.00	.00	22.00
			12/01/21	06-22							
** Vendor's Subtotal ----->									166.00	.00	166.00
Check #.: 051739 Check Date.: 12/01/21			Vendor I.D.: GLE54 (GLENN COUNTY BUILDING DEPARTMENT)								
2243-		INSPECTION SERVICES 7/1/21 TO 9/30/21	10/21/21	12-21					5983.63	.00	5983.63
			12/01/21	06-22							
Check #.: 051740 Check Date.: 12/01/21			Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)								
24962-		MERAKI 1YR LICENSE AND SUPPORT	11/22/21	12-21					360.00	.00	360.00
			12/01/21	06-22							
Check #.: 051741 Check Date.: 12/01/21			Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)								
C11201-		PRESSBOARD	11/17/21	12-21	A				40.53	.00	40.53
			12/01/21	06-22							
206113249-		TOPLOAD CASE	10/26/21	12-21	A				13.56	.00	13.56
			12/01/21	06-22							
211176616-		CARRY CASE & WIRELESS KEYBOARD	11/16/21	12-21	A				94.37	.00	94.37
			12/01/21	06-22							
211179890-		MONTHLY POCKET PLANNERS	11/16/21	12-21	A				6.42	.00	6.42
			12/01/21	06-22							
211179891-		DRY ERASE WHITEBOARD	11/18/21	12-21	A				182.55	.00	182.55
			12/01/21	06-22							
** Vendor's Subtotal ----->									337.43	.00	337.43
Check #.: 051742 Check Date.: 12/01/21			Vendor I.D.: PGE01 (PG & E)								
C11201-		UTILITY ELECTRIC FOR ACCT ENDING 1537	12/01/21	12-21	A				8521.35	.00	8521.35
			12/01/21	06-22							
Check #.: 051743 Check Date.: 12/01/21			Vendor I.D.: RAY03 (RAY MORGAN COMPANY)								
3529232-		WATER SYSTEM	11/24/21	12-21	A				63.28	.00	63.28
			12/01/21	06-22							

RUN....: Dec 01 21 Time: 13:43
Run By.: Katie Butler

Automatic Check Listing/Update
Control Date.: 12/01/21 Cash Account No.: 000 1045

ID #: PY-CL
CTL.: WIL

Invoice No	Description	Invoice Date	Actual Period	Discount Tm	G/L Account No	Discount Amount	Gross Amount	Discount Amount	Net Amount
Check #: 051744 Check Date.: 12/01/21 Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)									
50550-	FLAT REPAIR	11/19/21	12-21				40.00	.00	40.00
		12/01/21	06-22						
Check #: 051745 Check Date.: 12/01/21 Vendor I.D.: USB02 (US BANK)									
458852753-	EQUIPMENT MAINT.	11/24/21	12-21				487.05	.00	487.05
		12/01/21	06-22						
Check #: 051746 Check Date.: 12/01/21 Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)									
C11201-	NOV 2021 MONTHLY BILL FOR ACCT ENDING 0146	11/22/21	12-21				2017.64	.00	2017.64
		12/01/21	06-22						
Check #: 051747 Check Date.: 12/01/21 Vendor I.D.: WAL07 (WAL-MART COMMUNITY)									
163879575-	MONTHLY BILL 10-20-21 TO 11-19-21	11/19/21	12-21				480.40	.00	480.40
		12/01/21	06-22						
Check #: 051748 Check Date.: 12/01/21 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)									
264263-	TRI FLOW	12/01/21	12-21	A			6.96	.00	6.96
		12/01/21	06-22						
Check #: 051749 Check Date.: 12/01/21 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)									
76057-	CABLE TIES 8" 75# ASST	11/30/21	12-21				14.99	.00	14.99
		12/01/21	06-22						
** Total Checks Paid ----->						20682.88	.00	20682.88	



ACTION MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD NOVEMBER 23, 2021

Agenda Item# 5b

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

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

1. Mayor Domenighini called the meeting to order at 5:30 p.m.
2. The meeting opened with the Pledge of Allegiance led by Council Member Warren.
3. **Roll Call:**

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

Council Members Absent:

Staff Present: Interim City Manager, Marti Brown, and Minute Clerk, Maria Ehorn

4. **Changes to the Agenda:**

No changes to the agenda.

5. **Closed Session:**

- a. Public Employee Appointment (\$54957) Title City Manager.

Council recessed into closed session at 5:31 p.m.

Council reconvened into open session at 5:43 p.m.

Announcement of any action taken in closed session:

Mayor Domenighini reported no reportable action and direction was given to staff.

6. **Adjournment:**

The Meeting was adjourned at 5:43 p.m.

Dated: November 23, 2021

Maria Ehorn, Minute Clerk



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

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

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

1. Mayor Domenighini called the meeting to order at 6:00 p.m.
2. The meeting opened with the Pledge of Allegiance led by Council Member Warren.
3. **Roll Call:**

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

Council Members Absent:

Staff Present: Interim City Manager, Marti Brown and Minute Clerk, Maria Ehorn

4. **Changes to the Agenda:**

There were no changes to the Agenda.

5. **Ceremonial Matters (Proclamations, Recognitions, Awards):**

- a. Pearl Harbor Remembrance Day – Mayor Domenighini read the proclamation.

6. **Oath of Office:**

- a. Newly Appointed Fire Chief, Nathaniel Monck

Chief Monck was administered the Oath of Office by the Minute Clerk, Maria Ehorn.

7. **Public Comment & Consent Calendar Forum:**

Public Comment:

No public comments or written communications.

Consent Calendar:

- a. Approval of general checking, payroll & direct deposit check registers Z45289-Z45323, 39030-39042, 051671-051695.
- b. Approval of minutes of the Regular City Council Meeting held on November 9, 2021.

Action:

Motion: Vice Mayor Hansen / Second: Council Member Griffith

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

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

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

NOES:

ABSENT:

ABSTAIN:

At this point Council moved item 10a, Re-Issuance of USDA Sewage Bond, as noted under the Discussion & Action Calendar, to be discussed first.

10. **Discussion & Action Calendar:**

- a. Re-Issuance of USDA Sewage Bond

By motion adopt a resolution entitled; **RESOLUTION APPROVING THE FORM AND AUTHORIZING AND DIRECTING EXECUTION OF CERTAIN INSTALLMENT SALE FINANCING DOCUMENTS TO FINANCE AND REFINANCE THE ACQUISITION**

AND CONSTRUCTION OF ADDITIONS, BETTERMENTS, EXTENSIONS AND IMPROVEMENTS TO THE CITY'S MUNICIPAL SEWER SYSTEM, AUTHORIZING AND DIRECTING DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT IN

CONNECTION WITH THE OFFERING AND SALE OF CERTIFICATES OF PARTICIPATION RELATING THERETO, AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO.

Action:

Motion: Vice Mayor Hansen /Second: Council Member Williams

*Moved to approve the resolution entitled: **RESOLUTION APPROVING THE FORM AND AUTHORIZING AND DIRECTING EXECUTION OF CERTAIN INSTALLMENT SALE FINANCING DOCUMENTS TO FINANCE AND REFINANCE THE ACQUISITION AND CONSTRUCTION OF ADDITIONS, BETTERMENTS, EXTENSIONS AND IMPROVEMENTS TO THE CITY'S MUNICIPAL SEWER SYSTEM, AUTHORIZING AND DIRECTING DISTRIBUTION OF A PRELIMINARY OFFICIAL STATEMENT IN CONNECTION WITH THE OFFERING AND SALE OF CERTIFICATES OF PARTICIPATION RELATING THERETO, AND DIRECTING CERTAIN ACTIONS WITH RESPECT THERETO.***

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

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

NOES:

ABSENT:

ABSTAIN:

8. Presentations:

a. Public Works Presentation

City Engineer, John Wanger, presented the state of the City's infrastructure and Public Works Department.

b. General Plan Update

City Planner, Karen Mantele, presented the General Plan Update.

9. Public Hearing:

a. Rezone Parcel/General Plan Amendment from Light Industrial zoning to Residential Professional zoning.

Open Public Hearing at 7:54 pm.

Closed Public Hearing at 7:54 pm.

City Planner, Karen Mantele, presented the item.

Action:

Motion: Council Member Warren /Second: Vice Mayor Hansen

Moved to waive the first reading.

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

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

NOES:

ABSENT:

ABSTAIN: Griffith

By consensus of the Council the above item is to be on the consent agenda at the next regular meeting of the City Council, December 14, 2021.

10. Discussion & Action Calendar Continued:

b. Street Excavation Rules

Action:

Motion: Council Member Williams /Second: Council Member Griffith

Moved to adopt the Street Excavation Rules and direct staff to begin implementation of the rules with all new encroachment permits.

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

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

NOES:

ABSENT:

ABSTAIN:

c. Submit Grant application to Assistance to Firefighters Grant (AFG) Program

Action:

Motion: Vice Mayor Hansen /Second: Council Member Warren

Moved to approve a resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO SUBMIT AN ASSISTANCE TO FIREFIGHTERS GRANT (AFG) APPLICATION AND EXECUTE AN AGREEMENT BETWEEN JMCM CONSULTING FOR GRANT PREPARATION SERVICES.

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

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

NOES:

ABSENT:

ABSTAIN:

d. City Manager Contract

City Attorney, David Ritchie, presented the item.

Action:

Motion: Council Member Griffith /Second: Vice Mayor Hansen

Moved to approve a resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPOINTING A CITY MANAGER, APPROVING RELATED CITY MANAGER EMPLOYMENT AGREEMENT AND SETTING THE BASE SALARY FOR CITY MANAGER.

The motion passed 4/1 carried by the following roll call vote:

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

NOES: Williams

ABSENT:

ABSTAIN:

e. Cancel Regular City Council Meeting of December 28, 2021.

City Manager, Marti Brown, presented the item.

Action:

Motion: Council Member Warren / Second: Council Member Griffith

Moved to cancel the December 28, 2021 meeting.

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

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

NOES:

ABSENT:

ABSTAIN:

f. Establish the Time and Place for the Frequency of City Council Meetings

Action:

Motion: Council Member Warren / Second: Vice Mayor Hansen

Moved to approve the resolution entitled: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ESTABLISHING THE DATES, TIMES, PLACE AND FREQUENCY OF THE REGULAR MEETINGS OF THE CITY COUNCIL OF THE CITY OF WILLOWS.

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

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

NOES:

ABSENT:

ABSTAIN:

11. Council/Staff Reports/Comments:

a. City Council Reports Comments:

Council gave comments/reports on activities and various meetings they attended.

b. Staff Reports/Comments:

Staff gave brief updates/status of upcoming and ongoing projects.

11. Adjournment:

The Meeting was adjourned at 8:30 p.m.

Dated: November 23, 2021

Maria Ehorn, Minute Clerk



Date: December 14, 2021

To: City Council Members

From: Karen Mantele, Principal Planner
Marti Brown, City Manager

Subject: Rezone and General Plan Amendment Request/Second Reading

Recommendation:

Adopt Resolution XX-2021 approving the request to rezone and change the General Plan designation for one parcel at 345 E. Laurel Street/APN: 003-121-007/Files# RZ-21-01 & GPA-21-01; rezoning from Light Manufacturing zoning to Residential Professional zoning and changing the designation from Light Manufacturing to Office and Professional.

Rationale for Recommendation:

The subject parcel is zoned Light Manufacturing (ML) and located on the northeast corner of E. Laurel and S. Yolo Streets. Zoning to the west (across the alley) is the same as the project site; north, south, and east is Residential Professional, (R-P) zoning. The applicant owns the lot to the north. The General Plan Land Use Designation for this one parcel is Light Manufacturing. The adjoining parcel to the north is designated as Office and Professional.

There is a large building located at the site, which was built over property lines a long time ago. As a result, there have been discrepancies by having two parcels within two different zoning districts and a building crossing both parcels. Approving the requests to change the zoning and land use for this one parcel will bring consistency to the parcel/area.

Background:

The property owners have applied to the city for approval to rezone and change the designation for one (1) 14,810 square foot parcel from Light Manufacturing to Residential Professional zoning; and change the Land Use designation from Light Industrial to Office and Professional. The subject parcel sits adjacent to another 14,810 square foot parcel, also owned

by the Flemings (APN: 003-121-006/zoned RP). Therefore, the request is to bring about consistency on both parcels. A merger of the two parcels has been completed.

The Planning Commission heard the request at a regular meeting on October 20, 2021 and adopted a resolution recommending the City Council approve the requests to rezone and change the general plan designation on this one parcel to ensure neighborhood consistency. The City Council heard the report and first reading of the rezone and general plan requests at their November 23, 2021 regular meeting.

Discussion & Analysis:

Approving the requests to change the zoning and land use for this one parcel will bring consistency to the parcel and neighborhood, and with a resulting lot merger, both parcels will be combined, and all the land will be of the same zoning and land use designation. The RP zoning in the future will allow many uses including multi-family residential.

Fiscal Impact:

The proposed recommendation results in no fiscal impact to the city.

Attachments:

- Attachment 1: Planning Commission Resolution of October 20, 2021
- Attachment 2: Draft Resolution
 - Exhibit A: Existing General Plan Land Use Map
 - Exhibit B: Resulting General Plan Land Use Map
 - Exhibit C: Existing Zoning Map
 - Exhibit D: Resulting Zoning Map

PC RESOLUTION NO. 17-2021

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS
RECOMMENDING THE REQUEST TO REZONE ONE 14,810 SF PARCEL FROM ML TO RP
ZONING AND CHANGE THE GENERAL PLAN CLASSIFICATION ON THE PARCEL FROM
LIGHT INDUSTRIAL TO OFFICE AND PROFESSIONAL DESIGNATION BE FORWARDED
TO THE CITY COUNCIL FOR APPROVAL FOR PROPERTY LOCATED AT 345 E. LAUREL
STREET, ASSESSORS PARCEL NUMBER 003-121-007**

WHEREAS, the applicants Jeffrey and Mary Fleming, have filed a request to Rezone subject parcel from ML to RP zoning and amend the General Plan Land Use Designation on subject parcel from Light Manufacturing to Office Professional; and,

WHEREAS, per WMC Section 18.20 (Amendments) all zone changes require city approval, and,

WHEREAS; per WMC Section 18.20 a property owner may initiate a change of zoning or amendment to a map upon filing of an application and paying a filing fee; and

WHEREAS, per WMC Section 18.20.030, the Planning Commission shall hold a public hearing and shall provide notice by publication in a newspaper of general circulation within at least 10 days prior to such meeting; and

WHEREAS, notice of the Planning Commission meeting held on October 20, 2021, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 300 feet were sent; and,

WHEREAS, the Planning Commission did, on October 20, 2021, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

WHEREAS, the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

WHEREAS, the Planning Commission finds that the rezone/general plan change proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(3); and

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the request to amend the zoning and land use designation on the subject parcel, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby forwards the request to the City Council with a recommendation to approve the request, subject to the attached conditions of approval set forth in Attachment #2.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 20th day of October, 2021, by the following vote, to wit:

AYES: Woods, Griffith, Bobadilla, Hansen, Muller
NOES: 0
ABSTAIN: 0
ABSENT: 0

APPROVED: _____

Hilgard Muller, Chairperson

ATTEST: _____

Recording Secretary, Maria Ehorn

Draft City Council Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING AN AMENDMENT TO THE GENERAL PLAN LAND USE MAP (FILE#GPA-21-01) AND REDESIGNATE ONE 14,810 SF PARCEL FROM LIGHT MANUFACTURING TO OFFICE AND PROFESSIONAL AND MODIFY THE ZONING MAP (FILE#RZ-21-01) TO REZONE ONE 14,810 SF PARCEL FROM ML (LIGHT MANUFACTURING) TO RP (RESIDENTIAL PROFESSIONAL) FOR PROPERTY LOCATED AT 345 E. LAUREL STREET ASSESSORS PARCEL NUMBER 003-121-007

WHEREAS, the applicant, Jeff Fleming, is proposing to modify the City of Willows General Plan Land Use Map to redesignate one 14,810 SF parcel from Light Manufacturing to Office and Professional (See Attachments A & B); and

WHEREAS, the applicant, Jeff Fleming, is proposing to modify the City of Willows Zoning Map to rezone one 14,810 SF parcel from Light Manufacturing to Office and Professional (See Attachments C & D); and

WHEREAS, the Planning Commission conducted a public hearing on October 20, 2021, to review the rezone and redesignation proposals and recommended the City Council adopt the requests; and

WHEREAS, Per Chapter 18.20.050, upon receipt of such report from the planning commission, the city council shall set the matter for public hearing and notice according to guidelines set forth in state law; and

WHEREAS, the City Council conducted a public hearing on November 23, 2021, to review the proposals, which hearing was noticed in a local newspaper ten days prior to the hearing, and

WHEREAS, the City Council has reviewed the proposals, the staff report as presented and considered all public comments for the first reading, and

WHEREAS, the City Council finds that the request to modify the zoning map and general plan land use map is exempt from environmental review as required by CEQA using the "General Rule" Section 15061(b)(3) that is applied to proposals, which will have no potential adverse impact on the environment.

NOW THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF WILLOWS FINDS:

SECTION 1. That the approval to redesignate the City of Willows Land Use Map for the 14,810 SF parcel will not have a significant impact on the environment.

SECTION 2. That the approval to amend the City of Willows Zoning Map for the 14,810 SF parcel will not have a significant impact on the environment.

SECTION 3. That the City Council considered both proposals on the November 23, 2021 regular meeting for a first reading.

SECTION 4. The City Council hereby does approve the requests to amend the general plan designation from Light Manufacturing to Office and Professional and amend the zoning from Light Manufacturing to Residential Professional as shown on the Attachments.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of December, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Larry Domenighini, Mayor

ATTESTED:

Tara Rustenhoven, City Clerk

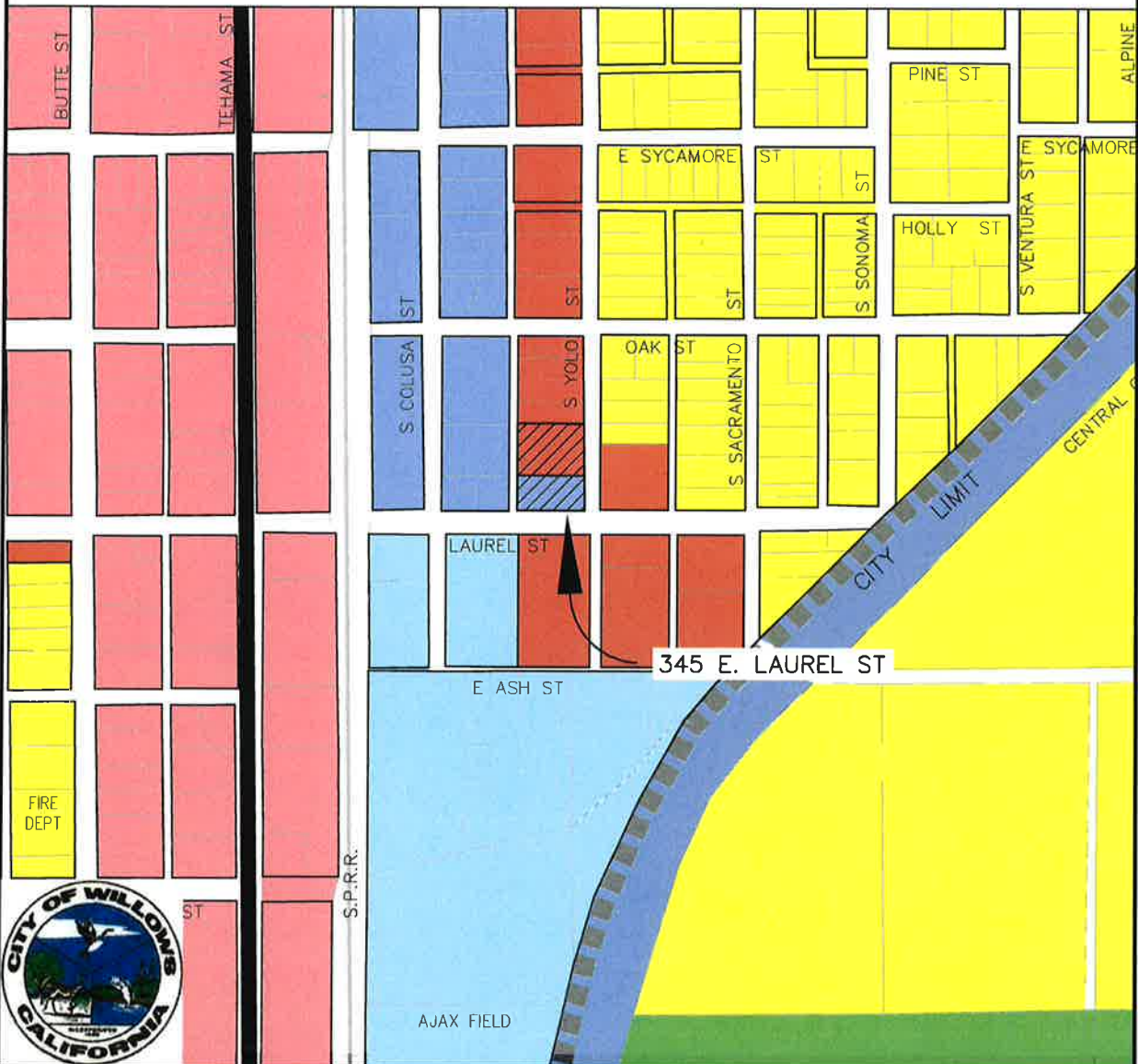
ORIGINAL PLOT DATE: 03 Nov 2021

LANDUSE DESIGNATIONS

	LDR – LOW DENSITY RESIDENTIAL
	OP – OFFICE OF PROFESSIONAL
	GI – GENERAL INDUSTRIAL
	LI – LIGHT INDUSTRIAL
	GC – GENERAL COMMERCIAL



NTS



Coastland Civil Engineering, Inc.

1400 Neatomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax

CITY OF WILLOWS

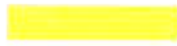




LOCATION MAP - 345 E. LAUREL ST
LANDUSE DESIGNATION LI & OP
EXISTING GENERAL PLAN LANDUSE

EXHIBIT A

Images: Willows.jpg, Willows.jpg, Xrefs: Willows Base.dwg
Path: F:\BMAP-STD\Willows\Gen Plan\Old\General Plan Map 11-03-21.dwg
Layout Name: Planning exd G.P.U. Exib A Plot Date: Nov 04, 2021 at 01:26 pm

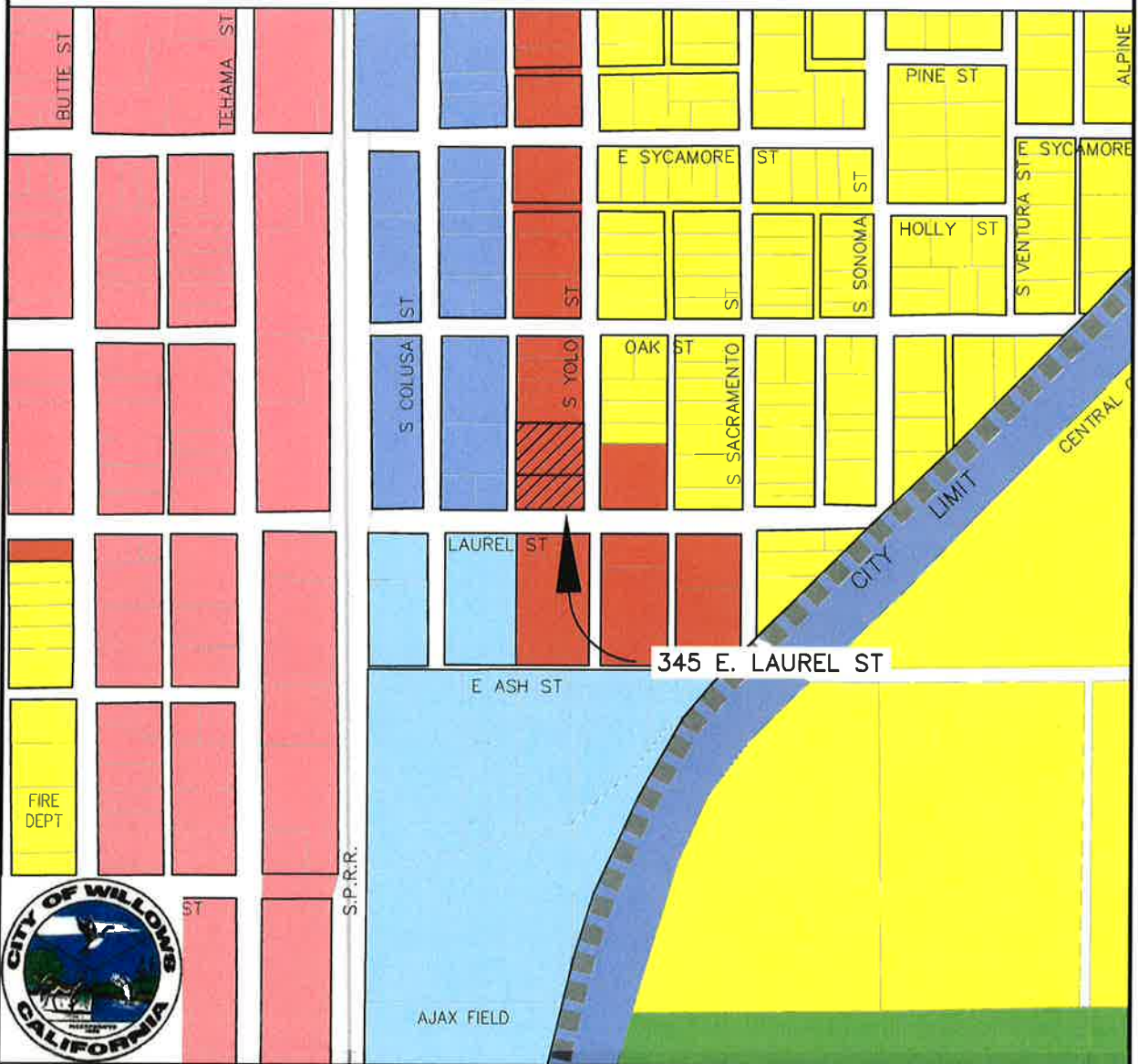
ORIGINAL PLOT DATE: 03 Nov 2021

LANDUSE DESIGNATIONS

-  LDR – LOW DENSITY RESIDENTIAL
-  OP – OFFICE OF PROFESSIONAL
-  GI – GENERAL INDUSTRIAL
-  LI – LIGHT INDUSTRIAL
-  GC – GENERAL COMMERCIAL



NTS



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1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax






CITY OF WILLOWS
LOCATION MAP - 345 E. LAUREL ST.
LANDUSE DESIGNATION OP
PROPOSED GENERAL PLAN LANDUSE

EXHIBIT B

Images: Willows.jpg, Willows.jpg, Xrefs: Willows Base.dwg
Pub: F:\BMAP-STD\Willows\Gen Plan\General Plan Map.dwg
Layout Name: GPMU Planning exb 8.5x11 Plot Date: Nov 04, 2021 at 02:01 pm

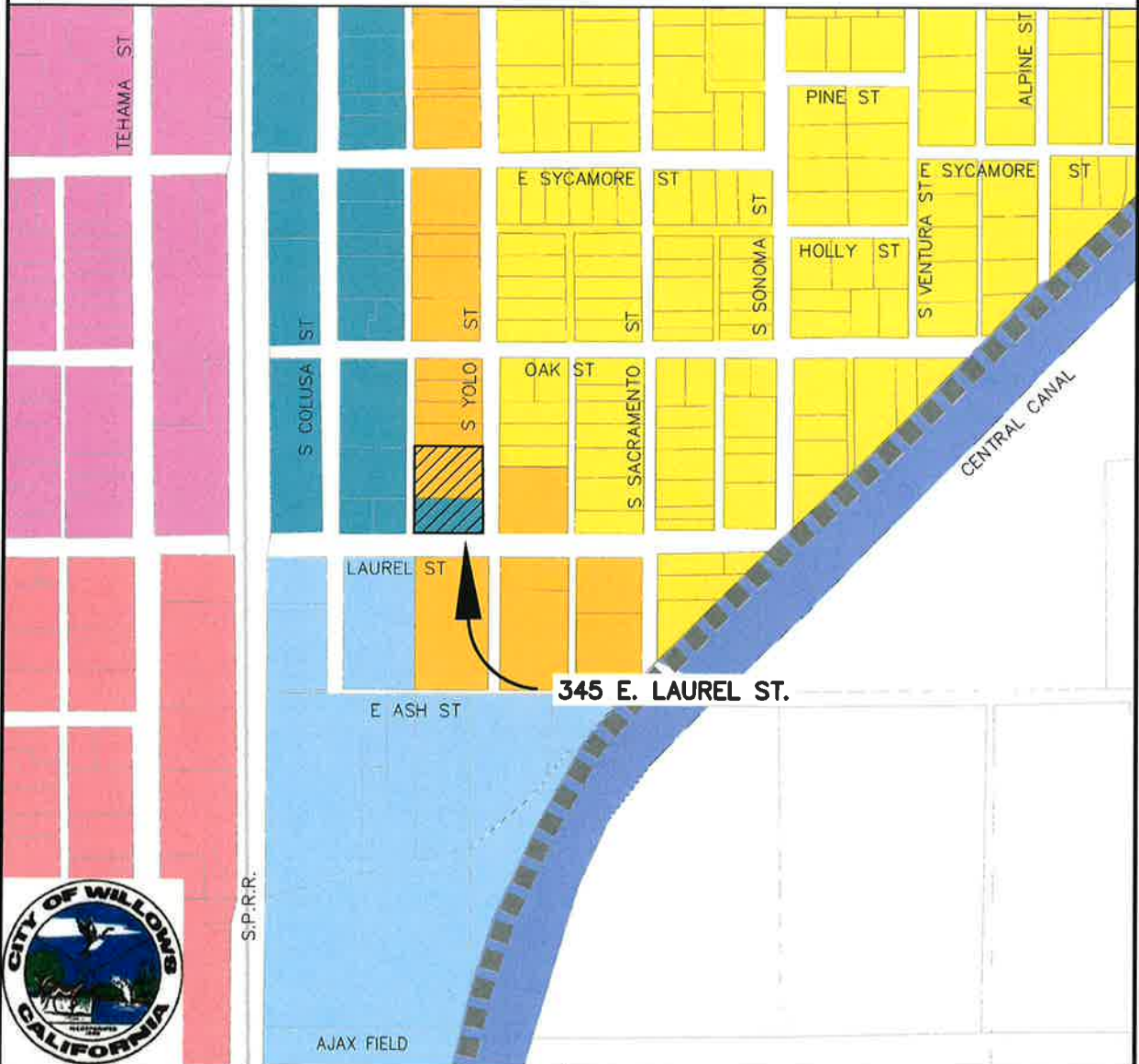
ORIGINAL PLOT DATE: 11-may-13

ZONING DESIGNATIONS

-  CC: CENTRAL COMMERCIAL
-  ML: LIGHT MANUFACTURING
-  RP: RESIDENTIAL/PROFESSIONAL
-  MH: HEAVY MANUFACTURING
-  R-1: SINGLE FAMILY RESIDENTIAL



NTS



Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax





CITY OF WILLOWS
LOCATION MAP
345 E. LAUREL ST - ZONING DESIGNATION ML & RP
EXISTING ZONING MAP

EXHIBIT A

Images: Willows.jpg; Willows.jpg; Xref: Willows Base.dwg
Path: F:\BMAP-STD\Willows\Zoning\Old\Old Willows Zoning 11-3-21.dwg Layout Name: Fleming Exib A Plot Date: Nov 04, 2021 at 02:00 pm

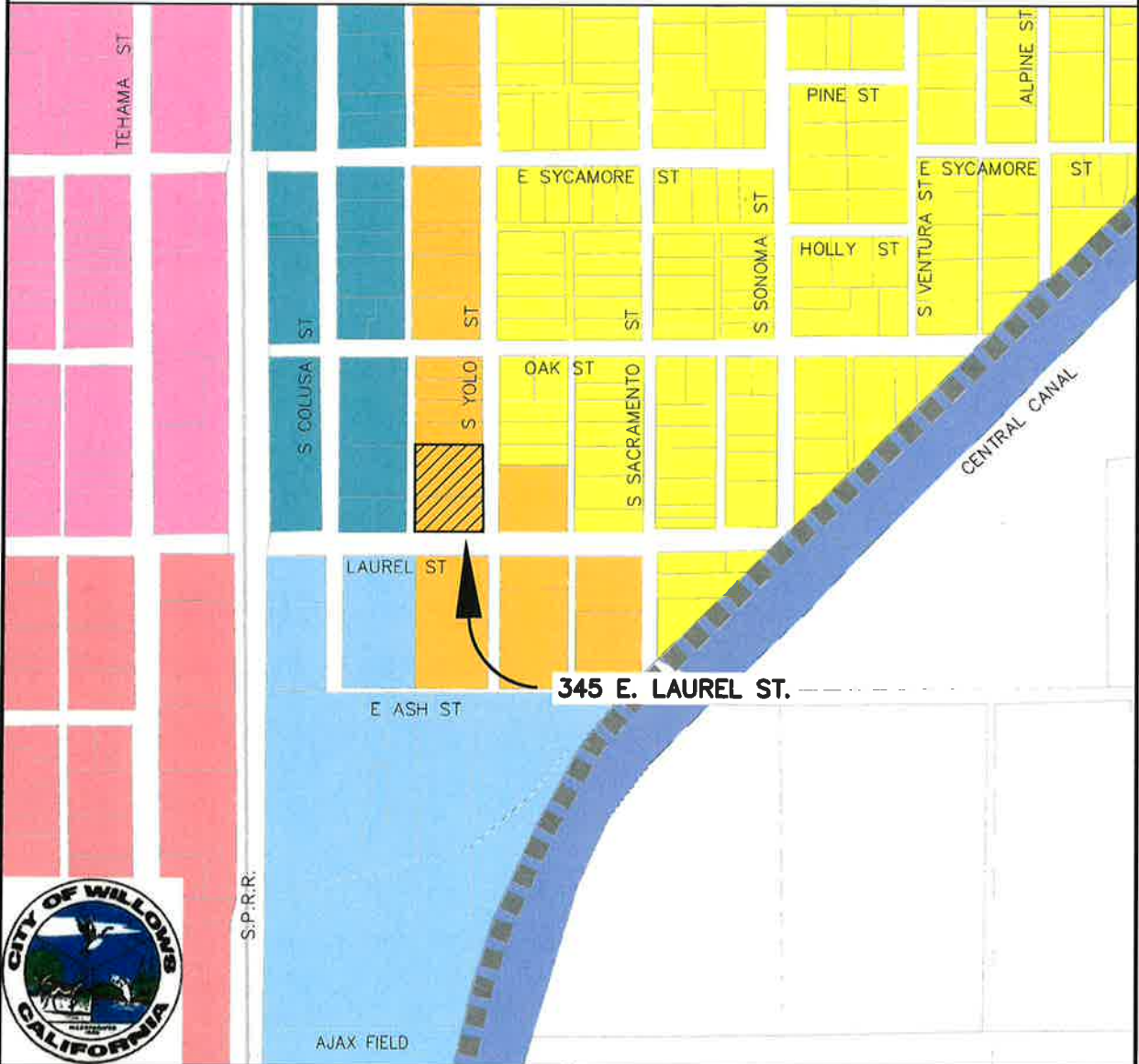
ORIGINAL PLOT DATE: 11-may-11

ZONING DESIGNATIONS

-  CC: CENTRAL COMMERCIAL
-  ML: LIGHT MANUFACTURING
-  RP: RESIDENTIAL/PROFESSIONAL
-  MH: HEAVY MANUFACTURING
-  R-1: SINGLE FAMILY RESIDENTIAL



NTS



Images: Willows.jpg; Willows.jpg; Xrefs: Willows Base.dwg
 Path: F:\BMAP-STD\Willows\Zoning.dwg
 Layout Name: Fleming exb 8.5x11 Plot Date: Nov 04, 2021 at 02:10 pm



Coastland Civil Engineering, Inc.
 1400 Neatomas Avenue, Santa Rosa, CA 95405
 707.571.8005 707.571.8037 Fax

CITY OF WILLOWS
 LOCATION MAP
 345 E. LAUREL ST - ZONING DESIGNATION RP
 PROPOSED ZONING MAP

EXHIBIT B



Date: December 14, 2021
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Waste Management Service Fee Adjustments – Consumer Price Index Period

Recommendation:

Authorize the City Manager, or her designee, to amend Attachment 8B – Service Fee Adjustments of the City’s Master Franchise Agreement with U.S.A Waste of California, Inc. to change the Consumer Price Index (CPI) period to October 1 of the prior year through September 30 of the current year.

Rationale for Recommendation:

The current CPI period in Attachment 8B is an error.

Background:

The CPI in Attachment 8B is currently listed as January 1 of the prior year through December 31 of the current year. Since the CPI rate adjustment is effective on January 1, the CPI period must occur prior to the effective date.

Discussion & Analysis:

The CPI evaluation period must be complete in time for the CPI analysis and any rate adjustments to be calculated before the new calendar year begins. Hence, the CPI period should be from October 1 of the prior year through September 30 of the current year.

Fiscal Impact:

There is no fiscal impact to the City’s budget and/or Enterprise Fund by making this CPI period and date change in Attachment 8B of the City’s Master Franchise Agreement with U.S.A. Waste of California, Inc.

Attachments:

- Attachment 1: Revised Attachment 8B (Track Changes)
- Attachment 2: Resolution xx-2021

ATTACHMENT 8B Service Fee Adjustments

Pursuant to Attachment 8B of the Master Agreement, the service rates will be adjusted on each January 1 as follows:

- A. **66.8%¹ of Service Fee (Operations).** 66.8% of the service fees are adjusted by 100% of the *average* monthly percent change in the CPI index during the period beginning October 1 of the prior year through September 30 of the current year.
- B. **3.45% of Service Fee (Fuel).** 3.45% of the service fees are adjusted by 100% of the *average* monthly percent change in the following fuel indices:
 - 1. DOE Diesel
 - 2. DOE CNG
 - 3. EIA LNG

The adjustment for each fuel index applies only to the percentage of collection vehicles that use that fuel. *For example, 20% of the fleet may use diesel and the remaining 80%, CNG.*

- C. **29.75% of Transfer Station Service Fee.** 29.75% of the service fees are adjusted by 100% of the *average* monthly percent change in the tipping fee County charges Collection Franchisee at the Transfer Station.

The service fees are also subject to adjustment pursuant to Attachment 8B, Section B of the Master Agreement for increased costs or reduced revenue due to events beyond Collection Franchisee's reasonable control.

¹ Weighting proposed.



City of Willows
Resolution XX-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS TO CHANGE THE CONSUMER PRICE INDEX (CPI) PERIOD TO OCTOBER 1 OF THE PRIOR YEAR THROUGH SEPTEMBER 30 OF THE CURRENT YEAR IN THE MASTER FRANCHISE AGREEMENT WITH U.S.A WASTE OF CALIFORNIA, INC.

WHEREAS, effective December 1, 2020, and continuing through December 31, 2030, the City of Willows has contracted with U.S.A. Waste of California (D.B.A. Waste Management, Inc.) for the collection of solid waste within the City of Willows; and

WHEREAS, this collection service is undertaken pursuant to a franchise agreement between the City of Willows and U.S.A. Waste of California, part of a master agreement including the County of Glenn and the City of Orland; and

WHEREAS, the Consumer Price Index (CPI) in Attachment 8B of the master agreement is currently listed as January 1 of the prior year through December 31 of the current year; and

WHEREAS, the CPI rate adjustment is effective on January and the CPI period must occur prior to the effective date; and

WHEREAS, the CPI evaluation period must be complete in time for the CPI analysis and any rate adjustments to be calculated before the new calendar year begins.

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

1. The CPI period shall be adjusted to October 1 of the prior year through September 30 of the current year.
2. Attachment 8B of the City's Master Franchise Agreement with U.S.A. Waste of California, Inc. shall be updated to reflect this change.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of December, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk



Date: December 14, 2021

To: Honorable Mayor and City Council

From: Marti Brown, City Manager

Subject: Annual U.S.A Waste of California, Inc Franchise Rate Adjustment

Recommendation:

Acknowledge and accept the Consumer Price Index (CPI) rate adjustment of 2.41% per the previously approved Master Franchise Agreement with U.S.A Waste of California, Inc.

Rationale for Recommendation:

The City of Willows recently updated its Master Franchise Agreement with U.S.A Waste of California, Inc and, included in the Agreement, is an annual rate review and potential Consumer Price Index (CPI) rate adjustment.

Background:

Effective December 1, 2020, and continuing through December 31, 2030, the City of Willows has contracted with U.S.A. Waste of California (D.B.A. Waste Management, Inc.) for the collection of solid waste within the City of Willows. This collection service is undertaken pursuant to a franchise agreement between the City of Willows and U.S.A. Waste of California, part of a master agreement including the County of Glenn and the City of Orland.

Pursuant to the agreement, the collection rates are subject to annual rate adjustments, increases or decreases, calculated pursuant to the most recent Consumer Price Index/Urban Customers-Western States (CPI), diesel fuel and tipping fee rates.

Discussion & Analysis:

The current CPI rate increase has been established at 2.41%. Based on the approved agreement with the City, the collection rates will be adjusted pursuant to the 2.41% increase.

The collection rates, in place effective January 1, 2022, are set forth in Attachment 2. For example, the rate for a standard 64-gallon cart mixed solid waste will adjust 53¢ from \$22.07 per month to \$22.60 per month. Recycling carts are provided and collected at no additional charge. The optional recycling and yard waste carts will increase 20¢ from \$8.47

per month to \$8.67 per month. These rates also include a new service for specific businesses which opt into compactor rates.

Fiscal Impact:

There is no cost to the City. The CPI rate adjustment will result in a positive impact of 2.41% on franchise fee revenue.

Attachments:

- Attachment 1: Letter to the City Manager from U.S.A Waste of California, Inc.
- Attachment 2: Service Charge Fee Schedule
- Attachment 3: Resolution xx-2021



Corning Disposal
Waste Management
3281 Hwy 99 W
Corning, CA 96021

Oct. 29, 2021

Ms. Marti Brown
City Manager
City of Willows
201 N Lassen St.
Willows, CA 95988

Dear Ms. Brown:

Attached is our rate review in accordance with Attachment 8B – Service Fee Adjustments in the Master Franchise Agreement and Attachment 8B Service Fee Adjustments of our Collection Franchise Agreement with the City of Willows. These sections address rate increases or decreases based on the Consumer Price Index, service fee, fuel and transfer station service fee.

The CPI rate increase of 2.41% has been calculated using the most recent Consumer Price Index/Urban Customers - Western States, (1982-1989=100).

I have attached the calculation of the new rates and the support information. If you have any questions, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Diana Ramirez'.

Diana Ramirez
Public Sector Manager



COLLECTION SERVICES PROPOSAL
City of Willows
Effective - 1/1/2022
Service Charge Fee Schedule

Rate Adjustment
2.41%

RESIDENTIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2022
Cart Services (MSW & Recycle)			
Senior 35 Gallon Cart (65 and older)	\$15.13	\$0.36	\$15.49
35 Gallon Cart	\$20.41	\$0.49	\$20.90
64 Gallon Cart	\$22.07	\$0.53	\$22.60
96 Gallon Cart	\$31.51	\$0.76	\$32.27
96 Gallon Yard Waste - 1st Cart	\$5.69	\$0.14	\$5.83
Ancillary Services			
Additional recycling cart after 1st cart	\$8.47	\$0.20	\$8.67
Additional yard waste cart after 1st cart	\$8.47	\$0.20	\$8.67
Cancellation of yard waste services within the first 6 months of set up	\$28.19	\$0.68	\$28.87
Side Yard Assisted Service - medically justified	No Charge	N/A	No Charge
Side Yard Assisted Service - NOT medically justified	\$11.91	\$0.29	\$12.20
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
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	\$7.22	\$0.17	\$7.39
Extra Pick up - 64 Gallon	\$7.81	\$0.19	\$8.00
Extra Pick up - 96 Gallon	\$10.95	\$0.26	\$11.21
Extra Pick up - 35, 64, 96 Gallon on non-route day	\$15.14	\$0.36	\$15.50
Contamination in Residential Containers * (per cart/per service)	\$16.00	\$0.38	\$16.38
Overage charge (cart too full for lid to close) *	\$16.00	\$0.38	\$16.38
Bad Pay/Reactivation Fees (no delivery)	\$36.08	\$0.87	\$36.95
Bad Pay/Reactivation Fees (with delivery)	\$50.74	\$1.22	\$51.96

* Contamination/Overage charged after 1st warning

COMMERCIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2022
MSW Bln Services			
1 Yard MSW - 1xWeek	\$113.48	\$2.73	\$116.21
1 Yard MSW - 2xWeek	\$214.60	\$5.17	\$219.77
1 Yard MSW - 3xWeek	\$315.05	\$7.59	\$322.64
1 Yard MSW - 4xWeek	\$415.95	\$10.02	\$425.97
1 Yard MSW - 5xWeek	\$516.78	\$12.45	\$529.23
1.5 Yard MSW - 1xWeek	\$124.83	\$3.01	\$127.84
1.5 Yard MSW - 2xWeek	\$236.06	\$5.69	\$241.75
1.5 Yard MSW - 3xWeek	\$346.55	\$8.35	\$354.90
1.5 Yard MSW - 4xWeek	\$457.54	\$11.03	\$468.57
1.5 Yard MSW - 5xWeek	\$568.45	\$13.70	\$582.15
2 Yard MSW - 1xWeek	\$133.51	\$3.22	\$136.73
2 Yard MSW - 2xWeek	\$252.47	\$6.08	\$258.55
2 Yard MSW - 3xWeek	\$370.64	\$8.93	\$379.57
2 Yard MSW - 4xWeek	\$489.35	\$11.79	\$501.14
2 Yard MSW - 5xWeek	\$607.97	\$14.65	\$622.62
3 Yard MSW - 1xWeek	\$214.60	\$5.17	\$219.77
3 Yard MSW - 2xWeek	\$341.34	\$8.23	\$349.57
3 Yard MSW - 3xWeek	\$511.61	\$12.33	\$523.94
3 Yard MSW - 4xWeek	\$605.92	\$14.60	\$620.52
3 Yard MSW - 5xWeek	\$757.42	\$18.25	\$775.67
4 Yard MSW - 1xWeek	\$252.47	\$6.08	\$258.55
4 Yard MSW - 2xWeek	\$401.58	\$9.68	\$411.26
4 Yard MSW - 3xWeek	\$601.89	\$14.51	\$616.40
4 Yard MSW - 4xWeek	\$712.84	\$17.18	\$730.02
4 Yard MSW - 5xWeek	\$891.09	\$21.48	\$912.57
6 Yard MSW - 1xWeek	\$333.32	\$8.03	\$341.35
6 Yard MSW - 2xWeek	\$538.99	\$12.99	\$551.98
6 Yard MSW - 3xWeek	\$748.94	\$18.05	\$766.99
6 Yard MSW - 4xWeek	\$966.13	\$23.28	\$989.41
6 Yard MSW - 5xWeek	\$1,207.69	\$29.11	\$1,236.80

Recycling Bin Services			
1 Yard RECYCLE - 1xWeek	\$56.74	\$1.37	\$58.11
1 Yard RECYCLE - 2xWeek	\$107.30	\$2.59	\$109.89
1 Yard RECYCLE - 3xWeek	\$157.52	\$3.80	\$161.32
1 Yard RECYCLE - 4xWeek	\$207.97	\$5.01	\$212.98
1 Yard RECYCLE - 5xWeek	\$258.39	\$6.23	\$264.62
1.5 Yard RECYCLE - 1xWeek	\$62.42	\$1.50	\$63.92
1.5 Yard RECYCLE - 2xWeek	\$118.03	\$2.84	\$120.87
1.5 Yard RECYCLE - 3xWeek	\$173.27	\$4.18	\$177.45
1.5 Yard RECYCLE - 4xWeek	\$228.77	\$5.51	\$234.28
1.5 Yard RECYCLE - 5xWeek	\$284.23	\$6.85	\$291.08
2 Yard RECYCLE - 1xWeek	\$66.76	\$1.61	\$68.37
2 Yard RECYCLE - 2xWeek	\$126.23	\$3.04	\$129.27
2 Yard RECYCLE - 3xWeek	\$185.33	\$4.47	\$189.80
2 Yard RECYCLE - 4xWeek	\$244.68	\$5.90	\$250.58
2 Yard RECYCLE - 5xWeek	\$303.99	\$7.33	\$311.32
3 Yard RECYCLE - 1xWeek	\$107.30	\$2.59	\$109.89
3 Yard RECYCLE - 2xWeek	\$170.67	\$4.11	\$174.78
3 Yard RECYCLE - 3xWeek	\$255.81	\$6.16	\$261.97
3 Yard RECYCLE - 4xWeek	\$302.96	\$7.30	\$310.26
3 Yard RECYCLE - 5xWeek	\$378.72	\$9.13	\$387.85
4 Yard RECYCLE - 1xWeek	\$126.23	\$3.04	\$129.27
4 Yard RECYCLE - 2xWeek	\$200.80	\$4.84	\$205.64
4 Yard RECYCLE - 3xWeek	\$300.95	\$7.25	\$308.20
4 Yard RECYCLE - 4xWeek	\$356.42	\$8.59	\$365.01
4 Yard RECYCLE - 5xWeek	\$445.54	\$10.74	\$456.28
6 Yard RECYCLE - 1xWeek	\$166.67	\$4.02	\$170.69
6 Yard RECYCLE - 2xWeek	\$269.50	\$6.49	\$275.99
6 Yard RECYCLE - 3xWeek	\$374.48	\$9.02	\$383.50
6 Yard RECYCLE - 4xWeek	\$483.07	\$11.64	\$494.71
6 Yard RECYCLE - 5xWeek	\$603.84	\$14.55	\$618.39
COMMERCIAL CARTS			
64 Gallon Cart - MSW	\$22.07	\$0.53	\$22.60
96 Gallon Cart - MSW	\$31.51	\$0.76	\$32.27
64 Gallon Cart - Recycling - Every Other Week	\$11.04	\$0.27	\$11.31
96 Gallon Cart - Recycling - Every Other Week	\$15.76	\$0.38	\$16.14

Extra Pickups			
Extra Pick up - Service Day - 1 yard	\$31.11	\$0.75	\$31.86
Extra Pick up - Service Day - 1.5 yard	\$37.32	\$0.90	\$38.22
Extra Pick up - Service Day - 2 yard	\$40.92	\$0.99	\$41.91
Extra Pick up - Service Day - 3 yard	\$66.46	\$1.60	\$68.06
Extra Pick up - Service Day - 4 yard	\$77.37	\$1.86	\$79.23
Extra Pick up - Service Day - 6 yard	\$129.19	\$3.11	\$132.30
Temporary Bins			
4 Yard Temp Bin - 3-day rental	\$118.25	\$2.85	\$121.10
4 Yard Temp Bin per day after 3rd day	\$39.41	\$0.95	\$40.36
Ancillary Services			
Walk in/Pull Out per Bin per Service over 10 feet	\$12.13	\$0.29	\$12.42
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
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)	\$28.19	\$0.68	\$28.87
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	\$5.64	\$0.13	\$5.77
Contamination in Commercial Bins/Carts * (per Bin/Cart per service)	\$55.24	\$1.33	\$56.57
Overage/Snapshot charge (bin too full for lid to close) *	\$75.00	\$1.81	\$76.81
Bad Pay/Reactivation fee (no delivery)	\$36.08	\$0.87	\$36.95
Bad Pay/Reactivation fee (with delivery)	\$62.01	\$1.49	\$63.50

* Contamination/Overage charged after 1st warning

ROLL OFF	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2022
Containers Services			
20 Yard Roll Off Container (includes 3 tons disposal)*	\$497.01	\$11.98	\$508.99
30 Yard Roll Off Container (includes 3 tons disposal)*	\$567.06	\$13.67	\$580.73
Compactor Haul Charge (no included disposal)**			\$244.86
Ancillary Services			
Min Haul Charge - 7-day rental charged per day on 8th day	\$14.34	\$0.34	\$14.68
Trip Charge (WM unable to service due to non-WM caused circumstance)	\$169.13	\$4.08	\$173.21
Relocation Charge (Move box to new location on customers current site)	\$169.13	\$4.08	\$173.21
Bad Check/EFT Charge	\$30.00	\$0.72	\$30.72
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
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

**Disposal not included. Charged landfill rate plus applicable franchise fees

PI Year
2022

	Current			
	Operations (CPI)	Fuel	Disposal	Total Adjustment
Adjustment Percentage	3.23%	7.35%	0.00%	
Weighted Allocation	66.80%	3.45%	29.75%	Final Percentage
Allocated Adjustments	2.16%	0.25%	0.00%	2.41%

Historical			
Operations (CPI)	Fuel	Disposal	Total Adjustment

2022	2.16%	0.25%	0.00%	2.41%
2023				
2024				
2025				
2026				
2027				
2028				
2029				
2030				

PI Year
2022

Data extracted on: September 23, 2021 (6:57:21 PM)

CPI for All Urban Consumers (CPI-U)

Series Id: CUUR0400SA0
 Not Seasonally Adjusted
 Series Title: All items in West urban, all urban consumers, not seasonally adjusted
 Area: West
 Item: All items
 Base Period: 1982-84=100

		Start Period	End Period
Older Period	274.1313	10/1/2019	9/30/2020
Newer Period	282.9818	10/1/2020	9/30/2021
Index Change	8.8505		
Index Change %	3.23%		

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	Calculated Average
2011	223.149	224.431	226.558	227.837	228.516	228.075	227.805	228.222	229.147	229.195	228.771	228.117	227.485	226.428	228.543	
2012	228.98	229.995	232.039	232.561	233.053	232.701	231.893	233.001	234.083	234.966	233.206	232.029	232.376	231.555	233.196	231.1990833
2013	232.759	234.595	235.511	235.488	235.979	236.227	236.341	236.591	237.146	237	236.153	236.096	235.824	235.093	236.555	235.0698333
2014	236.707	237.614	239.092	239.808	241.35	241.616	241.85	241.66	241.92	241.65	240.22	239.095	240.215	239.365	241.066	239.2388333
2015	238.318	239.748	241.69	242.302	244.227	244.332	245.04	244.737	244.257	244.341	243.749	243.434	243.015	241.77	244.26	242.1346667
2016	244.6	244.821	245.404	246.589	247.855	248.228	248.375	248.498	249.234	249.897	249.448	249.516	247.705	246.25	249.161	246.2606667
2017	250.814	252.252	252.949	253.806	254.38	254.469	254.708	255.282	256.504	257.223	257.126	257.347	254.738	253.112	256.365	252.8354167
2018	258.638	259.986	260.994	262.037	263.24	263.732	263.971	264.395	265.105	266.195	265.658	265.209	263.263	261.438	265.089	261.1495
2019	265.624	266.215	267.37	269.522	270.88	270.957	271.029	271.264	272.102	273.524	273.128	272.584	270.35	268.428	272.272	268.5020833
2020	273.34	274.412	273.995	272.913	273.062	274.155	275.597	276.443	276.422	276.876	276.875	276.593	275.057	273.646	276.468	274.13125
2021	277.238	278.702	280.625	283.507	285.793	288.263	289.863	290.393	291.053					282.355		282.98175

PI Year
2022

		Start Period	End Period
Previous Period Average	3.55	10/1/2019	9/30/2020
Current Period Average	3.81	10/1/2020	9/30/2021
Difference	0.26		
Difference Change	7.35%		

Sourcekey EMD_EPD2D_PTE_SCA_DPG
California No 2 Diesel Retail
Date Prices (Dollars per Gallon)

10/15/2019	3.985
11/15/2019	4.003
12/15/2019	3.902
1/15/2020	3.873
2/15/2020	3.787
3/15/2020	3.601
4/15/2020	3.283
5/15/2020	3.182
6/15/2020	3.216
7/15/2020	3.254
8/15/2020	3.263
9/15/2020	3.259
10/15/2020	3.246
11/15/2020	3.25
12/15/2020	3.356
1/15/2021	3.439
2/15/2021	3.607
3/15/2021	3.931
4/15/2021	3.98
5/15/2021	4.024
6/15/2021	4.095
7/15/2021	4.195
8/15/2021	4.291
9/15/2021	4.324



City of Willows
Effective - 1/1/2022
Disposal Change Calculations

New County Rate Per Ton Eff 1/1/2021	\$100.00
New County Rate Per Ton Eff 1/1/2022	\$100.00
Rate Change	\$0.00
Rate Change %	0.00%

Historical Data	
Year	County Rate
2021	\$100.00
2022	\$100.00
2023	
2024	
2025	
2026	
2027	
2028	
2029	
2030	



**City of Willows
Resolution XX-2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ADOPTING THE 2021-22 ANNUAL RATE
REVIEW AND CONSUMER PRICE INDEX (CPI) RATE ADJUSTMENT**

WHEREAS, effective December 1, 2020, and continuing through December 31, 2030, the City of Willows has contracted with U.S.A. Waste of California (D.B.A. Waste Management, Inc.) for the collection of solid waste within the City of Willows; and

WHEREAS, this collection service is undertaken pursuant to a franchise agreement between the City of Willows and U.S.A. Waste of California, part of a master agreement including the County of Glenn and the City of Orland; and

WHEREAS, pursuant to the agreement, the collection rates are subject to annual rate adjustments, increases or decreases, calculated pursuant to the most recent Consumer Price Index/Urban Customers-Western States (CPI), diesel fuel and tipping fee rates; and

WHEREAS, the current CPI rate increase has been established at 2.41%.

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

1. Based on the approved agreement with the City, the collection rates will be adjusted pursuant to the 2.41% increase.
2. The collection rates, in place effective January 1, 2022, are set forth in Attachment 1.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of December, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk



Date: December 14, 2021

To: Honorable Mayor Domenighini and Councilmembers

From: Nathan Monck, Fire Chief
Marti Brown, City Manager

Subject: Update Fire Fighter/Fire Engineer and Temporary Fire Fighter/Fire Engineer
Job Classifications

Recommendation:

Approve updating the Firefighter/Engineer and Temporary Firefighter/Engineer job classifications with current required and recommended certification and license language.

Rationale for Recommendation:

The updated job classifications replace old certifications and licenses that are no longer recognized by the California State Fire Marshalls Office; and remove specific outdated emergency medical services language that is no longer in use or considered a best practice.

Background:

The Office of the California State Fire Marshall frequently updates, changes, and retires outdated curriculum. The California Emergency Medical Services Authority also frequently changes certification and licensure language. The newly updated and recommended job classifications reflect current Statewide adopted standards.

Discussion & Analysis:

By updating job classifications to reflect current Statewide standards and available coursework, better alignment between the recruitment process and the qualifications of potential candidates will result, as well as greater clarity of the City's expectations of its applicants.

The proposed Firefighter/Fire Engineer Job Classifications updates include:

- Under Education and/or Experience, changing "Fire Command 1A and B" to "CSFM Company Officer coursework"; and
- Under License/Certificate, changing the following requirements:

- "A valid California driver's license, Class B-Firefighter, with all of the proper endorsements" to "A valid California driver's license, Class C-With Firefighter Endorsement or Class A or B Commercial license with applicable endorsements;"
- "Cardiopulmonary Resuscitation certification" to "Cardiopulmonary Resuscitation certification (American Heart Association or American Red Cross);" and
- "California State Firefighter I certification" to "Current California EMT certification or National Registry EMT certification at the time of application (California Paramedic license or National Registry Paramedic certification accepted). LEMSA accreditation within 90 days of appointment."

The proposed Temporary Firefighter/Fire Engineer job classification includes the same proposed updates except the requirement for "California State Firefighter I Certification" has been excluded since it's a temporary position. The proposed updates and changes are highlighted in Attachments 1 and 2.

Please note, City Management has conferred with the Willows Public Safety Association (WPSA) to discuss the proposed changes and, at the time of publication of the agenda packet, there were no concerns with the proposed changes cited.

Fiscal Impact:

There is no fiscal impact by adopting the resolution.

Attachments:

- Attachment 1: Fire Fighter/Fire Engineer Job Classification
- Attachment 2: Temporary Fire Fighter/Fire Engineer Job Classification
- Attachment 3: Resolution xx-2021

CITY OF WILLOWS
FIREFIGHTER/ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; drives, operates and maintains fire apparatus, equipment and other specialized vehicles; operates fire pumpers and related apparatus; participates in training, drill and independent studies; participates in fire prevention inspections and public education activities; participates in the maintenance of Fire Department equipment and facilities; performs various staff support assignments; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the fire suppression series, fully qualified to operate any apparatus, vehicles and equipment in addition to performing all other emergency response duties. Incumbents are expected to possess sufficient technical and supervisory skills to assume company commander duties as a Fire Captain on a relief and on an emergency basis for multiple-alarm and other emergency calls.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Fire Operations Chief.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Responds to a wide variety of emergency alarms by driving fire apparatus and other Fire Department vehicles; operates engines, connects lines and monitors and controls hydraulic operations, setting and adjusting controls to ensure proper water flow; briefs and advises adjacent shift apparatus operators on status of equipment; monitors and performs various duties to ensure the emergency response readiness of fire apparatus and vehicles.
- In addition to performing the specialized Fire Engineer duties described above, Fire Engineers are expected to be capable of performing all of the essential duties of the Firefighter class.
- Participates in various support assignments, including but not limited to the maintenance of inventory records, scheduled inspections of department equipment, hydrant inspections and maintenance and fire flow testing; ordering, inventorying and issuance of safety equipment, the preparation and maintenance of department maps and pre-fire plans, and the preparation of specifications for new equipment and apparatus.
- Participates in the training of fire personnel in the safe and proper operation and maintenance of all Fire Department apparatus and vehicles.

FIRE FIGHTER / ENGINEER

Page 2

- May be called upon to perform the duties of a company commander, as an acting Fire Captain, on a relief basis; supervises other department personnel on multiple-alarm responses and as dictated by emergency situations.
- Assists and participates in the preparation of reports and recommendations regarding new firefighting and emergency medical techniques, equipment and apparatus.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works in outside weather conditions and is exposed to extremely hazardous conditions and materials.

Physical: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and or move equipment and/or persons weighing up to 150 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in fire science, including fire hydraulics, fire apparatus and equipment operation, fire tactics and strategy, or CSFM Company Officer coursework; and three years of paid, full-time experience as a Firefighter.

License/Certificate:

- A valid California driver's license, Class C-With Firefighter Endorsement or Class A or B Commercial license with applicable endorsements
- Cardiopulmonary Resuscitation Certification (American Heart Association or American Red Cross)
- California State Firefighter I Certification.
- Current California EMT certification or National Registry EMT certification at the time of application (California Paramedic license or National Registry Paramedic certification accepted). LEMSA accreditation within 90 days of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles of hydraulics as applied to fire suppression; design, use and maintenance of fire apparatus and equipment; geography of the City and the department's response area; location of water main and fire hydrants in the City; departmental rules and regulations; basic principles of employee supervision and training; safety methods and precautions involved in the operation of fire apparatus and vehicles; federal, state and local laws and regulations governing the operation of fire apparatus and vehicles on public roads and rights-of-way; principles, methods and techniques of fire suppression and prevention; methods, techniques and practices for hazardous materials mitigation; principles of mathematics, physics, chemistry and mechanics as they apply to fire science; federal, state and local codes, rules and regulations as they pertain to fire safety; basic principles of emergency medical care at the basic life support level; proper lifting, carrying and climbing techniques; plans check practices and procedures as they pertain to fire safety.

Ability to:

Skillfully and safely operate all of the fire apparatus and vehicles employed by the City's Fire Department; read and understand technical materials related to fire science; understand and follow oral and written instructions; establish and maintain effective relationships with those encountered in the course of the work; remain calm, make sound decisions and respond appropriately in emergency situations; maintain records and prepare clear and concise reports; maintain physical endurance and agility; perform mathematical calculations.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Fire Fighter/Engineer position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date

**CITY OF WILLOWS
TEMPORARY
FIREFIGHTER/ENGINEER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, responds to fire alarms, emergency medical calls, traffic accidents, rescue and other emergency calls to protect life and property; drives, operates and maintains fire apparatus, equipment and other specialized vehicles; operates fire pumpers and related apparatus; participates in training, drill and independent studies; participates in fire prevention inspections and public education activities; participates in the maintenance of Fire Department equipment and facilities; performs various staff support assignments; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the journey-level class in the fire suppression series, fully qualified to operate any apparatus, vehicles and equipment in addition to performing all other emergency response duties. Incumbents are expected to possess sufficient technical and supervisory skills to assume company commander duties as a Fire Captain on a relief and on an emergency basis for multiple-alarm and other emergency calls.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction from the Fire Operations Chief.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Responds to a wide variety of emergency alarms by driving fire apparatus and other Fire Department vehicles; operates engines, connects lines and monitors and controls hydraulic operations, setting and adjusting controls to ensure proper water flow; briefs and advises adjacent shift apparatus operators on status of equipment; monitors and performs various duties to ensure the emergency response readiness of fire apparatus and vehicles.
- In addition to performing the specialized Fire Engineer duties described above, Fire Engineers are expected to be capable of performing all of the essential duties of the Firefighter class.
- Participates in various support assignments, including but not limited to the maintenance of inventory records, scheduled inspections of department equipment, hydrant inspections and maintenance and fire flow testing; ordering, inventorying and issuance of safety equipment, the preparation and maintenance of department maps and pre-fire plans, and the preparation of specifications for new equipment and apparatus.
- Participates in the training of fire personnel in the safe and proper operation and maintenance of all Fire Department apparatus and vehicles.

TEMPORARY
FIRE FIGHTER / ENGINEER

Page 2

- May be called upon to perform the duties of a company commander, as an acting Fire Captain, on a relief basis; supervises other department personnel on multiple-alarm responses and as dictated by emergency situations.
- Assists and participates in the preparation of reports and recommendations regarding new firefighting and emergency medical techniques, equipment and apparatus.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works in outside weather conditions and is exposed to extremely hazardous conditions and materials.

Physical: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl, walk, sit and talk or hear. The employee must regularly lift and or move equipment and/or persons weighing up to 150 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; and interact with City staff, other organizations and the public.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in fire science, including fire hydraulics, fire apparatus and equipment operation, fire tactics and strategy or CSFM Company Officer coursework; or three years of paid or volunteer, experience as a Firefighter.

License/Certificate:

- A valid California driver's license, Class C-With Firefighter Endorsement or Class A or B Commercial license with applicable endorsements
- Cardiopulmonary Resuscitation certification (American Heart Association or American Red Cross).
- Current California EMT certification or National Registry EMT certification or Emergency Medical Responder (EMR) at the time of application (California Paramedic license or National Registry Paramedic certification accepted). LEMSA accreditation within 90 days of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles of hydraulics as applied to fire suppression; design, use and maintenance of fire apparatus and equipment; geography of the City and the department's response area; location of water main and fire hydrants in the City; departmental rules and regulations; basic principles of employee supervision and training; safety methods and precautions involved in the operation of fire apparatus and vehicles; federal, state and local laws and regulations governing the operation of fire apparatus and vehicles on public roads and rights-of-way; principles, methods and techniques of fire suppression and prevention; methods, techniques and practices for hazardous materials mitigation; principles of mathematics, physics, chemistry and mechanics as they apply to fire science; federal, state and local codes, rules and regulations as they pertain to fire safety; basic principles of emergency medical care at the basic life support level; proper lifting, carrying and climbing techniques; plans check practices and procedures as they pertain to fire safety.

Ability to:

Skillfully and safely operate all of the fire apparatus and vehicles employed by the City's Fire Department; read and understand technical materials related to fire science; understand and follow oral and written instructions; establish and maintain effective relationships with those encountered in the course of the work; remain calm, make sound decisions and respond appropriately in emergency situations; maintain records and prepare clear and concise reports; maintain physical endurance and agility; perform mathematical calculations.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Fire Fighter/Engineer position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date



**City of Willows
Resolution xx-2021**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE FIRE CHIEF TO UPDATE AND AMEND FIREFIGHTER/ENGINEER AND TEMPORARY FIREFIGHTER/ENGINEER JOB CLASSIFICATIONS TO REFLECT CURRENT INDUSTRY TERMINOLOGY.

WHEREAS, the Office of the California State Fire Marshall frequently updates, changes, and retires outdated curriculum; and

WHEREAS, the California Emergency Medical Services Authority also frequently changes certification and licensure language; and

WHEREAS, it is necessary to amend the Firefighter/Fire Engineer and Temporary Firefighter/Fire Engineer job classifications in order to be consistent and compliant with current Statewide adopted standards and the prerequisites of the positions; and

WHEREAS, updating job classifications to reflect current Statewide standards and available coursework will result in better alignment between the recruitment process and the qualifications of potential candidates, as well as result in greater clarity of the City's expectations of its applicants.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows does hereby authorize the City Manager, or her designee, to update and amend the Firefighter/Engineer and Temporary Firefighter/Engineer job classifications to reflect current Statewide adopted standards and best practices.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk



Date: December 14, 2021

To: Honorable Mayor Domenighini and City Council Members

From: Nathan Monck, Fire Chief
Marti Brown, City Manager

Subject: Cal Water Firefighter Assistance Grant

Recommendation:

Authorize the City Manager, or her designee, to accept a Cal Water grant award in the amount of \$25,000 for the City of Willows Fire Department.

Rationale for Recommendation:

The City of Willows Fire Department applied for and was awarded a \$25,000 grant for the 2021 California Water Service Firefighter Assistance Grant period. These funds shall be used to replace critical and outdated firefighter protective equipment.

Background:

The City of Willows Fire Department uses and needs structural firefighting protective equipment for use during emergency fire-related operations. Structural firefighting protective equipment is used when responding to a variety of emergency situations, including structure fires, vehicle fires, debris fires, vehicle accidents, and rescue operations, to name a few. In order to satisfy minimum National Fire Protection Association (NFPA) standards, structural firefighting protective equipment is a critical part of firefighter safety and emergency response capability.

Discussion & Analysis:

Structural firefighting protective equipment has a 10-year life expectancy from the manufacturing date. The Fire Department's current equipment has exceeded this standard and is no longer in compliance and does not satisfy the minimum safety standards. These grant funds will be used to replace outdated protective equipment. New protective equipment that satisfies NFPA standards will protect the health and safety of the City's firefighters and enhance the Department's emergency response capability.

Fiscal Impact:

Grant funds received will add revenue to the City's General Fund and, more specifically, to the Fire Department's budget line item 4030 (Special Department Expense) to purchase firefighter protective equipment. There is no local funding match required in order to accept these grant monies.

Attachments:

Resolution xx-2021



City of Willows
Resolution xx-2021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING THE CITY MANAGER, OR HER DESIGNEE, TO ACCEPT \$25,000 OF FIREFIGHTER ASSISTANCE GRANT FUNDS AND EXECUTE ALL AGREEMENTS BETWEEN THE CALIFORNIA WATER SERVICE AND THE CITY OF WILLOWS

WHEREAS, the City recognizes that each year hundreds of thousands of dollars in damage, injuries and death to our residents occur because of fire related incidents; and

WHEREAS, the City of Willows Fire Department uses and needs structural firefighting protective equipment for use during emergency fire-related operations; and

WHEREAS, structural firefighting protective equipment is used when responding to a variety of emergency situations, including structure fires, vehicle fires, debris fires, vehicle accidents, and rescue operations; and

WHEREAS, in order to satisfy minimum National Fire Protection Association (NFPA) standards, structural firefighting protective equipment is a critical part of firefighter safety and emergency response capability; and

WHEREAS, structural firefighting protective equipment has a 10-year life expectancy from the manufacturing date; and

WHEREAS, the Fire Department's current equipment has exceeded this standard, is no longer in compliance and does not satisfy the minimum safety standards; and

WHEREAS, in an effort to respond to this tremendous need, the City of Willows Fire Department applied for and was awarded a \$25,000 grant for the 2021 California Water Service Firefighter Assistance Grant period; and

WHEREAS, these grant funds will be used to replace critical and outdated protective equipment;

WHEREAS, new protective equipment that satisfies NFPA standards will protect the health and safety of the City's firefighters and enhance the Department's emergency response capability.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows does hereby authorize the City Manager, or her designee, to accept and execute all agreements between the City of Willows and the California Water Service for the purpose of obtaining Firefighter Assistance Grant funding.

PASSED AND ADOPTED by the City Council of the City of Willows this 14th day of December 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk



DISCUSSION & AGENDA CALENDAR



Date: December 14, 2021
To: Honorable Mayor and Councilmembers
From: Tara Rustenhoven, City Clerk
Marti Brown, City Manager
Subject: Mayor and Vice Mayor Elections for 2022

Recommendation:

1. Nominate and elect the Mayor for the 2022 calendar year.
2. Nominate and elect the Vice Mayor for the 2022 calendar year.

Background:

Administrative Procedure and Policy Number 1-7 of the City of Willows requires the nomination and election of the Mayor and Vice-Mayor in December of each year for the subsequent calendar year.

The term of office for the newly elected Mayor and Vice-Mayor runs from January 1, 2022, through December 31, 2022 unless otherwise appointed by the Council to serve an additional term of terms.

Fiscal Impact:

There is no fiscal impact.



Date: December 14, 2021

To: Honorable Mayor and Councilmembers

From: Tara Rustenhoven, City Clerk
Marti Brown, City Manager

Subject: City Council Committee Appointments for the 2022 Calendar Year

Recommendation:

Discuss and appoint Councilmembers to Committees, Commissions and Boards for the 2022 calendar year.

Rationale for Recommendation:

City elected officials are expected to represent City interests on various regional governmental Committees, Commissions and Boards.

Background:

Annually, the Mayor and Council review primary and alternative appointments to regional governmental committees, commissions and boards. Consistent with past practice, the Mayor, with the concurrence of the Council, initiates recommendations for both continued and new appointments.

Discussion & Analysis:

Attached for Council review and consideration is a list of the committees that Councilmembers serve as City Representatives. As indicated on the current list of committee representatives, several positions are appointed for a specific period of time while there is no term expiration date for other appointments. In addition, several committee appointments are made by the City Select Committee in which the City has an appointed representative (e.g., the Mayor). Biennially, the City appoints a representative to the Glenn County Transportation Commission – an appointment shared with the City of Orland. During 2022, there will be two City of Willows members and one alternate appointed to the Transportation Commission. Upon approved appointments by the City Council, the County Clerk's Office will be notified.

Fiscal Impact:

There is no fiscal impact.

Attachments:

- Attachment A-Current Assignment (to be used for reference)
- Attachment B-Available list of committee assignments and term expirations for the 2022 calendar year.

WILLOWS CITY COUNCIL 2021 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
*Airport Land Use Committee	Mayor Domenighini		12/2021
*Glenn County Waste Management Regional Agency	Williams Flesher (Alternate)	3 rd Thursday Quarterly	12/2021
*Transit Committee (Two Members and One alternate)	Hansen Warren Flesher (Alternate)	3 rd Thursday Monthly 9am	12/2021
*Transportation Commission (Alternates every year. This year we have One member and one alternate)	Hansen Flesher (Alternate)	3 rd Thursday Monthly following Transit Committee meeting	12/2021
*LAFCO (Term is four years)	Warren Mayor Domenighini (Alternate)		05/2025
City Select Committee	Mayor Domenighini	Annually in January	12/2021
Countywide Mosquito & Vector Committee	Vince Holvick Mayor Domenighini (Alternate)		6/30/2021
Finance Committee	Warren Flesher	As needed	12/2021
GCID Voting Delegate	Mayor Domenighini	As needed	12/2021
League Legislative Delegate	Mayor Domenighini		12/2021
Library Board	Mayor Domenighini		12/2021
3CORE (Formally known as Tri-Counties Economic Development Committee)	Warren Williams (Alternate)		12/2021
CDBG Loan Committee	Warren Hansen	As needed	12/2021
Public Safety (Police & Fire) Committee	Hansen Flesher	As needed	12/2021
City & Counties Economic Development Steering Committee	Mayor Domenighini Warren Hansen (Alternate)		12/2021
Sustainable Groundwater Management Act (SGMA) Board Committee	Hansen Cal Water	1 st Monday Monthly 1:30 pm	12/2021

WILLOWS CITY COUNCIL 2022 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
*Airport Land Use Committee	Mayor		12/2022
*Glenn County Waste Management Regional Agency <i>(This year we have 2 members and 1 alternate)</i>	(Alternate)	3 rd Thursday Quarterly	12/2022
*Regional Transit Committee <i>(2 members, 1 alternate)</i>	(Alternate)	3 rd Thursday Monthly 9am	12/2022
*Transportation Commission <i>(This year we have 2 members)</i>		3 rd Thursday Monthly following Transit Committee meeting	12/2022
*LAFCO <i>(This year we have 1 member, 1 alternate)</i>	(Alternate)		12/2022
City Select Committee	Mayor	Annually in January	12/2022
Countywide Mosquito & Vector Committee	Vince Holvick Mayor (Alternate)		6/30/2023
Finance Committee <i>(2 members)</i>		As needed	12/2022
GCID Voting Delegate <i>(Mayor)</i>	Mayor	As needed	12/2022
League Legislative Delegate <i>(Mayor)</i>	Mayor		12/2022
Library Board	Mayor		12/2022
3CORE (Formally known as Tri-Counties Economic Development Committee) <i>(1 member, 1 alternate)</i>	(Alternate)		12/2022
CDBG Loan Committee <i>(2 members)</i>		As needed	12/2022
Public Safety (Police & Fire) Committee <i>(2 members)</i>		As needed	12/2022
City & Counties Economic Development Steering Committee <i>(2 members, 1 alternate)</i>	Mayor (Alternate)		12/2022
Sustainable Groundwater Management Act (SGMA) Board Committee <i>(1 Member)</i>	Cal Water	1 st Monday Monthly 1:30 pm	12/2022



Date: December 14, 2021

To: Honorable Mayor and Councilmembers

From: Tara Rustenhoven, City Clerk
Marti Brown, City Manager

Subject: Planning Commission Appointments

Recommendation:

Consider the recommendation of the Council appointed subcommittee of Mayor Domenighini and Councilmember Warren to appoint to the Planning Commission Hilgard Muller to the two-year term vacated by Councilmember Robert Griffith ending December 31, 2023, and Kellie Burt and Lorri Pride to four-year terms ending on December 31, 2025.

Rationale for Recommendation:

Appointments of two Planning Commissioners expire on December 31, 2021 and another position on the Planning Commission became available when Councilmember Griffith resigned in November 2021. These term expirations and the vacancy require new Planning Commissioner appointments.

Background:

As directed by the Council at the October 12, 2021 and November 9, 2021 City Council meetings, City staff executed a recruitment process to appoint Commissioners to the Planning Commission. Standard recruitment procedures were followed. City staff received seven applications for the two seats scheduled to expire on December 31, 2021 and the one seat that recently became vacant due to an appointment to the City Council.

Discussion & Analysis:

On December 7, 2021, Mayor Domenighini and Councilmember Warren interviewed qualified applicants and directed staff to include Planning Commission appointments on the December 14, 2021 City Council meeting agenda. At that time, they will recommend to the full Council the appointment of Hilgard Muller, Kellie Burt and Lorri Pride. Appointed Planning Commissioners will be sworn in at the first Planning Commission meeting on January 19, 2022.

Fiscal Impact:

There is no fiscal impact.



Date: December 14, 2021

To: Honorable Mayor and Councilmembers

From: Tara Rustenhoven, City Clerk
Marti Brown, City Manager

Subject: Library Board of Trustees Vacancy & Appointment

Recommendation:

Elect a two Councilmember subcommittee to review applications, conduct interviews, and return to the full Council with a recommendation for appointment to the Library Board of Trustees to fill the remaining term, vacated by Councilmember Griffith, that is scheduled to expire on June 30, 2023.

Rationale for Recommendation:

With the recent appointment of Robert Griffith to the City Council, there is a vacancy on the Library Board of Trustees that needs to be filled.

Background:

As outlined in Section 2.70 of the City's Municipal Code of Ordinances, the Library Board of Trustees consists of five members, who are appointed by the City Council. Members are appointed for three year overlapping terms and serve at the pleasure of the Council. The term of the vacant seat expires on June 30, 2023.

Discussion & Analysis:

City practice is to publicly advertise Board vacancies and solicit interest from the public to serve on the Library Board of Trustees. As a result, City staff will advertise the vacancy and accept letters of interest from potential applicants through December 30, 2021.

Staff recommends the Council appoint a two-councilmember subcommittee to conduct interviews in early January and return to the full Council with a recommendation for appointment to the Board at the January 11, 2021 City Council meeting.

Fiscal Impact:

There is no fiscal impact.



Date: December 14, 2021

To: Honorable Mayor and Councilmembers

From: Marti Brown, City Manager

Subject: Coronavirus Premium Pay for Essential City Employees

Recommendation:

Authorize the City Manager, or her designee, to issue premium pay for essential City employees in a total amount not to exceed \$50,000 to both current and former employees who are or have been employed with the City since March 13, 2020 (excluding the City Manager, all contract employees and all temporary employees).

Rationale for Recommendation:

Since March 13, 2020 when the Federal Government declared a national emergency, all City employees have been considered essential, continued to work and the doors of City Hall have remained open during the Coronavirus pandemic.

In addition, recent issuance of Federal funds for responding to the Coronavirus pandemic permit premium pay to government employees for their potential risk of exposure to the virus.

Background:

During labor negotiations with the Willows Public Employees Association (WPEA) in early 2021, the City and the WPEA discussed the possibility of premium pay for working during the pandemic if Federal monies became available and if Federal guidelines would permit said pay. Since then, the City has received its first of two allocations of Federal American Rescue Plan Act (ARPA) funds totaling \$726,276 to-date; and has determined that premium pay to government employees is permitted for working during the pandemic and for the risk of exposure to the Coronavirus (See 31 CFR Part 35; 42 U.S.C. 801 et. seq. (the "Social Security Act") including Section 603 – Eligible uses (local government)).

It's also worth noting that during the pandemic from April 2020 through June 30, 2021, all City Hall employees were furloughed and experienced a temporary 10% decrease in salary. In addition, for the past 18 months, there has been a Fire Engineer vacancy in the Fire Department

placing additional pressure on Fire Department employees and requiring considerably more overtime of existing staff. Concurrently, the Public Works Department has also experienced a significant reduction of employees, especially among the maintenance crew. As a result of staffing reductions and ongoing vacancies, most existing employees have been required to take on more responsibilities and duties without additional increases in salary.

Discussion & Analysis:

As previously stated, under the ARPA guidelines, the City is permitted to issue premium pay to essential city employees who have worked during the pandemic and, as a result, have been at risk of exposure to the Coronavirus. During the pandemic, all City services remained open and continued to fully function, and all City employees worked regular schedules (with the exception of the furloughs). Because of this, as well as discussions with the WPEA in early 2021 during labor negotiations, staff recommends issuing premium pay to full and part-time permanent employees, excluding the City Manager, contract employees and temporary and/or seasonal employees.

During initial research regarding premium pay to essential employees in other public agencies throughout the State of California, it was determined that no standard methodology has been established for determining the amount of premium pay employees should receive. For example, the following public agencies have issued premium pay in the subsequent manner:

- Willows Unified School District – One-time \$2500 premium pay/stipend to all District employees.
- City of Williams – Provided one-time \$500 incentive pay to all City employees if they demonstrated evidence that they were fully vaccinated.
- City of Fresno – Allocated \$2.3 million to provide the equivalent of a Cost of Living Allowance (COLA) for 2020 to all eligible and essential employees (specific details regarding the allocation and distribution were not in the staff report and attachments at the time of publication).
- City of El Centro – Provided one-time \$3000 premium pay to all city employees.
- City of Calexico – Provided one-time \$7,000 premium pay to all city employees.
- City of Imperial – Provided one-time premium pay equivalent to 10% of salary to all city employees.
- City of South Lake Tahoe – Provided one-time \$2500 premium pay to all first responders only.

There are other cities in the region and State that are considering and recommending to their governing boards both percentages of employee salaries and flat, one-time dollar amounts per employee and/or to first responders only. Again, there appears to be no pattern or logic to the distribution of premium pay in public agencies throughout the State.

As a result of the overall inconsistent methodologies for distributing premium pay to government employees, the proposed approach for the Coronavirus premium pay recommendation was developed and is based on the following principles:

- Since premium pay is intended to compensate employees for risk exposure to the Coronavirus, the proposed premium pay structure is based on the general concept that an employee would be sick and out of the office for a minimum of two weeks (and probably longer).
- Because there are so few City employees – both full- and part-time – who frequently share duties and cover for one another (frequently above and beyond “Other Duties as Assigned”), a flat payment for all staff is more likely to buoy employee morale versus a percentage of individual employee salaries.
- The flat dollar amount is based on the average hourly rate of a full-time, permanent employee and by removing the highest and lowest salaries from the equation. The result was an average hourly pay rate of \$23.61 per hour.
- The \$23.61 per hour was multiplied by 80 hours (or two weeks of pay) and rounded to an even total, flat rate amount of \$1890 for 2020 and 2021.
- The \$1890 per calendar year was pro-rated for current and former employees who did not work the entire calendar years of 2020 and/or 2021.
- Former employees were included, because the proposed premium pay is retroactive.
- For part-time permanent employees, the stipend is also pro-rated and cut in half to 50% based on a 20-hour work week.

After calculating all current and former employees who would be eligible for the premium pay under the proposed methodology, the recommended amount totals \$49,982. Staff recommends issuing payments for the 2020 calendar year in December 2021 and issuing payments for the 2021 calendar year in January 2022.

Fiscal Impact:

Staff recommends authorizing the City Manager, or her designee, to implement the proposed recommendation and premium pay in a total amount not to exceed \$50,000. Should the Council approve the recommendation, the City’s current ARPA allocation of \$726,276 would be reduced to \$653,776.

Attachments:

- Attachment 1: Premium Pay Schedule
- Attachment 2: Resolution xx-2021

Coronavirus Premium Pay			
YEAR	EMPLOYEE	DEPARTMENT	Premium Pay
2020	Employee 1	FIRE/ CITY MANAGER	\$1,890
	Employee 2	FIRE	\$1,890
	Employee 3	FIRE	\$1,890
	Employee 4	FIRE	\$184
	Employee 5	FIRE	\$276
	Employee 6	FINANCE	\$1,426
	Employee7	FINANCE	\$506
	Employee 8	ADMINISTRATION	\$1,890
	Employee 9	PLANNING	\$1,890
	Employee 10	RECREATION	\$276
	Employee 11	RECREATION	\$0
	Employee 12	PUBLIC WORKS	\$1,890
	Employee 13	PUBLIC WORKS	\$1,890
	Employee 14	PUBLIC WORKS	\$1,890
	Employee 15	PUBLIC WORKS	\$736
	Employee 16	PUBLIC WORKS	\$1,890
	Employee 17	PUBLIC WORKS	\$138
	Employee 18	MECHANIC	\$1,890
	Employee 19	PUBLIC WORKS	\$945
	Employee 20	LIBRARY	\$1,890
		Total =	\$25,277
2021	Employee 1	FIRE/ CITY MANAGER	\$1,332
	Employee 2	FIRE	\$72
	Employee 3	FIRE	\$504
	Employee 4	FIRE	\$1,890
	Employee 5	FIRE	\$1,224
	Employee 6	FIRE	\$648
	Employee 7	ADMINISTRATION	\$1,890
	Employee 8	PLANNING	\$1,890
	Employee 9	FINANCE	\$1,890
	Employee 10	RECREATION	\$846

	Employee 11	PUBLIC WORKS	\$1,890
	Employee 12	PUBLIC WORKS	\$1,890
	Employee 13	PUBLIC WORKS	\$1,404
	Employee 14	PUBLIC WORKS	\$1,890
	Employee 15	PUBLIC WORKS	\$720
	Employee 16	MECHANIC	\$1,890
	Employee 17	PUBLIC WORKS	\$945
	Employee 18	LIBRARY	\$1,890
		Total =	\$24,705

RESOLUTION NO. ____-2021**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
PROVIDING PREMIUM PAY FOR CITY EMPLOYEES WHO
PERFORMED ESSENTIAL SERVICES DURING THE COVID-19
PANDEMIC**

WHEREAS, the American Rescue Plan Act of 2021 (ARPA) and the U.S. Department of the Treasury Interim Final Rule (31 Code of Federal Regulations Part 35 provided fiscal recovery funds to State Local and Tribal Governments to respond to the COVID-19 public health emergency and its economic impacts; and,

WHEREAS, the City of Willows (City) is the recipient of an allocation of Coronavirus State and Local Fiscal Recovery Funds as part of the ARPA; and,

WHEREAS, the currently allocated amount to the City of Willows is \$726,276; and

WHEREAS, the ARPA enacted Section 603 of the Social Security Act (42 U.S.C. 801 et.seq.) which provides for premium pay, including retrospective premium pay, to essential employees in an amount not to exceed \$13 per hour in addition to wages, and not to exceed \$25,000 per eligible employee as an "Eligible Use" of ARPA funds;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLOWS
CALIFORNIA FINDS AND RESOLVES AS FOLLOWS:**

SECTION 1. The City Council has considered whether, and found that, the grant of premium pay to City employees responds to the employees' performance of essential work and to the heightened risks they have faced and continue to face due to the Covid-19 pandemic;

SECTION 2. That the City employees are "needed to maintain continuity of operations of essential critical infrastructure sectors" or are otherwise declared to meet the definition of "eligible workers" within the meaning prescribed in Section 603(g)(2) of the Act.

SECTION 3. Each eligible employee shall be provided with premium pay in a flat rate amount of \$1,890.00 for Calendar year 2020 and an additional \$1,890.00 for Calendar year 2021. This amount shall be prorated based on the days worked of each current and former employee of the City in each of Calendar year 2020 and 2021; in addition, part-time permanent employees and former part-time permanent employees shall have their amount prorated by 50% to reflect their regular schedule of 20-hours per workweek. (The City Manager, contract staff and all temporary or seasonal employees are NOT eligible for this premium pay, the former Interim City Manager / Fire Chief IS eligible for this premium pay as a first responder).

SECTION 4. The total amount of premium pay for all eligible employees for calendar year 2020 and 2021, combined, shall not exceed \$50,000.

SECTION 5. Payments of premium pay shall be provided in December 2021 (for retrospective premium pay covering calendar year 2020) and in January of 2022 (for retrospective premium pay covering calendar year 2021).

SECTION 6. The City Manager and other City staff as designated by the City Manager are authorized and directed to take all necessary steps to ensure that the direction provided in this resolution are implemented without delay, and that any future reporting obligations relating to the premium pay for eligible employees are completed.

SECTION 6. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Willows City Council this 14th day of December, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk