



# Willows City Council Regular Meeting

January 9, 2024  
Willows City Hall  
Regular Session - 6:00 PM

City Council  
Gary Hansen, Mayor  
Evan Hutson, Vice Mayor  
Rick Thomas, Council Member  
Forrest Sprague, Council Member  
David Vodden, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## Agenda

Watch the Council meeting online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/86210952556?pwd=CfB3iO2UrDJfcdTeAG75DZXk3sDPVq.1>

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: [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org).

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.  
Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

b. **Minutes Approval**

Recommended Action: Approve the December 12 and December 19, 2023, meeting minutes.  
Contact: Amos Hoover, City Clerk, [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org)

c. **South Tehama Water Main Extension Project**

Recommended Action: Approve the attached resolution accepting the improvements associated with the South Tehama Water Main Extension Project, authorize the filing of the Notice of Completion, and release of surety.  
Contact: John Wanger, City Engineer, [jwanger@cityofwillows.org](mailto:jwanger@cityofwillows.org)

d. **Willows' Sewer Lift Station Design Project**

Recommended Action: Adopt the attached resolution authorizing the City Manager to execute a contract with NEXGEN Utility Management ('NEXGEN') for design of Willows' Lift Station Rehabilitation Project ('Project').

Contact: John Wanger, City Engineer, [jwanger@cityofwillows.org](mailto:jwanger@cityofwillows.org)

6. **PUBLIC HEARING**

All matters in this section of the agenda are formal public hearings and will be acted on individually. Once the Mayor opens the public hearing, members of the public may request to speak. When you are called on by the Mayor, please state your name clearly for the audio recording. If you have any documentation that you would like to be distributed to the Council, please give it to the City Clerk for distribution.

a. **Updated Five-Year Capital Improvement Program (CIP) for FY 2023-2027**

Recommendation: Conduct a public hearing and, upon conclusion, approve the attached resolution adopting the Five-Year Capital Improvement Program (CIP) for FY 2023-27.

Contact: John Wanger, City Engineer, [jwanger@cityofwillows.org](mailto:jwanger@cityofwillows.org)

7. **DISCUSSION AND 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: [ahoover@cityofwillows.org](mailto:ahoover@cityofwillows.org).

a. **FY 2022-23, Annual Development Impact Fee Report**

Recommended Action: After review and discussion of the Mitigation Fee Act (AB 1600) Report on Development Impact Fees for Fiscal Year Ending June 30, 2023, adopt the attached resolution and Annual Report.

Contact: John Wanger, City Engineer, [jwanger@cityofwillows.org](mailto:jwanger@cityofwillows.org)

b. **New Proposition 218 Sewage Rate Study**

Recommended Action: Discuss the possibility of starting a new Proposition 218 Sewage Rate Study in 2024 and provide direction to staff.

Contact: Marti Brown, City Manager, [mbrown@cityofwillows.org](mailto:mbrown@cityofwillows.org)

8. **COMMENTS & REPORTS**

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

9. **CLOSED SESSION**

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

a. **Public Employee Performance Evaluation (§ 54957)**

Title: City Attorney

b. **Public Employee Performance Evaluation (§ 54957)**

Title: City Manager

10. **ADJOURNMENT**

**This agenda was posted on January 3, 2024.**

*Amos Hoover*

Amos Hoover, 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](http://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.*



# **PUBLIC COMMENT & CONSENT CALENDAR FORUM**





PERIOD

12/06/2023 TO 12/22/2023

Payroll Check Register 40876

Check Register 53940 TO 53982 &  
53984 TO 54018

APPROVAL DATE 1/9/2024

APPROVED \_\_\_\_\_



City of Willows

# Payroll Check Register

## Checks

Pay Period: 12/4/2023-12/7/2023

Packet: PYPKT00146 - Final Pay Cazares - 12/4/23 to 12/7/23  
Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Check Type	Date	Amount	Number
CAZARES, BENJAMIN L.	<u>CAZ01</u>	Regular	12/07/2023	1,537.46	40876



City of Willows

# Check Register

Packet: APPKT00135 - Reissue Wyatt Paxton Check

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1902	WYATT PAXTON	12/06/2023	Regular	0.00	6,927.50	53940

### Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,927.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>6,927.50</b>



City of Willows

# Check Register

Packet: APPKT00140 - AP CHECK RUN 12/12/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Gen Chk-General Checking</b>						
1008	A.T.& T.	12/12/2023	Regular	0.00	1,143.89	53941
1019	ACME RIGGING & SUPPLY COM	12/12/2023	Regular	0.00	523.30	53942
1052	AMAZON CAPITAL SERVICES	12/12/2023	Regular	0.00	587.02	53943
1068	ANDY HEATH FINANCIAL SERV	12/12/2023	Regular	0.00	3,960.00	53944
1082	ARAMARK	12/12/2023	Regular	0.00	169.62	53945
1172	CALIFORNIA WATER SERVICE	12/12/2023	Regular	0.00	4,339.34	53946
1261	COMCAST CABLE	12/12/2023	Regular	0.00	926.89	53947
1298	CTC TECHNOLOGY & ENERGY	12/12/2023	Regular	0.00	2,086.98	53948
1400	ENTERPRISE-RECORD	12/12/2023	Regular	0.00	654.30	53949
1434	FGL ENVIRONMENTAL	12/12/2023	Regular	0.00	132.00	53950
1650	FIRE RISK MANAGEMENT SERVICES	12/12/2023	Regular	0.00	20,125.68	53951
1463	GANDY-STALEY OIL CO.	12/12/2023	Regular	0.00	1,369.64	53952
1539	HINDERLITER DELLAMAS & AS	12/12/2023	Regular	0.00	5,304.62	53953
1566	INFRAMARK, LLC	12/12/2023	Regular	0.00	64,182.22	53954
1606	JEREMY'S PEST STOMPERS	12/12/2023	Regular	0.00	95.00	53955
1641	KAREN MANTELE	12/12/2023	Regular	0.00	120.00	53956
1710	LIFE ASSIST	12/12/2023	Regular	0.00	396.44	53957
1150	MARTHA BROWN	12/12/2023	Regular	0.00	403.99	53958
1760	MATSON & ISOM TECHNOLOGY	12/12/2023	Regular	0.00	4,024.00	53959
1792	MJB WELDING SUPPLY, INC.	12/12/2023	Regular	0.00	51.60	53960
2312	NAPA AUTO PARTS	12/12/2023	Regular	0.00	27.86	53961
1851	NORTH STATE WATER TREATME	12/12/2023	Regular	0.00	150.00	53962
2373	ODP Business Solutions	12/12/2023	Regular	0.00	89.12	53963
1896	PAPE MACHINERY INC.	12/12/2023	Regular	0.00	563.93	53964
1917	PG & E	12/12/2023	Regular	0.00	101.63	53965
2332	Prentice Long, PC	12/12/2023	Regular	0.00	15,846.00	53966
2342	ROBERT BURT CONSTRUCTION	12/12/2023	Regular	0.00	1,950.00	53967
2041	SACRAMENTO VALLEY MIRROR	12/12/2023	Regular	0.00	883.20	53968
2044	SAFETY TIRE SERVICE	12/12/2023	Regular	0.00	499.25	53969
2367	Sonsray Machinery	12/12/2023	Regular	0.00	1,238.48	53970
2380	STATE WATER RESOURCES CONTRO	12/12/2023	Regular	0.00	14,910.00	53971
2115	STATEWIDE TRAFFIC SAFETY	12/12/2023	Regular	0.00	155.75	53972
2334	STREAM IT NETWORKS LLC	12/12/2023	Regular	0.00	85.00	53973
1439	THE FIRST CHOICE COFFEE S	12/12/2023	Regular	0.00	45.00	53974
2207	TYLER TECHNOLOGIES, INC	12/12/2023	Regular	0.00	580.00	53975
2232	US BANK	12/12/2023	Regular	0.00	430.65	53976
2233	US BANK ST. PAUL CM-9703	12/12/2023	Regular	0.00	270.18	53977
2248	VERIZON WIRELESS	12/12/2023	Regular	0.00	402.92	53978
2260	WAL-MART COMMUNITY	12/12/2023	Regular	0.00	149.92	53979
2295	WILLOWS ACE HARDWARE	12/12/2023	Regular	0.00	287.78	53980
2308	WILLOWS AUTOMOTIVE	12/12/2023	Regular	0.00	120.00	53981

Check Register

Packet: APPKT00140-AP CHECK RUN 12/12/23

<b>Vendor Number</b> 1902	<b>Vendor Name</b> WYATT PAXTON	<b>Payment Date</b> 12/12/2023	<b>Payment Type</b> Regular	<b>Discount Amount</b> 0.00	<b>Payment Amount</b> 3,928.75	<b>Number</b> 53982
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Bank Code Gen Chk Summary

<b>Payment Type</b>	<b>Payable Count</b>	<b>Payment Count</b>	<b>Discount</b>	<b>Payment</b>
Regular Checks	67	42	0.00	153,311.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>67</b>	<b>42</b>	<b>0.00</b>	<b>153,311.95</b>



City of Willows

# Check Register

Packet: APPKT00144 - AP CHECK RUN 12/22/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Gen Chk-General Checking</b>						
1004	3CORE	12/22/2023	Regular	0.00	750.00	53984
1014	ACCESS	12/22/2023	Regular	0.00	96.50	53985
1082	ARAMARK	12/22/2023	Regular	0.00	169.62	53986
1086	ASHLEY ARELLANES	12/22/2023	Regular	0.00	59.99	53987
1103	BAKER & TAYLOR BOOKS	12/22/2023	Regular	0.00	51.02	53988
1377	CAITLIN EHORN	12/22/2023	Regular	0.00	59.99	53989
1196	CALIFORNIA DEPT. OF JUSTI	12/22/2023	Regular	0.00	30.00	53990
1172	CALIFORNIA WATER SERVICE	12/22/2023	Regular	0.00	177.28	53991
1463	GANDY-STALEY OIL CO.	12/22/2023	Regular	0.00	5,617.96	53992
1606	JEREMY'S PEST STOMPERS	12/22/2023	Regular	0.00	95.00	53993
2381	JOANNE MOORE	12/22/2023	Regular	0.00	262.91	53994
1670	L & T TOWING	12/22/2023	Regular	0.00	314.88	53995
2363	LACO Associates	12/22/2023	Regular	0.00	13,590.26	53996
1760	MATSON & ISOM TECHNOLOGY	12/22/2023	Regular	0.00	198.00	53997
1770	MENDES SUPPLY COMPANY	12/22/2023	Regular	0.00	161.47	53998
2312	NAPA AUTO PARTS	12/22/2023	Regular	0.00	604.26	53999
1830	NEC FINANCIAL SERVICES LL	12/22/2023	Regular	0.00	1,152.75	54000
2382	NORTH VALLEY LLC	12/22/2023	Regular	0.00	283.25	54001
1852	NORTHERN CALIF. GLOVES	12/22/2023	Regular	0.00	347.40	54002
1917	PG & E	12/22/2023	Regular	0.00	256.35	54003
1978	REGIONAL GOVERNMENT SERVI	12/22/2023	Regular	0.00	4,425.00	54004
2041	SACRAMENTO VALLEY MIRROR	12/22/2023	Regular	0.00	64.40	54005
2383	SCS SIGN COMPANY	12/22/2023	Regular	0.00	1,482.00	54006
2385	SUNRUN INSTALLATIONS SERVICES,	12/22/2023	Regular	0.00	696.70	54007
2384	SWANK MOVIE LICENSING	12/22/2023	Regular	0.00	550.00	54008
2232	US BANK	12/22/2023	Regular	0.00	497.14	54009
2233	US BANK ST. PAUL CM-9703	12/22/2023	Regular	0.00	4,221.46	54010
2282	WILLOWS HARDWARE, INC.	12/22/2023	Regular	0.00	224.14	54011

**Bank Code Gen Chk Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	74	28	0.00	36,439.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>74</b>	<b>28</b>	<b>0.00</b>	<b>36,439.73</b>



City of Willows

# Check Register

Packet: APPKT00145 - AP CHECK RUN 12/22/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking 1194	CALIFORNIA STATE DISBURSE	12/22/2023	Regular	0.00	162.92	54012

### Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	162.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>162.92</b>



City of Willows

# Check Register

Packet: APPKT00146 - AP CHECK RUN 12/22/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Gen Chk-General Checking</b>						
1029	AFLAC- FLEX ONE	12/22/2023	Regular	0.00	907.08	54013
1194	CALIFORNIA STATE DISBURSE	12/22/2023	Regular	0.00	162.92	54014
1650	FIRE RISK MANAGEMENT SERVICES	12/22/2023	Regular	0.00	19,728.34	54015
1551	HUMANA DENTAL/VISION	12/22/2023	Regular	0.00	1,175.02	54016
2223	UNITED PUBLIC EMPLOYEES A	12/22/2023	Regular	0.00	137.10	54017
2309	WILLOWS EMPLOYEES ASSOC.	12/22/2023	Regular	0.00	16.00	54018

**Bank Code Gen Chk Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	33	6	0.00	22,126.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>33</b>	<b>6</b>	<b>0.00</b>	<b>22,126.46</b>





# Willows City Council Regular Meeting Action Minutes

December 12, 2023  
Willows City Hall  
Regular Session - 6:00 PM

Agenda Item #5b.

City Council

Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Forrest Sprague, Council Member  
Evan Hutson, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## 1. CALL TO ORDER – 6:01PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Thomas, Vice-Mayor Vodden, and Councilmembers Hansen, Hutson, and Sprague

Councilmembers Absent: None

## 4. CHANGES TO THE AGENDA

None

## 5. PRESENTATION

### a. Study Session – Community Development Block Grant (CDBG) Overview

Action: Council received presentation and provided feedback and direction to staff.

## 6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

### b. Minutes Approval

Action: Approved the November 28, 2023, meeting minutes.

### c. Dispatch: CAL FIRE Contract Amendment

Action: Adopted a resolution authorizing the City Manager to execute a contract amendment for dispatch services, agreement #2CA06449, with CAL FIRE for the remainder of Fiscal Year 2023-24.

### d. General Plan Update - Rezone (GPA-23-02; RZ-23-02)

Action: Approved a resolution entitled: "A resolution approving the request to amend the general plan land use map (file#GPA-23-02) and redesignate one parcel from Office and Professional to Light Industrial and approve the request to modify the zoning map (file#RZ-23-

02) and rezone one parcel from RP (multiple residence professional office district) to ML (Light Manufacturing) for property located at assessor's parcel numbers 003-121-015."

e. **Award of Contract - Library HVAC System Replacement**

Action: Approved a resolution authorizing the City Manager to sign an agreement with B&M Builders, Inc. for \$64,000 to replace three HVAC units on the roof of the Public Library building and establish an overall budget for the project of \$70,400.

f. **WM Franchise Agreement – Annual Consumer Price Index Rate Increase**

Action: Approved the WM Consumer Price Index (CPI) increase of 3.32%.

Moved/Seconded: Councilmember Hansen and Vice Mayor Vodden

Yes: Councilmembers Hansen, Hutson, and Sprague, Vice Mayor Vodden, and Mayor Thomas

No: None

## 7. DISCUSSION AND ACTION CALENDAR

a. **Proposed Five-Year Capital Improvement Program (CIP) for FY 2023-2027**

Action: Reviewed CIP and provided feedback and direction to staff.

b. **Law Enforcement Services Agreement**

Action: Approved the proposed law enforcement services contract with the Glenn County Sheriff's Office.

Moved/Seconded: Vice Mayor Vodden and Councilmember Hansen

Yes: Councilmembers Hansen, Hutson, and Sprague, Vice Mayor Vodden, and Mayor Thomas

No: None

c. **Election of Mayor and Vice Mayor**

Action: Elected Councilmember Hansen to serve as Mayor, and Councilmember Hutson to serve as Vice Mayor for the 2024 calendar year.

Motion to elect Councilmember Hansen as Mayor.

Moved/Seconded: Councilmember Hutson and Mayor Thomas

Yes: Councilmembers Hansen, Hutson, Vice Mayor Vodden, and Mayor Thomas

No: Councilmember Sprague

Motion to elect Councilmember Hutson as Vice Mayor.

Moved/Seconded: Mayor Thomas and Councilmember Hansen

Yes: Councilmembers Hansen, Hutson, and Sprague, Vice Mayor Vodden, and Mayor Thomas

No: None

d. **2024 City Council Committee Appointments**

Action: Council redistributed committee appointment assignments (see attached list).

e. **Planning Commission Appointments**

Action: Provided direction to staff and requested the item be returned to council at a subsequent meeting.

Public Comment

Lorri Pride

8. **COMMENTS & REPORTS**

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

9. **CLOSED SESSION**

a. **Conference with Labor Negotiators (§54957.6)**

Report Out: Received information and gave direction to City staff.

b. **Conference with Legal Counsel – Existing Litigation (§54956.9)**

Report Out: Update was provided to council on litigation that is pending, and no action was taken.

10. **ADJOURNMENT - 8:49PM**

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Amos Hoover, City Clerk

## WILLOWS CITY COUNCIL 2024 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
Airport Land Use Committee	Thomas	No regular meetings	12/2024
Glenn County Waste Management Regional Agency <i>(1 member, 1 alternate)</i>	Sprague Hutson (Alternate)	Quarterly, Third Thursday @ 10:30AM	12/2024
Regional Transit Committee <i>(2 members, 1 alternate)</i>	Mayor Hutson Sprague (Alternate)	Monthly, Third Thursday @ 9am	12/2024
Transportation Commission <i>(2 Members and 1 alternate)</i>	Mayor Hutson Sprague (Alternate)	Monthly, Third Thursday, following Transit Committee meeting	12/2024
LAFCO <i>(1 member, 1 alternate)</i>	Thomas Vodden (Alternate)	As needed, second Monday	12/2024
City Select Committee	Mayor	Annually in January	12/2024
Countywide Mosquito & Vector District	Vince Holvick Thomas (Alternate)	As needed	6/2025
Finance Committee <i>(2 members)</i>	Thomas Hutson	As needed	12/2024
GCID Voting Delegate <i>(Mayor)</i>	Mayor	As needed	12/2024
League Legislative Delegate <i>(Mayor)</i>	Mayor	@ Annual League Conference	12/2024
Library Board	Hutson	Every other month, Second Thursday @ 11:00 am	12/2024
3CORE (Formally known as Tri-Counties Economic Development Committee) <i>(1 member, 1 alternate)</i>	Vodden Thomas (Alternate)	As needed	12/2024
CDBG Loan Committee <i>(2 members)</i>	?	As needed	12/2024
Public Safety Committee <i>(2 members)</i>	Mayor / Thomas	As needed	12/2024
Law Enforcement Services Ad Hoc Committee	Mayor Thomas	As needed	N/A
City & Counties Economic Development Steering Committee <i>(2 members)</i>	Vodden Sprague	As needed	12/2024
Sustainable Groundwater Management Act (SGMA) Board Committee <i>(1 member)</i>	Mayor	Monthly, First Monday @ 1:30 PM	N/A



# Willows City Council Special Meeting Action Minutes

December 19, 2023  
Willows City Hall  
Closed Session – 5:30 PM  
Regular Session - 6:00 PM

City Council  
Rick Thomas, Mayor  
David Vodden, Vice Mayor  
Gary Hansen, Council Member  
Forrest Sprague, Council Member  
Evan Hutson, Council Member

City Manager  
Marti Brown

City Clerk  
Amos Hoover

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

## 1. CALL TO ORDER – 5:31 PM

## 2. PLEDGE OF ALLEGIANCE

## 3. ROLL CALL

Councilmembers Present: Mayor Thomas, and Councilmembers Hansen, Hutson, and Sprague

Councilmembers Absent: Vice Mayor Vodden

## 4. CHANGES TO THE AGENDA

None

## 5. CLOSED SESSION

### a. Conference with Legal Counsel – Existing Litigation (\$54956.9)

Report Out: Council received information from legal counsel and provided direction to staff.

## 6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

### a. Rescind Hiring Freeze of Finance & HR Specialist

Action: Authorized the City Manager to rescind the hiring freeze of the Finance & Human Resources Specialist and move forward with filling the current vacancy.

### b. Planning Commission Appointments

Action: Reappointed Holly Meyers, Llanira Valencia, and Pedro Bobadilla to the Planning Commission.

### Public Comment

Jeff Williams

Moved/Seconded: Councilmembers Hansen and Hutson

Yes: Councilmembers Hansen, Hutson, and Sprague, and Mayor Thomas

No: None

Absent: Vice Mayor Vodden

**7. DISCUSSION AND ACTION CALENDAR**

**a. Letter of Intent for Solar Power Purchase Agreement**

Action: Authorized the City Manager to execute a Letter of Intent for a Solar Power Purchase Agreement with Trinary Capital to install solar panels at the City's Wastewater Treatment Plant, Civic Center, and the Fire Station to offset the City's PG&E bill.

Public Comment

Timothy Holdman

Roberta Asbury

Jeff Williams

Dennis Asbury

Moved/Seconded: Councilmembers Hansen and Hutson

Yes: Councilmembers Hansen and Hutson, and Mayor Thomas

No: Councilmember Sprague

Absent: Vice Mayor Vodden

**9. ADJOURNMENT - 7:27PM**

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Amos Hoover, City Clerk



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Date: January 9, 2024  
To: Honorable Mayor and Councilmembers  
From: John Wanger, City Engineering  
Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager  
Subject: South Tehama Water Main Extension Project

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**Recommendation:**

Approve the attached resolution accepting the improvements associated with the South Tehama Water Main Extension Project, authorize the filing of the Notice of Completion, and release of surety.

**Rationale for Recommendation:**

State Law (Civil Code Section 9200) requires that the governing body approve the satisfactory completion of a publicly bid capital improvement project.

**Background:**

At the July 11, 2023, City Council meeting, the City Council awarded the South Tehama Water Main Extension Project to Allen Gill Construction and established an overall budget for the project. As part of the Project, more than 2,600 feet of new 12-inch water main was installed to connect the City's water system with the small southerly system in the vicinity of South Tehama Street and Road 57.

**Discussion & Action:**

As the installation of this section of water main will continue to provide important potable water infrastructure in the area, it is critical that it be maintained to State and Federal standards. In addition, the new installation will allow California Water Company to take over, own and manage the small water system in the southern portion of the City.

Based upon the satisfactory completion of the project by Allen Gill Construction, Staff is recommending that the City Council accept the improvements, authorize the City Engineer to file the Notice of Completion and authorize the release of all bonds for this project except for the maintenance bond, which will be retained for 1 year to cover any issues that may come up. The total construction cost of the project was \$558,755.39.

**Fiscal Impact:**

The overall budget and expenditures for this project is summarized as follows:

	<u>Approved Budget</u>	<u>Actual Expenditure</u>
Construction:	\$ 505,934	\$505,934
Contingency (10%):	\$ 50,593	\$ 56,396
CM/Inspection:	<u>\$ 71,264</u>	<u>\$ 59,000</u>
Estimated total	\$ 627,791	\$621,330

Although construction costs were slightly more than the allocated line item for contingency, the construction management and inspection costs came in less than budgeted. As a result, the project costs and budget were less than the overall authorized budget.

**Attachments:**

- Attachment 1: Resolution





**City of Willows  
Resolution xx-2024**

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
ACCEPTING THE IMPROVEMENTS ASSOCIATED WITH THE SOUTH TEHAMA WATER MAIN EXTENSION  
PROJECT, AUTHORIZING THE RELEASE OF RETENTION AND AUTHORIZING THE NOTICE OF  
COMPLETION TO BE FILED FOR THE PROJECT**

**WHEREAS**, at the July 11, 2023, City council meeting, the City Council approved entering into a contract with Allen Gill Construction for the South Tehama Water Main Extension Project ("Project") and established an overall project budget; and

**WHEREAS**, the Project has been inspected and determined to have been completed in accordance with the contract requirements; and

**WHEREAS**, based upon the foregoing, staff recommends acceptance of the Project on behalf of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS  
FOLLOWS:**

1. The City hereby accepts the improvements associated with the Project.
2. Authorizes the City Engineer to release the Performance and Labor & Material surety posted with this project; and to hold the Maintenance Bond for a period of one year from the date of this resolution, at which time the City Engineer is authorized to release said bond if the improvements remain in good condition and there are no issues to be resolved.
3. Authorizes and directs the City Engineer to file a Notice of Completion concerning the Project with the Glenn County Clerk's Office within ten (10) days of the date of this Resolution.
4. This Resolution shall become effective immediately.
5. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 9<sup>th</sup> day of January 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

ATTESTED:

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Gary Hansen, Mayor

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Amos Hoover, City Clerk



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Date: January 9, 2024

To: Honorable Mayor and Councilmembers

From: John Wanger, City Engineer  
Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager

Subject: Willows' Sewer Lift Station Design Project

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**Recommendation:**

Adopt the attached resolution authorizing the City Manager to execute a contract with NEXGEN Utility Management ('NEXGEN') for design of Willows' Lift Station Rehabilitation Project ('Project').

**Rationale for Recommendation:**

This Project is part of the City's Five-Year Capital Improvement Program to replace old and failing equipment at the City's five sanitary sewer lift stations. Improvements associated with this project will provide critical upgrades at each of the five sewer lift stations to maintain a reliable sewer collection and conveyance system.

**Background:**

The City of Willows operates five sanitary sewer lift stations used to convey wastewater generated by the community to the City's wastewater treatment plant. Each of the five stations was constructed between 1986 and 1995 and are of a design that was expected to have a service life of at least 30 years. In 2022, the City contracted with NEXGEN to perform a condition assessment to identify potential upgrades to the structural, mechanical, and electrical components of each lift station, and to ensure the City's conveyance system continues to operate reliably and remains resilient to future environmental and regulatory challenges. The results of the assessment concluded that the four oldest lift stations (Sycamore, Lassen, and Cherry Streets and Pacific Avenue) require major refurbishments and improvements, with Sycamore and Lassen Street Stations identified as a top priority. The newest lift station (Road 57) requires less extensive improvements, given the age of the facility and conditions observed at the time of the assessment. The results and estimated costs from the assessment have been incorporated into the City's Capital Improvement Program (CIP), shown as projects SS-001-231 through 235.

The general location and names of each lift station (LS) are as follows:

- 1245 W Sycamore Street (Sycamore LS),
- 802 N Lassen Street (Lassen LS),
- 700 Pacific Avenue (Pacific LS),
- 325 Cherry Street (Cherry LS), and
- East of 6504 County Road 57 (Road 57 LS).

On November 6, 2023, staff issued a Request for Proposals (RFP) in connection with the Lift Station Rehabilitation Project. The RFP was sent to five qualified engineering firms that have had experience in lift station rehabilitation. Additionally, staff held a pre-proposal meeting and invited all interested consulting firms to attend. Two firms attended the pre-proposal meeting. In response to the RFP, staff received one proposal from NEXGEN for the design of improvements in connection with the project. NEXGEN's proposal was reviewed by staff, and it was determined that all the required information, including cost of services, was in compliance with industry standards. Additionally, NEXGEN completed the Lift Station Condition Assessment Report and, as a result, has direct knowledge of the five sewer lift stations included in this project.

#### **Discussion & Analysis:**

Improvements associated with the project will include upgrades to electrical, instrumentation, and control systems, replacement of corroded hatches, piping, valves, and pump slide rails, rehabilitation of wet well concrete (sealing), and installation of new level instruments and fall protection grating. The project will relocate pump isolation valves from inside the wet well into external valve vaults, allowing improved access to the equipment and eliminating the need for confined space entry into the wet well, which is currently required for staff to perform routine maintenance. Conduit and wiring used to supply power and communicate with equipment located inside the wet well will be routed through new vented terminal panels prior to entering the station's control panel enclosure. The new pipe alignment will allow easy change out of pump power and level sensor wiring while isolating the control panel from potentially flammable and explosive vapors in the wet well.

The proposed improvements will also provide critical upgrades to the City's Supervisory Control and Data Acquisition (SCADA) System, allowing staff to remotely monitor each of the five lift stations from the field using a smart device (e.g., cell phone, laptop, tablet) Staff currently does not have the ability to remotely monitor or receive data in real time from each lift station. The proposed SCADA upgrades will significantly improve staff's ability to monitor, identify, and proactively mitigate issues affecting the collection and conveyance system which will improve incident response time and reduce the risk of future sewer overflow events.

#### **Fiscal Impact:**

Per the scope of work provided by NEXGEN, design costs are estimated at \$170,931.

Based on the budgets shown in the CIP, a total of \$170,275 was allocated for the design of upgrading the five lift stations. The project is funded from the proceeds of refinancing the City's Certificates of Participation (COPs) for the wastewater treatment plant (which currently resides in the City's Sewer Capital Fund).

All work to upgrade each of the five lift stations will be combined into one overall construction project. Although the CIP assumed a portion of the construction would occur in FY 2023-24, the schedule included with NEXGEN's proposal estimates that design will be completed by late June, which means all construction will take place in FY 2024-25. Detailed construction costs will be determined with the design of the improvements and, if necessary, the CIP construction estimates will be updated.

**Attachments:**

- Attachment 1: Resolution



**City of Willows  
Resolution xx-2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH NEXGEN UTILITY MANAGEMENT FOR THE DESIGN OF THE WILLOWS LIFT STATION REHABILITATION PROJECT (CIP PROJECTS SS-001-231 THROUGH 235)**

**WHEREAS**, based on a 2022 Condition Assessment Report of the City’s five sanitary sewer lift stations, it was determined that all five sewer lift stations are in need of repairs and upgrading; and

**WHEREAS**, all of the work associated with upgrading and repairing the lift stations have been included in the City’s Capital Improvement Program (listed as projects SS-001-231 through 235); and

**WHEREAS**, on November 6, 2023, the City released a Request for Proposals (RFP) for engineering services to develop plans, specifications, and cost estimates (PS&E) needed for the repairs and upgrades to the City’s five sanitary sewer lift stations; and

**WHEREAS**, on December 5, 2023, proposals were due and NEXGEN Utility Management (NEXGEN) was the lone proposal submitted for the design work; and

**WHEREAS**, City staff has reviewed the proposal from NEXGEN and found it addressed all needed work and was in line with industry standards with respect to the cost of services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS AS FOLLOWS:**

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.
2. The City Manager is hereby authorized to execute a contract with NEXGEN Utility Management to provide design services associated with the Lift Station Rehabilitation Project for a not to exceed amount of \$170,931.
3. This Resolution shall become effective immediately.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 9<sup>th</sup> day of January 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Gary Hansen, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk



# PUBLIC HEARING



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Date: January 9, 2024

To: Honorable Mayor and Councilmembers

From: John Wanger, City Engineer  
Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager

Subject: Updated Five-Year Capital Improvement Program (CIP) for FY 2023-2027

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**Recommendation:**

Conduct a public hearing and, upon conclusion, staff recommends that council approve the attached resolution adopting the Five-Year Capital Improvement Program (CIP) for FY 2023-27.

**Rationale for Recommendation:**

Per Section 66002 of the State Government Code, when a City imposes Development Impact Fees, the City may adopt a Capital Improvement Plan by resolution each year. Although this is not a mandate, a Five-Year CIP provides a long-range program for major capital construction projects for the city and promotes a proactive approach to capital improvement project planning, while simultaneously balancing capital needs with available budgets. Hopefully, it also reflects the City Council’s priorities.

**Background:**

In an effort to be proactive, as well as to compile a comprehensive list of projects, staff prepared this update to the City’s 5-year CIP. This item was presented at the December 12, 2023, City Council meeting. The final CIP is attached for consideration and adoption.

**Discussion & Analysis:**

The CIP reflects the City’s capital project priorities and is a tool for financial planning purposes. It also provides information used in the preparation of the overall City budget.

The CIP also satisfies the requirements of Government Code Section 66002 which states that the City “may adopt a Capital Improvement Plan, which shall indicate the approximate location, size, time of availability, and estimates of the cost for all facilities or improvements to be funded with the fees.”

For example, in Fiscal Year (FY) 2022-23, the following CIP projects were completed and/or are underway:



## **STREETS**

- ST-001-21 – Annual Streets Rehabilitation Project: Project design has been completed. It will be bid on in January 2024 and construction should commence in April 2024.
- ST-002 – North Lassen Street Rehabilitation: completed
- ST-003 – Pacific Avenue Rehabilitation: completed
- ST-006 – Green Street Rehabilitation: completed
- ST-007 – Tehama Street Bridge Repairs at GCID canal: completed

## **SEWER**

- SS-001-21, 22, 23 & 24 – Upgrading all 5 sewer lift stations - RFP was circulated and a design contract is being awarded at tonight’s Council meeting.
- SS-002-22 – State Revolving Loan Fund grant submitted for \$750K. After submission, the State requested that the City also include construction portion of the project. The application is being revised to include an additional \$14M in grants to rehabilitate portions of the existing sewer collection system.

## **PARKS/POOL**

- POOL-001 – A RFP was circulated, consultant selected, and contract awarded. The project was placed on hold; however, as a result of the recently awarded Caltrans Clean CA grant, the project will move forward in January 2024.

## **FIRE**

- FIRE-001 – New equipment purchase: completed.

For FY 2023-24, the following new and/or carryover projects are recommended:

**STREETS** – nearly \$700,000 of improvements are proposed, including:

- ST-004 – Annual Sidewalk Maintenance project: moving forward using RSTP funding.
- ST-006 – Green Street: completed (carried over from last year).

**SEWER** – A total of \$2.35M of improvements are proposed, including:

- SS-001 – 231-235 – Sewer Lift Station Rehabilitation: Design will be completed this fiscal year and construction will start mid to late summer 2024.
- SS-002-232 – Annual Sewer Replacement Project: CCTV and some design work will be completed this fiscal year and construction to start by late fall 2024.
- SS-023, 024 and 029 – Various WWTP maintenance improvements will move forward.

**CITY HALL** – A total of just over \$195K of improvements are proposed, including:

- CTYH – 001 HVAC units at City Hall: One unit has already been replaced and the contract to replace the additional three units has been awarded. Construction will start in late January or early February 2024.

**PARKS** – A total of \$266K of improvements are proposed, including:

- PARK-002 – Sycamore Park Improvements: Design various park improvements including major rehabilitation of the City swimming pool, tennis and pickle ball courts, and paths (funded via the Caltrans Clean CA grant).

**WATER** – A total of \$627K of improvements are proposed, including:

- WA-001 – South Tehama Water Main Extension Project: complete.

**FIRE** – A total of \$162K of small fire department projects are proposed.

The overall CIP for FY 2023-27 includes forty-eight capital projects, some of which include projects each year (e.g., annual paving projects, sidewalk replacement program), encompassing street, sewer, storm drain, parks, city-owned buildings, fire, water and development impact fee projects.

Please note, the CIP is intended to be a living and flexible document that is updated annually as priorities and revenue projections change.

**Fiscal Impact:**

The first year of the CIP is referred to as the “capital budget.” The capital budget is incorporated into the annual City operating budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall five-year program is desirable for effective implementation of overall City goals and objectives. It should be noted that all costs shown in this CIP are based on current industry costs and no inflation has been added to future years due to uncertain economic and potential inflation.

For FY 2023-24, the CIP includes proposed project expenditures totaling more than \$4.3 million. Funds for these projects are derived from a variety of sources and have been coordinated with the preparation of the overall City’s budget for this fiscal year. The overall estimated costs for all projects identified in the Five-Year CIP is more than \$47 million. It should also be noted that more than \$29 million of these funds are identified in FY 2027 and beyond – many of which are associated with the development impact fee program. Projects associated with the development impact fee program will move to higher priority as development and growth in the city occurs and improvements are warranted.

**Attachments:**

- Attachment 1: Resolution
- Attachment 2: FY 2023-27 Capital Improvement Program



**City of Willows  
Resolution xx-2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
APPROVING THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2023-2027**

**WHEREAS**, the proposed Five-Year Capital Improvement Program Fiscal Years 2023 – 2027 was presented to the Council for review at the December 12, 2023, City Council meeting; and

**WHEREAS**, for development impact fee funded projects, the Five-Year Capital Improvement Program Fiscal Years 2023 – 2027 satisfies the requirements of California Government Code Section 66002; and

**WHEREAS**, a public hearing on Five Year Capital Improvement Program Fiscal Years 2023 – 2027 was noticed in accordance with California Government Code Section 65090; and

**WHEREAS**, on January 9, 2024, the Council conducted a public hearing to solicit public comments on the Five-Year Capital Improvement Program Fiscal Years 2023 – 2027 during which all interested persons were invited to speak; and

**NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND** by the City Council of the City of Willows, State of California, that the Five-Year Capital Improvement Program Fiscal Years 2023 – 2027 is approved, subject to any revisions directed by Council.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 9<sup>th</sup> day of January 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

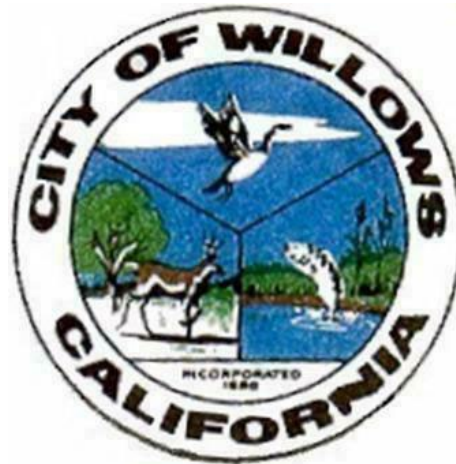
APPROVED:

ATTESTED:

\_\_\_\_\_  
Gary Hansen, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk

# CITY OF WILLOWS



## FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

**Fiscal Years 2023-2027**

**Adopted: January 9, 2024**

City of Willows  
**FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**  
Fiscal Years 2023-2027

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**City of Willows**  
**FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**  
**Fiscal Years 2023 - 2027**

**PROGRAM PURPOSE AND DESCRIPTION**

**Capital Improvement Program**

The purpose of the capital improvement program is to provide the City of Willows with a long-range program for major municipal capital construction projects based on the systematic development of an advanced financial plan.

The Capital Improvement Program (CIP) is a five-year planning instrument used by the City to identify capital improvement needs and to coordinate financing and timing of those needs in a manner that maximizes the return to the public. This plan is intended to be updated annually. As each annual budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total five-year plan.

**Capital Budget**

The first year of the CIP is called the capital budget. The capital budget is incorporated into the annual City "operating" budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall five-year program is desirable for effective implementation of overall City goals and objectives. It should be noted that all costs shown in this CIP are based on current industry costs and no inflation has been added to future years due to uncertain economic and potential inflation. This document is intended to be revised annually to update all costs.

**Capital Improvements**

Capital improvements are major projects undertaken by the City that are generally not recurring on a long-term, annual basis. In this sense they are differentiated from operating and maintenance (O & M) expenditures for normal City operation. They generally include land and right-of-way acquisition, construction or modification of buildings or facilities, public infrastructure construction or modification, purchase of major equipment with long life expectancy, and projects requiring debt obligation or borrowing.

**City of Willows**  
**FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**  
**Fiscal Years 2023 – 2027**

**PRIMARY PROGRAM REVENUE SOURCES**

**DEVELOPMENT IMPACT FEES:** Fees required of a developer/builder for purposes of paying a fair share of the impacts that the development will have on existing City facilities. This includes the actual or estimated costs of constructing streets/traffic, freeway interchange, wastewater, storm drainage, Parks and Recreational, library, fire and police services in the City. These funds may be used only for the construction or reimbursement for construction of facilities as identified in the 2008 Development Impact Fee Report.

**STATE HIGHWAY GAS TAXES:** Under Sections 2106, 2107, and 2107.5 of the California Streets and Highways Code, cities are allocated a share of the revenues derived from the state taxes on gasoline. These revenues are restricted in their use to the construction, improvement and maintenance of public streets.

**SB-1 FUNDING:** Senate Bill 1, the Road Repair and Accountability Act of 2017, was signed into law on April 28, 2017. This legislative package invests \$54 billion between 2017 and 2027 to fix roads, freeways and bridges in communities across California and puts more dollars toward transit and safety. The City receives funds annually from SB-1 that can be used for repairs to roads, curbs, gutters, sidewalks, bicycle lanes, pedestrian facilities and other improvements within the public right-of-way.

**SEWER CAPITAL FUND:** The Sewer Fund is used to repair/reconstruct sewer infrastructure within the City. With the adoption of new rate schedules in 2021, capital replacement monies are now a component of this fund. These monies are slated for use in replacing aged or failing infrastructure on an annual basis.

**STATE REVOLVING LOAN FUND:** Funds provided by the State, through a grant and/or loan, for use in upgrading infrastructure. Funds are allocated on a competitive basis. Typical uses within the City of Willows include planning studies (e.g., CCTV video studies to determine the condition of sewer lines), sewer line replacement, pump station upgrades and Wastewater Treatment Plant upgrades.

**STATE AND FEDERAL TRANSPORTATION MONIES:** Monies made available through Caltrans and/or FHWA and programmed through Glenn County Transportation Committee to repair streets, sidewalks, pedestrian and bicycle facilities. These monies can be used

on collector and arterial streets within the City as identified on the State's Roadway System Map. Funds are competitive throughout the State.

UNFUNDED: Projects identified in this Capital Improvement Program that do not have a specific funding source identified.

PROPOSITION 68: Funds provided by the State Department of Parks and Recreation for use in upgrading park facilities through a competitive process. Typical uses within the City of Willows are for any of the public parks and facilities therein.

GENERAL FUND: The capital budget is often supported by the transfer of unencumbered monies from the City's General Fund. However, accurate general fund contribution forecasting is difficult and dependent on the City's ability to match costs with revenues. As such, general purpose funds may be used to finance any capital project.

REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP): Under the federal Surface Transportation Program (STP), federal gas tax dollars are apportioned to states for roads, transit, non-motorized and other transportation needs. In California, these funds are administered by Caltrans. In turn, Caltrans assigns a portion of the STP funds to regional transportation agencies such as GCTA. For regions under 200,000 population, the exchange of federal STP funds for state cash is allowed. The state program is called the Regional Surface Transportation Program (RSTP). State exchange frees projects from federal requirements; however, the exchange program may be eliminated due to pending legislation or a lack of available state cash.

AMERICAN RESCUE PLAN ACT (ARPA): The Federal Government signed the \$1.9 trillion American Rescue Plan Act (ARPA) to aid public health and economic recovery from the COVID-19 pandemic, on March 11, 2021. A significant portion of funding is being used to replace lost revenue. ARPA monies can be used to address the negative economic impacts caused by the public health emergency; replace lost public sector revenue; provide premium pay for essential workers; and invest in water, sewer, and broadband infrastructure.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG): Funds allocated to local government from the federal government, usually through a local clearinghouse (County), which are sometimes competitive. The CDBG funding in this year's CIP was a competitive grant that was pursued cooperatively with the County and intended to be used for upgrading three entrances to City Hall and the Library to bring each of the doors up to current ADA standards.

CLEAN CALIFORNIA LOCAL GRANT PROGRAM (CCLGP): The Clean California Local Grant Program, administered by the California Department of Transportation (Caltrans), provides funding to beautify and improve streets and roads, tribal lands, parks, pathways, and transit centers. Its ultimate goal is to restore pride in California's public spaces. The CCLGP grant that is included in this year's CIP provides funding for many improvements associated with Sycamore Park.



COUNTY CONTRIBUTION: The Glenn County contribution included in this year's CIP is to assist in paying for the renovation of the City's pool in Sycamore Park.

CALIFORNIA STATE LIBRARY GRANT: The State Library Development Services Bureau works to strengthen and advance access, equity, and innovation through strategic collaboration, capacity building, and the careful and responsible management of the federal funds entrusted to the State's care. This grant helps libraries across California focus on public service as they improve their work with communities. Monies from this grant included in this year's CIP include monies to replace the 3 HVAC units that serve the City Library.

# **Program Cost Summary**

*Fiscal Years 2023 - 2027*

**City of Willows  
Five Year Capital Improvement Program**

**PROGRAM COST SUMMARY**

PROGRAM	COST BY FISCAL YEAR					
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
Total Street Improvements	\$ 697,153	\$ 482,500	\$ 482,500	\$ 482,500	\$ 6,565,000	\$ 8,709,653
Total Sewer	\$ 2,350,393	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000	\$ 9,126,930
Total Storm Drain	\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250
Parks	\$ 266,000	\$ 4,195,000	\$ -	\$ -	\$ -	\$ 4,461,000
Total City Hall	\$ 195,400	\$ -	\$ -	\$ -	\$ -	\$ 195,400
Total Corporation Yard	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total Fire	\$ 162,500	\$ 162,500	\$ 162,500	\$ 962,500	\$ 3,072,500	\$ 4,522,500
Total Development Impact Fees	\$ 25,000	\$ 103,000	\$ 3,000	\$ 3,000	\$ 19,501,544	\$ 19,635,544
Total Water	\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791
<b>Grand Total</b>	<b>\$ 4,339,237</b>	<b>\$ 7,849,391</b>	<b>\$ 4,139,396</b>	<b>\$ 1,723,000</b>	<b>\$ 29,339,044</b>	<b>\$ 47,390,068</b>

# Funding Summary

*Fiscal Years 2023 - 2027*

**City of Willows**  
**Five Year Capital Improvement Program**  
**FUND ALLOCATION SUMMARY**

PROGRAM *	COST BY FISCAL YEAR					
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
Dev. Imp. Fees: Admin. Facilities	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 945,930
Dev. Imp. Fees: Fire Services	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321
Dev. Imp. Fees: Park & Rec.	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760
Dev. Imp. Fees: Police Services	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638
Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019
Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698
Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263
Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
Development Impact Fee Improvements - Library	\$ 49,354	\$ -	\$ -	\$ -	\$ 2,135,915	\$ 2,185,269
Gas Tax Fund	\$ 104,653	\$ 6,827	\$ 125,000	\$ 125,000	\$ 125,000	\$ 486,480
SB-1 Transportation Fund	\$ 525,000	\$ 158,173	\$ 159,000	\$ 159,000	\$ 159,000	\$ 1,160,173
Sewer Capital Fund	\$ 2,357,893	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000	\$ 9,134,430
Unfunded	\$ 162,500	\$ 210,000	\$ 286,250	\$ 1,000,000	\$ 3,510,000	\$ 5,168,750
Prop 68	\$ -	\$ 177,000	\$ -	\$ -	\$ -	\$ 177,000
General Fund	\$ 57,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 107,500
RSTP Fund	\$ 67,500	\$ 267,500	\$ 148,500	\$ 148,500	\$ 5,831,000	\$ 6,463,000

**City of Willows  
Five Year Capital Improvement Program**

**FUND ALLOCATION SUMMARY**

<i>PROGRAM *</i>	<b>COST BY FISCAL YEAR</b>					
	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>CCLGP Grant Fund</b>	\$ 216,000	\$ 3,818,000	\$ -	\$ -	\$ -	\$ 4,034,000
<b>County Contribution</b>	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
<b>CA State Library Grant</b>	\$ 47,168	\$ -	\$ -	\$ -	\$ -	\$ 47,168
<b>CDBG</b>	\$ 123,878	\$ -	\$ -	\$ -	\$ -	\$ 123,878
<b>ARPA Funds</b>	\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791
<b>Grand Total</b>	<b>\$ 4,339,237</b>	<b>\$ 7,849,391</b>	<b>\$ 4,139,396</b>	<b>\$ 1,723,000</b>	<b>\$ 29,339,044</b>	<b>\$ 47,390,068</b>

\* Note: Detail for each fund can be found in Funding Source Listing

# **Revenue/Expense Summary**

*Fiscal Years 2023 - 2027*

**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

**Dev. Imp. Fees: Admin. Facilities**

Beginning Fund Balance		\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)
Estimated Revenue		\$ -	\$ -	\$ -	
Total Funds Available	\$ -	\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)
CIP Projected Expenses	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ -</b>	<b>\$ (103,000)</b>	<b>\$ (106,000)</b>	<b>\$ (109,000)</b>	<b>\$ (945,930)</b>

**Dev. Imp. Fees: Fire Services (#356)**

Beginning Fund Balance	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 66,144</b>	<b>\$ 66,144</b>	<b>\$ 66,144</b>	<b>\$ 66,144</b>	<b>\$ (2,691,177)</b>

**Dev. Imp. Fees: Park & Rec. (#362)**

Beginning Fund Balance	\$ 334,783	\$ 336,783	\$ 336,783	\$ 336,783	\$ 336,783
Estimated Revenue	\$ 2,000				
Total Funds Available	\$ 336,783	\$ 336,783	\$ 336,783	\$ 336,783	\$ 336,783
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 336,783</b>	<b>\$ 336,783</b>	<b>\$ 336,783</b>	<b>\$ 336,783</b>	<b>\$ (1,666,977)</b>



**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>

**Dev. Imp. Fees: Police Services (#358)**

Beginning Fund Balance	\$ 61,068	\$ 61,443	\$ 61,443	\$ 61,443	\$ 61,443
Estimated Revenue	\$ 375	\$ -	\$ -	\$ -	
Total Funds Available	\$ 61,443	\$ 61,443	\$ 61,443	\$ 61,443	\$ 61,443
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 61,443</b>	<b>\$ 61,443</b>	<b>\$ 61,443</b>	<b>\$ 61,443</b>	<b>\$ (1,281,195)</b>

**Dev. Imp. Fees: Storm Drain (#360)**

Beginning Fund Balance	\$ 153,328	\$ 154,228	\$ 154,228	\$ 154,228	\$ 154,228
Estimated Revenue	\$ 900	\$ -	\$ -	\$ -	
Total Funds Available	\$ 154,228	\$ 154,228	\$ 154,228	\$ 154,228	\$ 154,228
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 481,019
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 154,228</b>	<b>\$ 154,228</b>	<b>\$ 154,228</b>	<b>\$ 154,228</b>	<b>\$ (326,791)</b>

**Dev. Imp. Fees: Wastewater**

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,322,698)</b>

**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

**Dev. Imp. Fees: Streets (#361)**

Beginning Fund Balance	\$ 182,814	\$ 183,814	\$ 183,814	\$ 183,814	\$ 183,814
Estimated Revenue	\$ 1,000				
Total Funds Available	\$ 183,814	\$ 183,814	\$ 183,814	\$ 183,814	\$ 183,814
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 183,814</b>	<b>\$ 183,814</b>	<b>\$ 183,814</b>	<b>\$ 183,814</b>	<b>\$ (4,937,449)</b>

**Dev. Imp. Fees: Freeway Interchange (#363)**

Beginning Fund Balance	\$ 389,759	\$ 391,759	\$ 391,759	\$ 391,759	\$ 391,759
Estimated Revenue	\$ 2,000	\$ -	\$ -	\$ -	
Total Funds Available	\$ 391,759	\$ 391,759	\$ 391,759	\$ 391,759	\$ 391,759
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 391,759</b>	<b>\$ 391,759</b>	<b>\$ 391,759</b>	<b>\$ 391,759</b>	<b>\$ (2,108,241)</b>

**Dev. Imp. Fees: Library (#364)**

Beginning Fund Balance	\$ 142,214	\$ 93,810	\$ 93,810	\$ 93,810	\$ 93,810
Estimated Revenue	\$ 950				
Total Funds Available	\$ 143,164	\$ 93,810	\$ 93,810	\$ 93,810	\$ 93,810
CIP Projected Expenses	\$ 49,354	\$ -	\$ -	\$ -	\$ 2,135,915
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 93,810</b>	<b>\$ 93,810</b>	<b>\$ 93,810</b>	<b>\$ 93,810</b>	<b>\$ (2,042,105)</b>

**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

**Gas Tax Fund (#314-317/372)**

Beginning Fund Balance	\$ 348,388	\$ 417,504	\$ 566,677	\$ 597,677	\$ 628,677
Estimated Revenue	\$ 173,769	\$ 156,000	\$ 156,000	\$ 156,000	\$ 156,000
Total Funds Available	\$ 522,157	\$ 573,504	\$ 722,677	\$ 753,677	\$ 784,677
Allocated funds for Dept. Expenses		\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
CIP Projected Expenses	\$ 104,653	\$ 6,827	\$ 125,000	\$ 125,000	\$ 125,000
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 417,504</b>	<b>\$ 566,677</b>	<b>\$ 597,677</b>	<b>\$ 628,677</b>	<b>\$ 659,677</b>

**Clean CA Local Grant Program**

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ 216,000	\$ 3,818,000			
Total Funds Available	\$ 216,000	\$ 3,818,000	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ 216,000	\$ 3,818,000	\$ -	\$ -	\$ -
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**RMRA SB-1 Transportation Fund (#306/311)**

Beginning Fund Balance	\$ 433,699	\$ 65,935	\$ 66,762	\$ 66,762	\$ 66,762
Estimated Revenue	\$ 157,236	\$ 159,000	\$ 159,000	\$ 159,000	\$ 120,000
Total Funds Available	\$ 590,935	\$ 224,935	\$ 225,762	\$ 225,762	\$ 186,762
CIP Projected Expenses	\$ 525,000	\$ 158,173	\$ 159,000	\$ 159,000	\$ 159,000
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 65,935</b>	<b>\$ 66,762</b>	<b>\$ 66,762</b>	<b>\$ 66,762</b>	<b>\$ 27,762</b>

**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>

**RSTP**

Beginning Fund Balance	\$ 306,480	\$ 350,980	\$ 168,480	\$ 104,980	\$ 41,480
Estimated Revenue	\$ 112,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Total Funds Available	\$ 418,480	\$ 435,980	\$ 253,480	\$ 189,980	\$ 126,480
CIP Projected Expenses	\$ 67,500	\$ 267,500	\$ 148,500	\$ 148,500	\$ 5,831,000
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 350,980</b>	<b>\$ 168,480</b>	<b>\$ 104,980</b>	<b>\$ 41,480</b>	<b>\$ (5,704,520)</b>

**Sewer Capital Fund (#318/321)**

Beginning Fund Balance	\$ 3,359,693	\$ 1,001,800	\$ 2,909	\$ (1,504,737)	\$ 117,763
Estimated Revenue*	\$ -	\$ 1,897,500	\$ 1,897,500	\$ 1,897,500	\$ 1,897,500
Total Funds Available	\$ 3,359,693	\$ 2,899,300	\$ 1,900,409	\$ 392,763	\$ 2,015,263
Allocated funds for Dept. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ 2,357,893	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 1,001,800</b>	<b>\$ 2,909</b>	<b>\$ (1,504,737)</b>	<b>\$ 117,763</b>	<b>\$ 1,815,263</b>

**State Revolving Fund**

Beginning Fund Balance			\$ 198,000	\$ 396,000	\$ 396,000
Estimated Revenue	\$ -	\$ 198,000	\$ 198,000		
Total Funds Available	\$ -	\$ 198,000	\$ 396,000	\$ 396,000	\$ 396,000
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ -</b>	<b>\$ 198,000</b>	<b>\$ 396,000</b>	<b>\$ 396,000</b>	<b>\$ 396,000</b>

**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>

**CA State Library Grant**

Beginning Fund Balance	\$ -	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032
Estimated Revenue	\$ 49,200	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ 49,200	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032
CIP Projected Expenses	\$ 47,168	\$ -	\$ -	\$ -	\$ -
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 2,032</b>	<b>\$ 2,032</b>	<b>\$ 2,032</b>	<b>\$ 2,032</b>	<b>\$ 2,032</b>

**Unfunded**

Beginning Fund Balance	\$ -	\$ (162,500)	\$ (372,500)	\$ (658,750)	\$ (1,658,750)
Estimated Revenue	\$ -				
Operation & Maintenance Cost**	\$ -				
Total Funds Available	\$ -	\$ (162,500)	\$ (372,500)	\$ (658,750)	\$ (1,658,750)
CIP Projected Expenses	\$ 162,500	\$ 210,000	\$ 286,250	\$ 1,000,000	\$ 3,510,000
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ (162,500)</b>	<b>\$ (372,500)</b>	<b>\$ (658,750)</b>	<b>\$ (1,658,750)</b>	<b>\$ (5,168,750)</b>

**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

**Prop 68**

Beginning Fund Balance	\$ -	\$ 177,952	\$ 952	\$ 952	\$ 952
Estimated Revenue	\$ 177,952				
Operation & Maintenance Cost**					
Total Funds Available	\$ 177,952	\$ 177,952	\$ 952	\$ 952	\$ 952
CIP Projected Expenses	\$ -	\$ 177,000	\$ -	\$ -	\$ -
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 177,952</b>	<b>\$ 952</b>	<b>\$ 952</b>	<b>\$ 952</b>	<b>\$ 952</b>

**General Fund**

Beginning Fund Balance	\$ -	\$ 217,500	\$ 217,500	\$ 217,500	\$ 217,500
Estimated Revenue	\$ 275,000	\$ 12,500	\$ 12,500	\$ 12,500	
Operation & Maintenance Cost**					
Total Funds Available	\$ 275,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 217,500
CIP Projected Expenses	\$ 57,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 217,500</b>	<b>\$ 217,500</b>	<b>\$ 217,500</b>	<b>\$ 217,500</b>	<b>\$ 205,000</b>

**ARPA**

Beginning Fund Balance	\$ 967,840	\$ 340,049	\$ 340,049	\$ 340,049	\$ 340,049
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ 967,840	\$ 340,049	\$ 340,049	\$ 340,049	\$ 340,049
CIP Projected Expenses	\$ 627,791	\$ -	\$ -	\$ -	\$ -
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ 340,049</b>	<b>\$ 340,049</b>	<b>\$ 340,049</b>	<b>\$ 340,049</b>	<b>\$ 340,049</b>

**City of Willows**  
**Five Year Capital Improvement Program**  
**REVENUE/EXPENSE SUMMARY BY FUND**

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

**CDBG**

Beginning Fund Balance	\$ -	\$ (13,878)	\$ (13,878)	\$ (13,878)	\$ (13,878)
Estimated Revenue	\$ 110,000	\$ -	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ 110,000	\$ (13,878)	\$ (13,878)	\$ (13,878)	\$ (13,878)
CIP Projected Expenses	\$ 123,878	\$ -	\$ -	\$ -	\$ -
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ (13,878)</b>	<b>\$ (13,878)</b>	<b>\$ (13,878)</b>	<b>\$ (13,878)</b>	<b>\$ (13,878)</b>

**County Contribution**

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ -	\$ 200,000	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ 200,000	\$ -	\$ -	\$ -
<b>Total Est. Fund Balance at End of Fiscal Year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>END OF FISCAL YEAR FUND BALANCE GRAND TOTAL</b>	<b>\$ 3,415,753</b>	<b>\$ 2,474,862</b>	<b>\$ 787,966</b>	<b>\$ 1,438,466</b>	<b>\$ (14,213,578)</b>
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# **Project Cost Listing**

*Fiscal Years 2023 - 2027*



**City of Willows  
Five Year Capital Improvement Program**

**PROJECT COST LISTING**

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

**Street Improvements**

ST-001-23	Annual Street Rehabilitation Project	\$ 525,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 1,985,000
ST-004	Annual Sidewalk Maintenance Project	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500	\$ 5,750,000	\$ 6,020,000
ST-005	Street Tree Removal	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 450,000	\$ 600,000
ST-006	Green Street Rehabilitation	\$ 104,653	\$ -	\$ -	\$ -	\$ -	\$ 104,653
<b>Total Street Improvements</b>		<b>\$ 697,153</b>	<b>\$ 482,500</b>	<b>\$ 482,500</b>	<b>\$ 482,500</b>	<b>\$ 6,565,000</b>	<b>\$ 8,709,653</b>

**Sewer**

SS-001-231	Sycamore Street Lift Station Rehabilitation	\$ 159,844	\$ 118,594	\$ -	\$ -	\$ -	\$ 278,438
SS-001-232	Pacific Avenue Lift Station Rehabilitation	\$ 146,088	\$ 115,863	\$ -	\$ -	\$ -	\$ 261,950
SS-001-233	Lassen Street Sewer Pump Station Rehabilitation	\$ 176,313	\$ 130,813	\$ -	\$ -	\$ -	\$ 307,125
SS-001-234	Road 57 Sewer Lift Station Rehabilitation	\$ 90,675	\$ 67,275	\$ -	\$ -	\$ -	\$ 157,950
SS-002-231	Annual Sewer Replacement Project	\$ -	\$ 124,000	\$ 1,666,000	\$ -	\$ -	\$ 1,790,000
SS-002-232	Annual Sewer Replacement Project	\$ 140,000	\$ 1,067,768	\$ -	\$ -	\$ -	\$ 1,207,768
SS-002-233	Annual Sewer Replacement Project	\$ 1,246,362	\$ 1,102,116	\$ -	\$ -	\$ -	\$ 2,348,478
SS-002-234	Annual Sewer Replacement Project	\$ -	\$ -	\$ 1,421,146	\$ -	\$ -	\$ 1,421,146
SS-001-235	Cherry Street Sewer Lift Station Rehabilitation	\$ 115,863	\$ 85,963	\$ -	\$ -	\$ -	\$ 201,825
SS-023	WWTP - Clarifier Improvements	\$ 119,250	\$ -	\$ -	\$ -	\$ 200,000	\$ 319,250
SS-024	Chlorine Contact Chamber Improvements	\$ 120,000	\$ -	\$ -	\$ 60,000	\$ -	\$ 180,000
SS-025	Chemical Storage and Pipelines	\$ -	\$ -	\$ 140,000	\$ 60,000	\$ -	\$ 200,000
SS-026	Sodium Bisulfite injection System Housing Structure	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
SS-027	Wastewater Treatment Plan Safety Improvements	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
SS-029	WWTP Upgrades	\$ 36,000	\$ 54,000	\$ 93,000	\$ 155,000	\$ -	\$ 338,000
<b>Total Sewer</b>		<b>\$ 2,350,393</b>	<b>\$ 2,896,391</b>	<b>\$ 3,405,146</b>	<b>\$ 275,000</b>	<b>\$ 200,000</b>	<b>\$ 9,126,930</b>

**Storm Drain**

SD 001	Syphon Pump Station Upgrades	\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250
<b>Total Storm Drain</b>		<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 86,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,250</b>

**City Hall**

CTYH-001	City Hall Improvements	\$ 195,400	\$ -	\$ -	\$ -	\$ -	\$ 195,400
<b>Total City Hall</b>		<b>\$ 195,400</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 195,400</b>

**City of Willows  
Five Year Capital Improvement Program**

**PROJECT COST LISTING**

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	
<b>Corporation Yard</b>							
CORP-001	Corporation Yard Fencing	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
<b>Total Corporation Yard</b>		<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>
<b>Parks</b>							
PARK-001	Jensen Park Upgrades	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
PARK-002	Sycamore Park Improvements	\$ 216,000	\$ 4,195,000	\$ -	\$ -	\$ -	\$ 4,411,000
<b>Total Parks</b>		<b>\$ 266,000</b>	<b>\$ 4,195,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,461,000</b>
<b>Fire</b>							
FIRE-001	Equipment Upgrades	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500
FIRE-002	Fire Truck Replacement	\$ 150,000	\$ 150,000	\$ 150,000	\$ 950,000	\$ 1,350,000	\$ 2,750,000
FIRE-003	Fire Station Improvements	\$ -	\$ -	\$ -	\$ -	\$ 540,000	\$ 540,000
FIRE-004	Training Center	\$ -	\$ -	\$ -	\$ -	\$ 1,170,000	\$ 1,170,000
<b>Total Fire</b>		<b>\$ 162,500</b>	<b>\$ 162,500</b>	<b>\$ 162,500</b>	<b>\$ 962,500</b>	<b>\$ 3,072,500</b>	<b>\$ 4,522,500</b>
<b>Development Impact Fees</b>							
DIF-001	Development Impact Fee Improvements - Library	\$ 25,000	\$ -	\$ -	\$ -	\$ 2,135,915	\$ 2,160,915
DIF-002	Development Impact Fees - Parks and Recreation	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760
DIF-003	Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
DIF-004	Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263
DIF-005	Development Impact Fee Police	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638
DIF-006	Development Impact Fees Fire	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321
DIF-007	Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698
DIF-008	Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019
DIF-009	Development Impact Fees Admin	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 945,930
<b>Total Development Impact Fees</b>		<b>\$ 25,000</b>	<b>\$ 103,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 19,501,544</b>	<b>\$ 19,635,544</b>
<b>Water</b>							
WA-001	South Tehama Water Main Extension	\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791
<b>Total Water</b>		<b>\$ 627,791</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 627,791</b>

# Funding Source Listing

*Fiscal Years 2023 - 2027*

**City of Willows  
Five Year Capital Improvement Program**

**FUNDING SOURCE LISTING**

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

**Dev. Imp. Fees: Admin. Facilities**

DIF - 009	Development Impact Fees Admin	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
	<b>Total Dev. Imp. Fees: Admin. Facilities</b>	<b>\$ -</b>	<b>\$ 103,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 836,930</b>	<b>\$ 945,930</b>

**Dev. Imp. Fees: Fire Services**

DIF - 006	Development Impact Fees Fire	\$0	\$0	\$0	\$0	\$2,757,321	\$2,757,321
	<b>Total Dev. Imp. Fees: Fire Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,757,321</b>	<b>\$ 2,757,321</b>

**Dev. Imp. Fees: Park & Rec.**

DIF-002	Development Impact Fees - Parks and Recreation	\$0	\$0	\$0	\$0	\$2,003,760	\$2,003,760
	<b>Total Dev. Imp. Fees: Park &amp; Rec.</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,003,760</b>	<b>\$ 2,003,760</b>

**Dev. Imp. Fees: Police Services**

DIF - 005	Development Impact Fee Police	\$0	\$0	\$0	\$0	\$1,342,638	\$1,342,638
	<b>Total Dev. Imp. Fees: Police Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,342,638</b>	<b>\$ 1,342,638</b>

**Development Impact Fee Storm Drain**

DIF - 008	Development Impact Fee Storm Drain	\$0	\$0	\$0	\$0	\$481,019	\$481,019
	<b>Total Development Impact Fee Storm Drain</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 481,019</b>	<b>\$ 481,019</b>

**Development Impact Fees Wastewater**

DIF - 007	Development Impact Fees Wastewater	\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
	<b>Total Development Impact Fees Wastewater</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,322,698</b>	<b>\$ 2,322,698</b>

**Development Impact Fees Streets and Traffic**

DIF- 004	Development Impact Fees Streets and Traffic	\$0	\$0	\$0	\$0	\$5,121,263	\$5,121,263
	<b>Total Development Impact Fees Streets and Traffic</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,121,263</b>	<b>\$ 5,121,263</b>

**Development Impact Fee Freeway Interchange**

DIF-003	Development Impact Fee Freeway Interchange	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
	<b>Total Development Impact Fee Freeway Interchange</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>

**City of Willows  
Five Year Capital Improvement Program**

**FUNDING SOURCE LISTING**

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

**Development Impact Fee Improvements - Library**

DIF-001	Development Impact Fee Improvements - Library	\$25,000	\$0	\$0	\$0	\$2,135,915	\$2,160,915
CTYH-001	City Hall Improvements	\$24,354					
	<b>Total Development Impact Fee Improvements - Library</b>	<b>\$49,354</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,135,915</b>	<b>\$ 2,160,915</b>

**Gas Tax Fund**

ST-001-23	Annual Street Rehabilitation Project	\$0	\$6,827	\$125,000	\$125,000	\$125,000	\$381,827
ST-006	Green Street Rehabilitation	\$104,653	\$0	\$0	\$0	\$0	\$104,653
	<b>Total Gas Tax Fund</b>	<b>\$104,653</b>	<b>\$6,827</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$125,000</b>	<b>\$486,480</b>

**CDBG**

CTYH-001	City Hall Improvements	\$123,878	\$0	\$0	\$0	\$0	\$123,878
	<b>Total CDBG</b>	<b>\$ 123,878</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 123,878</b>

**RSTP Fund**

ST-001-23	Annual Street Rehabilitation Project	\$0	\$200,000	\$81,000	\$81,000	\$81,000	\$443,000
ST-004	Annual Sidewalk Maintenance Project	\$67,500	\$67,500	\$67,500	\$67,500	\$5,750,000	\$6,020,000
	<b>Total RSTP Fund</b>	<b>\$67,500</b>	<b>\$267,500</b>	<b>\$148,500</b>	<b>\$148,500</b>	<b>\$5,831,000</b>	<b>\$6,463,000</b>

**SB-1 Transportation Fund**

ST-001-23	Annual Street Rehabilitation Project	\$525,000	\$158,173	\$159,000	\$159,000	\$159,000	\$1,160,173
ST-006	Green Street Rehabilitation	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total SB-1 Transportation Fund</b>	<b>\$525,000</b>	<b>\$158,173</b>	<b>\$159,000</b>	<b>\$159,000</b>	<b>\$159,000</b>	<b>\$1,160,173</b>

**City of Willows  
Five Year Capital Improvement Program**

**FUNDING SOURCE LISTING**

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

**Sewer Capital Fund**

SS-001-231	Sycamore Street Lift Station Rehabilitation	\$ 159,844	\$ 118,594	\$ -	\$ -	\$ -	\$ 278,438
SS-001-232	Pacific Avenue Lift Station Rehabilitation	\$ 146,088	\$ 115,863	\$ -	\$ -	\$ -	\$ 261,950
SS-001-233	Lassen Street Sewer Pump Station Rehabilitation	\$ 176,313	\$ 130,813	\$ -	\$ -	\$ -	\$ 307,125
SS-001-234	Road 57 Sewer Lift Station Rehabilitation	\$ 90,675	\$ 67,275	\$ -	\$ -	\$ -	\$ 157,950
SS-002-231	Annual Sewer Replacement Project	\$ -	\$ 124,000	\$ 1,666,000	\$ -	\$ -	\$ 1,790,000
SS-002-232	Annual Sewer Replacement Project	\$ 140,000	\$ 1,067,768	\$ -	\$ -	\$ -	\$ 1,207,768
SS-002-233	Annual Sewer Replacement Project	\$ 1,246,362	\$ 1,102,116	\$ -	\$ -	\$ -	\$ 2,348,478
SS-002-234	Annual Sewer Replacement Project	\$ -	\$ -	\$ 1,421,146	\$ -	\$ -	\$ 1,421,146
SS-001-235	Cherry Street Sewer Lift Station Rehabilitation	\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
SS-023	WWTP - Clarifier Improvements	\$ 119,250	\$ -	\$ -	\$ -	\$ 200,000	\$ 319,250
SS-024	Chlorine Contact Chamber Improvements	\$ 120,000	\$ -	\$ -	\$ 60,000	\$ -	\$ 180,000
SS-025	Chemical Storage and Pipelines	\$ -	\$ -	\$ 140,000	\$ 60,000	\$ -	\$ 200,000
SS-026	Sodium Bisulfite injection System Housing Structure	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
SS-027	Wastewater Treatment Plan Safety Improvements	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
SS-029	WWTP Upgrades	\$ 36,000	\$ 54,000	\$ 93,000	\$ 155,000	\$ -	\$ 338,000
CORP-001	Corporation Yard Fencing	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
<b>Total Sewer Capital Fund</b>		<b>\$ 2,357,893</b>	<b>\$ 2,896,391</b>	<b>\$ 3,405,146</b>	<b>\$ 275,000</b>	<b>\$ 200,000</b>	<b>\$ 9,134,430</b>

**CA State Library Grant**

CTYH-001	City Hall Improvements	\$47,168	\$0	\$0	\$0	\$0	\$47,168
<b>Total CA State Library Grant</b>		<b>\$ 47,168</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,168</b>

**State Revolving Fund (SRF)**

SS-002-231	Annual Sewer Replacement Project	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total State Revolving Fund (SRF)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CCLGP Grant Fund**

PARK-002	Sycamore Park Improvements	\$216,000	\$3,818,000	\$0	\$0	\$0	\$4,034,000
<b>Total CCLGP Grant Fund</b>		<b>\$ 216,000</b>	<b>\$ 3,818,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,034,000</b>

**Prop 68**

PARK-002	Sycamore Park Improvements	\$0	\$177,000	\$0	\$0	\$0	\$177,000
<b>Total Prop 68</b>		<b>\$ -</b>	<b>\$ 177,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 177,000</b>

**City of Willows  
Five Year Capital Improvement Program**

**FUNDING SOURCE LISTING**

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

**County Contribution**

PARK-002	Sycamore Park Improvements	\$0	\$200,000	\$0	\$0	\$0	\$200,000
<b>Total County Contribution</b>		<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

**General Fund**

CTYH-001	City Hall Improvements	\$0	\$0	\$0	\$0	\$0	\$24,354
FIRE-001	Equipment Upgrades	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000
CORP-001	Corporation Yard Fencing	\$7,500	\$0	\$0	\$0	\$0	\$7,500
PARK-001	Jensen Park Upgrades	\$50,000	\$0	\$0	\$0	\$0	\$50,000
<b>Total General Fund</b>		<b>\$57,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$131,854</b>

**ARPA**

WA-001	South Tehama Water Main Extension	\$627,791	\$0	\$0	\$0	\$0	\$627,791
<b>Total ARPA</b>		<b>\$ 627,791</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 627,791</b>

**Unfunded**

ST-005	Street Tree Removal	\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
SD 001	Syphon Pump Station Upgrades	\$0	\$10,000	\$86,250	\$0	\$0	\$96,250
FIRE-001	Equipment Upgrades	\$12,500	\$0	\$0	\$0	\$0	\$12,500
FIRE-002	Fire Truck Replacement	\$150,000	\$150,000	\$150,000	\$950,000	\$1,350,000	\$2,750,000
FIRE-003	Fire Station Improvements	\$0	\$0	\$0	\$0	\$540,000	\$540,000
FIRE-004	Training Center	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
<b>Total Unfunded</b>		<b>\$162,500</b>	<b>\$210,000</b>	<b>\$286,250</b>	<b>\$1,000,000</b>	<b>\$3,510,000</b>	<b>\$5,168,750</b>

# **Project Data Forms**

*Fiscal Years 2023 - 2027*









**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> ST-006		<b>Project Name:</b> Green Street Rehabilitation						
<b>Location:</b> Green Street (N. Lassen to N. Butte)		<b>Project Type:</b> Street Improvements			<b>Department:</b> Public Works			
<b>Description:</b> Rehabilitation of a portion of Green Street to repair damaged pavement. Project being done in conjunction with Glenn County Public Works								
<b>Justification:</b> Poor Pavement Condition per PMP								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Design		\$0					\$0
	Construction		\$99,053					\$99,053
	CM/Inspection		\$5,600					\$5,600
	<b>Total</b>	<b>\$0</b>	<b>\$104,653</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,653</b>
<b>REQUIRED PROJECT FUNDING</b>	SB-1 Transportation Fund		\$0					\$0
	Gas Tax Fund 2111		\$104,653					\$104,653
	<b>Total</b>	<b>\$0</b>	<b>\$104,653</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$104,653</b>
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								



















**City of Willows**  
**Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> SS-001-235		<b>Project Name:</b> Cherry Street Sewer Lift Station Rehabilitation						
<b>Location:</b> Cherry Street		<b>Project Type:</b> Wastewater Collection			<b>Department:</b> Public Works			
<b>Description:</b> Replacement and upgrading of old and failing equipment inside of the Cherry Street pump station, as well as updating of control systems								
<b>Justification:</b> Upgrading and replacement of equipment will ensure the pump station continues to operate without issues and sewer spills can be avoided								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Design		\$29,900					\$29,900
	Construction		\$74,750	\$74,750				\$149,500
	CM/Inspection		\$11,213	\$11,213				\$22,425
	<b>Total</b>	\$0	\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
<b>REQUIRED PROJECT FUNDING</b>	Sewer Capital Fund		\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
	<b>Total</b>	\$0	\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								





**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> SS-025		<b>Project Name:</b> Chemical Storage and Pipelines						
<b>Location:</b> Wastewater Treatment Plant		<b>Project Type:</b> Wastewater Treatment			<b>Department:</b> Public Works			
<b>Description:</b> Underground existing above-ground sodium bisulfite lines, replace checkical storage tanks/level sensors, remove corrosion and recoate metal canopy structure, add tepid water system for emergency eyewash								
<b>Justification:</b> Per recommendation of InfraMark and for safety								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT</b>	Design							\$0
<b>COST</b>	Construction - underground sodium bisulfite lines, recoat canopy structure, tepid water for eyewash				\$140,000			\$140,000
	Construction - replace storage tanks/sensors					\$60,000		\$60,000
	<b>Total</b>	\$0	\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Capital Fund		\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
	<b>Total</b>	\$0	\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								







**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> SS-029		<b>Project Name:</b> WWTP Upgrades			<b>Department:</b>			
<b>Location:</b>		<b>Project Type:</b> Wastewater Treatment						
<b>Description:</b> Upgrade equipment at the well house, headworks, blower building, aeration basin, effluent pump station and tertiary filtration								
<b>Justification:</b> Per NexGen report								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Construction - well house			\$6,000				\$6,000
	Construction - Headworks			\$48,000		\$45,000		\$93,000
	Construction Blower Building				\$25,000			\$25,000
	Construction Aeration basin		\$29,000			\$100,000		\$129,000
	Construction - effluent pump station			\$7,000				\$7,000
	Construction - tertiary filtration					\$68,000	\$10,000	
	<b>Total</b>	\$0	\$36,000	\$54,000	\$93,000	\$155,000	\$0	\$338,000
<b>REQUIRED PROJECT FUNDING</b>	Sewer Capital Fund		\$36,000	\$54,000	\$93,000	\$155,000	\$0	\$338,000
	<b>Total</b>	\$0	\$36,000	\$54,000	\$93,000	\$155,000	\$0	\$338,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								





**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> CORP-001		<b>Project Name:</b> Corporation Yard Fencing			<b>Department:</b> Public Works			
<b>Location:</b> City Corporation Yard		<b>Project Type:</b> Corporation Yard						
<b>Description:</b> Install safety fencing and gates at the Corporation Yard								
<b>Justification:</b> Security								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Construction		\$15,000	\$0	\$0	\$0	\$0	\$15,000
	<b>Total</b>	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
<b>REQUIRED PROJECT FUNDING</b>	General Fund		\$7,500	\$0	\$0	\$0	\$0	\$7,500
	Sewer Capital Fund		\$7,500					\$7,500
	<b>Total</b>	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								

**City of Willows**  
**Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> PARK-001		<b>Project Name:</b> Jensen Park Upgrades			<b>Department:</b> Public Works			
<b>Location:</b> Jensen Park		<b>Project Type:</b> Park & Recreation						
<b>Description:</b> Reroof the gazebo; replace siding on sheds								
<b>Justification:</b> Replace aging/failing facility								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Design		\$50,000					\$0
	Construction							\$50,000
	<b>Total</b>	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
<b>REQUIRED PROJECT FUNDING</b>	General Fund		\$50,000	\$0	\$0	\$0	\$0	\$50,000
	<b>Total</b>	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								

**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

**Project Number:** PARK-002

**Project Name:** Sycamore Park Improvements

**Location:** Sycamore Park

**Project Type:** Park & Recreation

**Department:** Public Works

**Description:** Install sidewalk around the perimeter of the park; replace asphalt pathways inside of the park; provide pathway lighting; install lighting at tennis courts; resurface tennis courts; convert 2 tennis courts to pickleball courts; install solar on changing room roof; construc shade structure and provide solar on shade structure; Upgrade pool mechanical equipment; Rehab/install new deck; bring existng pool facilities into compliance with recent regulations; upgrade disinfection equipment

**Justification:** Per Aquatic Facility Report - May 2022 and Clean CA Grant application

**Comments:**

**Prerequisite:**

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Design		\$216,000	\$216,000				\$432,000
	Environmental			\$5,000				\$5,000
	Park and pathway upgrades			\$2,699,000				\$2,699,000
	Pool Improvements			\$843,000				\$843,000
	CM/Inspection			\$432,000				\$432,000
	<b>Total</b>	\$0	\$216,000	\$4,195,000	\$0	\$0	\$0	\$4,411,000
<b>REQUIRED PROJECT FUNDING</b>	CCLGP Grant Fund		\$216,000	\$3,818,000	\$0	\$0	\$0	\$4,034,000
	Prop 68 Funds			\$177,000				\$177,000
	County Contribution			\$200,000				\$200,000
	<b>Total</b>	\$0	\$216,000	\$4,195,000	\$0	\$0	\$0	\$4,411,000

**Annual O & M:**

**Data Source:**



**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

**Project Number:** FIRE-001

**Project Name:** Equipment Upgrades

**Location:** Fire Department

**Project Type:** Fire Services

**Department:** Fire

**Description:** Radios - portable handheld radios are old and non-functioning. Current radios will not function with the new County Radio infrastructure; mobile radio for C-1 Command vehicle needs replacing; 3 pagers needed for volunteers; 14 Self Contained Breathing Apparatus are 20 years old, non-compliant and unsafe; existing thermal imaging camera is old and no longer serviceable - needed to search for victims and downed firefighters during structure fires; 2 new Automated External Defibrillator are needed to replace 2 old non compliant units; existing structural firefighting PPE's are old, ill fitting and in need of replacement; 2,500' of 2-1/2" hose and 5,000' of 1-3/4" hose is needed for increased fire flows at incidents allowing for quicker incident stabilization and will bring WFD in line with industry standards (current equipment cannot achieve minimum NFPA fire flows with initial attack lines.)

**Justification:** Fire and Life Safety

**Comments:**

**Prerequisite:**

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Firefighting PPE		\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$52,500
	Hose/Nozzles		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
	<b>Total</b>	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500
<b>REQUIRED PROJECT FUNDING</b>	General Fund		\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000
	Unfunded		\$12,500					\$12,500
	<b>Total</b>	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500

**Annual O & M:**

**Data Source:**



**City of Willows**  
**Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> FIRE-003		<b>Project Name:</b> Fire Station Improvements			<b>Department:</b> Fire			
<b>Location:</b> 445 S. Butte Street		<b>Project Type:</b> Fire Services						
<b>Description:</b> Fire Station Improvements including: new roof; Station Alerting system; security cameras; Apparatus Bay floor resurfacing; commercial air conditioning unit; accessibility improvements; concrete apparatus aprons; kitchen remodel; Day Room and Dorm Room bathroom remodels; and Dorm Room Remodel								
<b>Justification:</b> Aging, worn out and outdated structure								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Re-roof						\$100,000	\$100,000
	Station Alerting System						\$50,000	\$50,000
	Security Cameras						\$10,000	\$10,000
	Apparatus Bay floor resurfacing						\$30,000	\$30,000
	Commercial air conditioning unit						\$40,000	\$40,000
	Accessibility improvements						\$100,000	\$100,000
	Concrete Apparatus aprons						\$100,000	\$100,000
	Kitchen remodel						\$40,000	\$40,000
	Bathroom remodels						\$55,000	\$55,000
	Dorm Remodel						\$15,000	\$15,000
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$540,000	\$540,000
<b>REQUIRED PROJECT FUNDING</b>	Unfunded		\$0	\$0	\$0	\$0	\$540,000	\$540,000
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$540,000	\$540,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b> Fire Chief								

**City of Willows**  
**Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> FIRE-004		<b>Project Name:</b> Training Center			<b>Department:</b> Fire Department			
<b>Location:</b> 445 S. Butte Street		<b>Project Type:</b> Fire Services						
<b>Description:</b> Construction of a training center to include classrooms, a training tower, a drafting pit for pump testing and all weather surface								
<b>Justification:</b> Needed training center to adequately train staff								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Design						\$195,000	\$195,000
	Construction						\$975,000	\$975,000
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
<b>REQUIRED PROJECT FUNDING</b>	Unfunded		\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								



**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> DIF-002	<b>Project Name:</b> Development Impact Fees - Parks and Recreation	
<b>Location:</b> City Wide	<b>Project Type:</b> Park & Recreation	<b>Department:</b> Public Works

**Description:** Per the 2008 Development Impact Fee Report, as the population of the City grows, the City Parks will need to be improved and expanded. Improvements include solar light at play equipment/paths; new softball fields; bike paths/BMX course; warm-up area for pitchers; coin operated softball lights; pathways; trees; 2 soccer fields; land purchase for new park.

**Justification:** Per 2008 Development Impact Fee Study

**Comments:** Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

**Prerequisite:**

	Item	Previous Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
<b>PROJECT COST</b>	Solar lights						\$172,800	\$172,800
	New softball fields						\$238,320	\$238,320
	bike paths/BMX course						\$43,200	\$43,200
	warm-up area for pitchers						\$1,440	\$1,440
	Coin operated lights						\$403,200	\$403,200
	Pathways						\$201,600	\$201,600
	Trees						\$28,800	\$28,800
	2 soccer fields						\$208,800	\$208,800
	Land purchase						\$705,600	\$705,600
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$2,003,760	\$2,003,760
<b>REQUIRED PROJECT FUNDING</b>	Dev. Imp. Fees: Park & Rec.		\$0	\$0	\$0	\$0	\$2,003,760	\$2,003,760
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$2,003,760	\$2,003,760

**Annual O & M:**

**Data Source:**











**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

**Project Number:** DIF - 007

**Project Name:** Development Impact Fees Wastewater

**Location:** Wastewater Treatment Plant

**Project Type:** Wastewater Treatment

**Department:** Public Works

**Description:** Per the 2008 Development Impact Fee Report, the WWTP was expanded in 2007 and a portion of the expansion should be paid for by new development.

**Justification:** Per 2008 Development Impact Fee Study

**Comments:** Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

**Prerequisite:**

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	New development share of WWTP*		\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
<b>REQUIRED PROJECT FUNDING</b>	Dev. Imp. Fees: Wastewater*		\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
	<b>Total</b>	\$0	\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698

\* Note: developmen impact fees for wastewater are intended to as payback for the WWTP expansion completed in 2008. All wastewater development impact fees collected in any given year are used to pay down existing debt.

**Data Source:**



**City of Willows  
Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> DIF - 009		<b>Project Name:</b> Development Impact Fees Admin						
<b>Location:</b> City wide		<b>Project Type:</b> Administration Services			<b>Department:</b> Public Works			
 <b>Description:</b> Per the 2008 Development Impact Fee Report, the Development Impact Fee program has costs associated with administering, overseeing and updating the impact fee program.								
<b>Justification:</b> Per 2008 Development Impact Fee Study								
<b>Comments:</b> Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Administrative costs for program			\$3,000	\$3,000	\$3,000	\$836,930	\$845,930
	Development Impact Fee Update			\$100,000				\$100,000
	<b>Total</b>	\$0	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
<b>REQUIRED PROJECT FUNDING</b>	Dev. Imp. Fees: Admin.		\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
	<b>Total</b>	\$0	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								

**City of Willows**  
**Five Year Capital Improvement Program**

**PROJECT DATA FORM**

<b>Project Number:</b> WA-001		<b>Project Name:</b> South Tehama Water Main Extension						
<b>Location:</b> S. Tehama from end of existing line to Road 57		<b>Project Type:</b> Water System			<b>Department:</b> Public Works			
 <b>Description:</b> Installation of approximately 2,630 linear feet of new 12-inch water main extending from the end of the existing water main south of Harvest Drive to Road 57								
<b>Justification:</b> This section of watermain is needed in order for the City to give the water system in the southern portion of the City to Cal Water								
<b>Comments:</b>								
<b>Prerequisite:</b>								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 &amp; Beyond</i>	<i>Total</i>
<b>PROJECT COST</b>	Design							\$0
	Construction		\$556,527					\$556,527
	CM/Inspection		\$71,264					\$71,264
	<b>Total</b>	\$0	\$627,791	\$0	\$0	\$0	\$0	\$627,791
<b>REQUIRED PROJECT FUNDING</b>	ARPA Funds		\$627,791					\$627,791
	<b>Total</b>	\$0	\$627,791	\$0	\$0	\$0	\$0	\$627,791
<b>Annual O &amp; M:</b>								
<b>Data Source:</b>								



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# DISCUSSION & ACTION CALENDAR



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Date: January 9, 2024  
To: Honorable Mayor and Councilmembers  
From: John Wanger, City Engineer  
Joe Bettencourt, Community Development & Services Director  
Marti Brown, City Manager  
Subject: FY 2022-23, Annual Development Impact Fee Report

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**Recommendation:**

After review and discussion of the Mitigation Fee Act (AB 1600) Report on Development Impact Fees for Fiscal Year Ending June 30, 2023, adopt the attached resolution and Annual Report.

**Rationale for Recommendation:**

Pursuant to Government Code 66000 et seq, when a City adopts and implements a Development Impact Fee program, the Agency implementing the fees shall make available to the public an Annual Report regarding the revenues, expenditures and balances of those fee programs.

**Background:**

The attached annual report addresses the following subject matter (Pursuant to Government Code 66000 et seq):

- The fee exacted per each development impact.
- A brief description of the type of fee in the account or fund.
- The beginning and ending balance of the account or fund for the fiscal year covered by the report.
- The amount of the fees collected, and the interest earned.
- An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees in the fiscal year covered by the report.
- An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.
- If applicable, a description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be



expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

- The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001.

The attached report fulfills the above requirements for FY 2022-23. The Government Code requires that this report be made available to the public within 180 days of the end of the prior fiscal year. The report was included on the City's website as of December 6, 2023.

**Fiscal Impact:**

As this report is an accounting of what has happened in the past fiscal year, there is no fiscal impacts associated with this report.

**Attachments:**

- Attachment 1: Resolution
- Attachment 2: FY 2022-23, Annual Development Impact Fee Report



**City of Willows  
Resolution xx-2024**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA,  
APPROVING THE FY2022-23 ANNUAL DEVELOPMENT IMPACT FEE REPORT**

**WHEREAS**, Pursuant to Government Code 66000 et seq, in 2008 the City of Willows adopted a Development Impact Mitigation Fee Feasibility/Nexus Study and established public facilities fees to recover the impacts that development will have on the City's facilities; and

**WHEREAS**, specific facilities fees were established for Library, Parks and Recreation, Freeway Interchange, Street and Traffic, Police, Fire, Wastewater, Storm Drainage and Administrative; and

**WHEREAS**, pursuant to Government Code Section 66013(d), the City is required to make a report available to the public outlining fees collected in the prior fiscal year and provide certain information for each of the public facilities fees stating the amount collected, any interest earned, any expenditures made and other pertinent information; and

**WHEREAS**, a report has been prepared pursuant to the requirements of Section 66013(d) has been prepared, made available to the public starting on December 6, 2023, and presented to the City Council and the public for FY2022-23.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby makes the following findings:

1. The Mitigation Fee Act (AB 1600) Report on Development Impact Fees for Fiscal Year Ending June 30, 2023, accurately depicts the revenues collected and expenditures incurred in FY2022-23 for all established development impact fees.
2. The fees collected for the Library, Parks and Recreation, Interchange, Street and Traffic, Police, Fire, Wastewater, Storm Drainage have been accurately detailed in the annual report prepared for FY2022-23.
3. Public Facilities Fees were collected to construct the projects and purchase equipment as identified in the 2008 Development Impact Mitigation Fee Feasibility/Nexus Study. The purposes for the collected fees are accurately identified in the attached annual report.
4. The City Council finds that there exists a reasonable relationship between the City's established Development Impact Fees and the projects defined in the 2008 Development Impact Mitigation Fee Feasibility/Nexus Study because (a) the property owners, residents, employees and other persons occupying and using the development projects that paid the fees will be served by and benefit from the facilities and equipment funded by the fees, (b) the fees and accumulated funds will assist the City in expanding its facilities and equipment as necessary to maintain an adequate level of service to accommodate new development, and (c) the fees offset and mitigate the impact to the facilities and equipment caused by new development.
5. The City Council finds that the City anticipates collecting additional development fee revenues in order to generate enough funds to construct, install and purchase the improvements and equipment described in the 2008 Development Impact Mitigation Fee Feasibility/Nexus Study. The amount and timing of the receipt of such additional revenue depends upon new

development, which is uncertain. Because of the recession beginning in 2008 that resulted in an economic downturn, there has been little development and construction in the City in recent years. Therefore, the City cannot determine the approximate date(s) on which additional development fee revenue will be received or the date(s) when the City will have enough funding to proceed with the planned construction and purchases.

**PASSED AND ADOPTED** by the City Council of the City of Willows this 9<sup>th</sup> day of January 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Gary Hansen, Mayor

\_\_\_\_\_  
Amos Hoover, City Clerk

**City of Willows**  
**Annual Mitigation Fee Act (AB 1600) Report on Development Impact Fees**  
**for Fiscal Year Ending June 30, 2023**

**Introduction**

**LEGAL REQUIREMENTS FOR DEVELOPMENT IMPACT FEE REPORTING**

**A. California Government Code Section 66006 (b)**

Government Code Section 66006(b) defines the specific annual reporting requirements for local agencies that impose AB 1600 Development Impact Fees on new development. Annually, for each separate fund established for the collection and expenditure of Development Impact Fees, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the most recent fiscal year:

- A brief description of the fee in the account or fund; and
- The amount of the fee; and
- The beginning and ending balance of the account or fund; and
- The amount of the fees collected, and the interest earned; and
- An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement; including the total percentage of the cost of the public improvement that was funded with the fees; and
- An identification of an approximate date by which the construction of the public improvement will commence, if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement; and
- A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan; and
- The amount of refunds made due to sufficient funds being collected to complete financing on incomplete public improvements when the local agency fails to identify, within 180 days, an approximate date construction will comment, and the amount of reallocated funds when the administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

**B. California Government Code Section 66001 (d)**

For all funds established for the collection and expenditure of Development Impact Fees, Governmental Code Section 66001 (d) has additional requirements. For the fifth fiscal year following the first deposit into the fund and every five years thereafter, the local agency shall make all of the following findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put; and
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged; and
- Identify all sources and amounts of funding anticipated to complete financing of incomplete improvements; and

- Designate the approximate dates on which the funding is expected to be deposited into the appropriated account or fund.

### **C. Additional Notes**

California Government Code Section 66002 states that local agencies that have developed a fee program may adopt a Capital Improvement Plan (CIP) indicating the approximate location, size, timing of availability, and estimates of cost for all facilities or improvements to be financed by fees. A formal CIP is recommended, at a minimum, as a five-year plan. The City of Willows has developed a CIP and at the duly noticed public meeting, the City Council adopted the most recent CIP at the City Council Meeting of July 26, 2022. An updated version of the CIP is scheduled to be adopted in January 2024.

### **D. Establishing a Reasonable Relationship Between the Fee and the Purpose for Which it is Charged.**

On June 24, 2008, the City Council adopted Resolution 30-2008 establishing Development Impact Fees as set forth in the Development Impact Mitigation Fee Feasibility Study completed that year for the City. Subsequently, the City adopted Ordinance 684-09 setting forth the overall Development Impact Fee Program.

The Development Impact Fees Nexus Study sets forth the relationship between contemplated future development, facilities needed to serve future development and the estimated costs for those improvements based on the General Plan. Per Section 19-05.030 of the City's Municipal Code, the City can review the fees to determine whether the fee amounts are reasonably related to the impacts of developments. Additionally, fees can be updated annually to reflect changes in the Engineering News Record (ENR) Index.

### **E. Funding of Infrastructure**

The FY 2022-2023 adopted budget includes funding for those capital improvements identified in the Capital Improvement Program (CIP) for funding projects identified for the current budget year. Due to the recent prioritization and adoption of a CIP, the FY 2022-2023 and future budgets will include providing a framework for programming projects for implementation by fiscal year for planning purposes.

The City of Willows collects Development Impact Fees to offset and address the impacts of new development on facilities and infrastructure. Currently there are 8 Development Impact Fee categories:

- Library
- Parks and Recreation
- Freeway Interchanges
- Street and Traffic
- Public Safety-Police
- Fire
- Wastewater
- Storm Drainage

While each fee category has its own methodology for determining fees, two main principles apply throughout:

- The City of Willows aims to maintain the existing level of service through any periods of growth; and
- New development should pay its fair share of the City’s infrastructure needs.

The fees in effect as of June 1, 2021, are as follows:

**TABLE 1 – Current Impact Fees**

<b>Development Impact Fees</b>	<b>Single Family Residence \$ per unit</b>	<b>Multi-Family Residence \$ per unit</b>	<b>Commercial \$ per 1,000 s.f.</b>	<b>Industrial \$ per 1,000 s.f.</b>
Library	\$1,495	\$1,434	-	-
Parks and Recreation	\$2,995	\$2,872	-	-
Freeway Interchanges	\$412/k.s.f.	\$290/ k.s.f.	\$892	\$276
Street and Traffic	\$768/k.s.f.	\$539/k.s.f.	\$1,662	\$514
Police	\$790/k.s.f.	\$758/k.s.f.	\$344	\$162
Fire	\$1,623/household or k. s.f.	\$1,556/household or k.s.f.	\$707	\$333
Wastewater	\$1,261/k.s.f.	\$1,209/k.s.f.	\$549	\$258
Storm Drainage	\$1,261/k.s.f.	\$1,209/k.s.f.	\$549	\$258

A detailed description of FY 2022 activity for each development fee follows. The City anticipates collecting additional development fee revenue in order to generate sufficient funds to construct, install and purchase the improvements and equipment described in the Development Impact Fee Report dated May 2008.

**Library Facilities Fee**

The Library Facilities Fee is levied to fund the costs related to new development’s impact on library facilities at the same rate per capita as existing development. A listing of the cost per square foot for library construction is included in the May 2008 Development Impact Mitigation Fee Report (referred to herein as the 2008 Report). Additionally, the 2008 Report details that monies collected shall be used for new facilities needed to accommodate growth that include an additional 3063 square feet of library, 27,032 new books and 2.5 new computer workstations. The current fee charge for Library Impact Fees is shown in Table 1.

The Library Facilities Fee at the end of FY22-23 is \$143,201. No capital projects were done in FY22-23. The funds are committed for the long-term need to expand the library building, volumes of book and computer facilities. The following table summarizes the activity for the Library Facilities Fee Fund for fiscal year July 1, 2022 through June 30, 2023.

LIBRARY FACILITIES FUND	FY 2022-23
Beginning Balance	\$142,214
Developer Fees	\$0
Interest Income	\$987
Expenditures	0
Ending Balance	\$143,201

No expenditures were made from this fund during FY22-23. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases, improvements associated with expansion of the library, additional books and additional computers will be needed. It is anticipated that when the population reaches 8,000-8,500, expansion of the facilities will be needed. The date when this will occur is unknown and dependent on when growth occurs within the City. Books and computers will be needed on a pro-rata basis as the population grows.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

**Parks and Recreation Fee**

The Parks and Recreation fee is levied to fund the cost of park amenities as listed in the 2008 Report. These improvements include:

- Solar lights for park around play equipment/pathways and pedestrian walkway lighting
- 2 new softball fields
- Bike paths/BMX course
- Warm-up areas for softball pitchers
- Coin/token operated softball lights
- Pathways in parks
- Trees
- 2 soccer fields
- 14 acres of additional parks

The Parks and Recreation Fee Fund at the end of FY22-23 is \$337,105. The current fee charge for Parks and Recreation Impact Fees is shown in Table 1. No capital projects were done in FY22-23. The funds are committed for the long-term need for the facilities outlined above. The following table summarizes the activity for the Parks and Recreation Fee Fund for fiscal year July 1, 2022 through June 30, 2023.

PARKS AND RECREATION FEE FUND	FY 2022-23
Beginning Balance	\$334,783
Developer Fees	\$0
Interest Income	\$2,322
Expenditures	0
Ending Balance	\$337,105

No expenditures were made from this fund during FY22-23. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases, improvements associated with expansion of the Parks and Recreation facilities will be needed. It is anticipated that when the Basin Street residential project is constructed, additional new park amenities (both soccer and baseball/softball fields) will be needed, along with the amenities associated with the park(s). The developer has been conditioned to dedicated parklands and improvements at the parks as that development is built. It is anticipated that the improvements will be built with that development in-lieu of paying their portion of this impact fee, as well as the developer will contribute additional monies to complete the needed improvements. The date when this will occur is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.



**Freeway Interchange Fee**

The Freeway Interchange Fee is levied to fund the construction of improvements to the southbound off-ramps and signals for the Interstate 5 Interchanges. Improvements associated with the I-5 interchange at Wood Street were primarily completed with the Walmart development. Improvements associated with the Road 57 Interchange are slated to be completed as development at the southern portion of the City is built out.

The Freeway Interchange Fee Fund at the end of FY22-23 is \$393,110. The current fee charge for Freeway Interchange Impact Fees is shown in Table 1. No capital projects were done in FY22-23. The funds are committed for the long-term need for improvements to the Road 57/I-5 Interchange. The following table summarizes the activity for the Freeway Interchange Fee Fund for fiscal year July 1, 2022 through June 30, 2023.

FREEWAY INTERCHANGE FEE FUND	FY 2022-23
Beginning Balance	\$389,759
Developer Fees	\$645
Interest Income	\$2,706
Expenditures	0
Ending Balance	\$393,110

No expenditures were made from this fund during FY22-23. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases and traffic trips increase, improvements associated with the Road 57/I-5 Interchange will be needed. It is anticipated that when the Basin Street residential project and the Taylor property is improved, interchange improvements will be needed. The exact timing of the needed improvements will be determined by the project trip volumes from development that occurs in the southern portion of the City. The date when this will occur is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

**Street and Traffic Impact Fee**

Per the 2008 Report, the Street and Traffic Impact Fee is levied to fund the construction of the following improvements:

- Tehama @ Sycamore rung lane and signal modification
- Tehama - Cedar to Road 53 road widening to 4 lanes
- Tehama @ GCID canal bridge modifications
- Tehama – northbound @ Road 53 right turn lane improvements
- Tehama @ Road 53 – intersection reconstruction
- Road 53 westbound @ Tehama – construct right turn lane
- Sacramento @ GCID canal bridge modifications

The Street and Traffic Fee Fund at the end of FY22-23 is \$185,290. The current fee charge for Street and Traffic Impact Fees is shown in Table 1. No capital projects were done in FY22-23 where Street and Traffic Impact Fees were used. The funds are committed for the long-term need for improvements to the Tehama Road, various intersections and 2 bridges. The following table summarizes the activity for the Street and Traffic Impact Fee Fund for fiscal year July 1, 2022 through June 30, 2023.

STREET AND THOROUGHFARE IMPACT FEE	FY 2022-23
Beginning Balance	\$182,814
Developer Fees	\$1,203
Interest Income	\$1,273
Expenditures	0
Ending Balance	\$185,290

No expenditures were made from this fund during FY22-23. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases and traffic trips increase from projected development in the southern portion of the City, improvements associated with improvements to Tehama, intersections and bridges will be needed. It is anticipated that when the Basin Street residential project and the Taylor property is improved, these improvements will be needed. The exact timing of the needed improvements will be determined by the project trip volumes from development that occurs in the southern portion of the City. The date when this will occur is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

**Police Impact Fee**

The Police Impact Fee is levied to fund the expansion of the police station, as well as 3 additional police cars needed as new development occurs. Details of the needed facilities and equipment are outlined in the 2008 Report. As of July 1, 2017, the City has outsourced all police services through a contract with Glenn County Sherriff’s Office (GCSO.) In the agreement with GCSO, the agreement states that GCSO “...shall furnish and supply all necessary labor, supervision, transportation, equipment, communication facilities, and supplies necessary to provide the Services to be rendered hereunder.” As growth occurs in the City and GCSO encounters a need to expand their facilities or add vehicles due to population growth in the City of Willows, the Police Impact Fees can be used to pay GCSO for these costs.

The Police Impact Fee Fund at the end of FY22-23 is \$61,742. The current fee charge for the Police Impact Fee is shown in Table 1. There were no fund expenditures out of this fund in FY22-23. The funds are committed for the long-term need for expansion of needed facilities and patrol cars as growth occurs. The following table summarizes the activity for the Police Impact Fee Fund for fiscal year July 1, 2022 through June 30, 2023.

POLICE IMPACT FEE	FY 2022-23
Beginning Balance	\$61,068
Developer Fees	\$249
Interest Income	\$425
Expenditures	0
Ending Balance	\$61,742

No expenditures were made from this fund during FY22-23. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases it is anticipated that additional officers and vehicles will be needed. The exact timing of the needed officers and vehicles is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

**Fire Impact Fee**

The Fire Impact Fee is levied to fund the following due to impacts from development:

- One new structure engine
- Outfit new engine
- Purchase 3 new breathing apparatus
- Expansion of the existing fire station

Details of the needed facilities and equipment are outlined in the 2008 Report.

The Fire Impact Fee Fund at the end of FY22-23 is \$66,144. The current fee charge for the Fire Impact Fee is shown in Table 1. Expenditures out of this fund in FY22-23 totaled \$65,163. The expenditure was for debt service on a Fire Truck Lease. The funds are committed for the long-term need for expansion of needed facilities and equipment as development occurs. The following table summarizes the activity for the Fire Impact Fee Fund for fiscal year July 1, 2022, through June 30, 2023.

FIRE IMPACT FEE	FY 2022-23
Beginning Balance	\$66,144
Developer Fees	\$512
Interest Income	\$220
Expenditures	\$65,163
Ending Balance	\$1,713

Expenditures in FY2022-23 included the debt service associated with the lease of an HME Fire Apparatus. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases it is anticipated that the additional equipment and facility expansion will be needed. The exact timing of the needed equipment and facility expansion is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.

**Wastewater Impact Fee**

In 2006, the City invested \$10.256 million to upgrade the City’s Wastewater Treatment Plant to be able to process 2.0 million gallons per day of wastewater (accommodated both existing and future growth.) Of the overall amount, \$3.367 million was paid by grant and internal funding and an additional \$70,000 in principle was paid by the City, leaving \$6,819,000 in costs. Per the 2008 Report, of \$6,819,000, 20% (\$1,380,871) was the new development share of the cost.

The Wastewater Impact Fee Fund at the end of FY22-23 is \$0. The current fee charge for the Wastewater Impact Fee is shown in Table 1. There were \$387 in fund expenditures out of this fund in FY22-23. The funds collected are committed to annually pay back the long-term debt incurred by the City for the expansion of the Wastewater Treatment Plant. The following table summarizes the activity for the Wastewater Impact Fee Fund for fiscal year July 1, 2022 through June 30, 2023.

WASTEWATER IMPACT FEE	FY 2022-23
Beginning Balance	\$0
Developer Fees	\$387
Interest Income	\$0
Expenditures	\$387
Ending Balance	\$0

Expenditures in FY2022-23 included payment on the debt service for the long-term debt. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases it is anticipated that the additional impact fees will be collected to pay off the remaining debt of the Wastewater Treatment Plant. The exact timing of collecting the remaining fees is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as funds are used to pay off existing debt on an annual basis.

**Storm Drainage Impact Fee**

Per the 2008 Report, the Storm Drain Impact Fee is levied to fund the construction of city-wide storm drain improvements associated with impacts from development.

The Storm Drainage Impact Fee Fund at the end of FY22-23 is \$155,478. The current fee charge for Storm Drainage Impact Fees is shown in Table 1. There were no fund expenditures out of this fund in FY22-23. The funds are committed for the long-term need for improvements to city-wide storm drain improvements due to development. The following table summarizes the activity for the Storm Drainage Impact Fee Fund for fiscal year July 1, 2022 through June 30, 2023.

STREET AND THOROUGHFARE IMPACT FEE	FY 2022-23
Beginning Balance	\$153,328
Developer Fees	\$1,082
Interest Income	\$1,068
Expenditures	\$0
Ending Balance	\$155,478

No expenditures were made from this fund during FY22-23. The original impact fee report stated that the existing population at the time the report was completed was 6,473 which was the average figure from the General Plan, the State Department of Finance and ESRI Tapestry. The original report was estimating a 1.5% population growth each year. As of the end of 2022, per the State Department of Finance, the population of the City of Willows was 6,395. As the population increases the overall impervious area in the City will increase and cause impacts to stormwater runoff, which will result in additional improvements to existing storm drain facilities or new storm drain facilities. The exact timing of the needed improvements will be determined by new development. Accordingly, the date when this will occur is dependent on when growth occurs within the City.

No interfund transfers or loans were made from this account.

No refunds were made from this fund pursuant to subdivision (e) of Section 66001 of the Government Code, as insufficient funds have been collected for the improvements identified in the 2008 Report.



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Date: January 9, 2024  
To: Honorable Mayor and Councilmembers  
From: Marti Brown, City Manager  
Subject: New Proposition 218 Sewage Rate Study

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**Recommendation:**

Discuss the possibility of starting a new Proposition 218 Sewage Rate Study in 2024 and provide direction to staff.

**Rationale for Recommendation:**

Members of the City Council are interested in undertaking a new Proposition 218 Sewage Rate Study to review and reconsider the rate structure for multifamily residential and commercial properties.

**Background:**

In early 2021, the City of Willows contracted with NBS, a firm specializing in utility rates assessments and financing, to complete a Proposition 218 Sewage Rate Study. The Study was completed in June 2021 and approved by the Willows City Council in August 2021. The results of the study recommended an increase in both residential and commercial sewage rates over a five-year period starting with Fiscal Year 2021-22 (Attachment 1).

**Discussion & Analysis:**

Concerns have been raised by the Community and members of the City Council regarding the rate increase and structure, especially for multifamily residential and commercial properties. It has been requested that a new Proposition 218 Sewage Rate Study be considered before the current five-year rate study expires in Fiscal Year 2025-26. Typically, a new sewage rate study would commence in January of 2026 for implementation and potential rate increases that would start July 1, 2026. As this is a Council initiated agenda item, staff seeks direction regarding any next steps prior to a potential January 2026 Proposition 218 Sewage Rate Study.

**Fiscal Impact:**

Should the Council wish to commence a new sewage rate study in 2024, the estimated cost would range between \$40-50K. The expense would be entirely borne by the Sewage Enterprise Fund.

**Attachments:**

- Attachment 1: August 12, 2021, Staff Report and Rate Schedule



# Willows City Council Special Meeting- Public Hearing Sewer Rate Adjustment

August 12, 2021  
Willows City Hall  
5:30 p.m.

Attachment 1

City Council

Larry Domenighini, Mayor  
Gary Hansen, Vice Mayor  
Kerri Warren, Council Member  
Joe Flesher, Council Member  
Jeff Williams, Council Member

Interim City Manager

Wayne Peabody

City Clerk

Tara Rustenhoven

201 North Lassen Street

Willows, CA 95988

(530) 934-7041

## Agenda

1. **CALL TO ORDER- 5:30 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**
  - a. Public Comments:  
Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)
5. **PUBLIC HEARING**
  - a. The City Council will open and conduct a public hearing regarding:  
**Proposed 5-Year Rate Increase Program for the City of Willows Sewer Enterprise Fund.**
6. **RECESS**
  - a. Ballot Count
7. **COUNCIL DISCUSSION AND POSSIBLE ACTION IF RESOLUTION ENTITLED-**
  - a. **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS ESTABLISHING SEWER USER FEES**
8. **ADJOURNMENT**

**This agenda was posted on August 11, 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](http://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*



**AGENDA ITEM**

**TO:** Honorable Mayor Domenighini and Members of the Willows City Council  
**FROM:** Wayne Peabody Interim City Manager/ Fire Chief  
**SUBJECT:** Sewer Rate Structure – 5-Year Program

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**RECOMMENDATION**

**This is a public Hearing. Upon conclusion of the public hearing, consider:**

**Adoption of a Resolution of the City Council of the City of Willows Establishing sewer user fees, effective August 12<sup>th</sup>, 2021**

**SITUATION (or BACKGROUND):**

The Sewer Enterprise Fund (sewer collection and treatment) is a stand-alone enterprise fund of the City of Willows. Sufficient revenues must be collected to cover the cost of operations, debt services and capital and equipment needs of the enterprise. We have reached the point where sewer service rates are not covering operations, debt service and capital needs.

Rates have not been adjusted since July 2007. Our rate payers have not experienced a rate increase for 14 years. The City Contracted with NBS to undertake a five-year rate study. As a result, the rate study and cost analysis identified a needed rate increase of 15% in 2021, 12% in 2022, 12% in 2023, 12% in 2024 and 12% in 2025.

The total property count for the City of Willows and Northeast Willows Community Service District is 2610. At the end of the public hearing all mail in and hand delivered protest letters will be certified and reported to the City Council.

**FINANCIAL CONSIDERATIONS:**

If approved, first year additional revenue for the Sewer Enterprise Fund is estimated be \$236,052 over current, second year \$454,353, Third year \$699,935, fourth year \$ 976,149, and fifth year \$1,286,758.

**NOTIFICATION**

Proposition 218 Notification of Hearing Letters were mailed to customers of record on June 26, 2021, which is 47 days prior to this hearing date.

**ALTERNATIVES**

1. Adopt Resolution increasing sewer rate adjustment as presented.
2. Reject Proposal for Rate Adjustment and provide further direction to Staff.

August 12, 2021

**RECOMMENDATION**

**This is a public Hearing. Upon conclusion of the public hearing, consider:**

**Adoption of a Resolution of the City Council of the City of Willows Establishing sewer user fees, effective August 12<sup>th</sup>, 2021**

Respectfully submitted,



Wayne Peabody  
Interim City Manager

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Attachments:

45 Notice  
Affidavit of Publication  
Proof of publication for hearing  
Rate Study  
Cost Allocation Plan  
Alternative Rate scenario  
Frequently asked Questions



**NOTICE OF PUBLIC HEARING  
PROPOSED INCREASE OF SEWER SERVICE RATES**

**Thursday, August 12, 2021, at 5:30 p.m.  
City of Willows City Hall  
201 N. Lassen St. Willows, CA 95988**

The CITY OF WILLOWS, in compliance with Article XIID of the California Constitution and the Proposition 218 Omnibus Implementation Act, is hereby notifying all affected property owners and ratepayers of the following:

- The City of Willows (the “City”) is proposing to increase its sewer service rates. The proposed increases are needed to invest in and maintain modern and reliable sewer infrastructure and adequately fund the ongoing costs of providing sewer service to properties within its service area. Revenue from the sewer service rates pays for the operation and maintenance of, and capital improvements to, the City’s sewer system.
- This notice includes the proposed schedule of rates for fiscal years 2021 through 2025. If the proposed rates are adopted by the City Council, the proposed rates will become effective for services provided on and after July 1, 2021, and will be adjusted each July 1 thereafter beginning July 1, 2022, through and including, July 1, 2025, on the annual tax roll.

A Public Hearing on the proposed sewer service rates will be held on **Thursday, August 12, 2021, at 5:30 p.m.**, to consider the adoption of a 5-year schedule of sewer rates. The public hearing will be held at **The City of Willows City Hall, 201 N. Lassen St. Willows, CA 95988**. The purpose of the public hearing is to consider all oral testimony and written protests to, and the adoption of, the proposed rates.

**REASONS FOR THE RATE ADJUSTMENTS AND INCREASES**

The City is committed to providing the highest quality sewer service at the lowest possible rates for its customers. To meet this commitment, the City has worked to manage operations and maintenance costs, however outside influences from the state legislature, COVID-19, and cost of goods and services in the last several years led the City to seek an independent review of its long-term financial health and current application of sewer service rates. The City Council engaged the professional services of NBS to independently develop a sustainable financial plan incorporating all financial obligations including contribution to reserve funds. NBS utilized the financial model to complete a sewer rate study and evaluate the infrastructure, capital improvement program, debt service, and operations and maintenance costs of the City’s sewer services and the rates necessary to recover the costs of those services for the next five years.

The cost of service and rate study demonstrates what it costs the City to provide sewer service, and appropriately allocates the costs of providing sewer services to our customers. The cost of providing sewer services includes not only the sewage the City collects, effluent disposal, and the infrastructure that treats the sewage to ensure that there is safe and reliable service to meet the various demands of our sewer customers twenty-four hours a day, seven days a week.

Based on NBS’s evaluation, it has been determined that rate adjustments and increases are necessary for the City’s sewer service charges to enable the City to:

- Recover current and long-term projected costs of operating and maintaining the sewer system.
- Fund capital infrastructure improvements needed to repair and update the sewer system.
- Maintain the operational and financial stability of the sewer system.
- Avoid operational deficits and depletion of reserves.

**PROPOSED RATES AND HOW THE RATES ARE CALCULATED**

The proposed rates are calculated to recover the cost of providing sewer services and to proportionately allocate those costs on a parcel basis among the City’s customers. The proposed rate structure has two components—a Fixed Service Charge for all customers, and a Volumetric Charge for non-residential customers only. The proposed rates are described in more detail below.

For residential customers, the fixed monthly charge covers their proportional share of the City’s fixed costs, billing and collections, and the cost of operating and maintaining the sewer system infrastructure. For commercial customers, costs are recovered with both a fixed and variable charge. the proposed Fixed Service Charge is calculated to recover the customers proportional share of the City’s fixed costs and billing and collections. The Volumetric Charge recovers the cost of operating and maintaining the sewer system infrastructure. The Volumetric Charge is a variable charge imposed per unit of winter water usage (the average monthly usage for January, February, and March) for commercial customers only (when outdoor irrigation is lowest). One unit equals one hundred cubic feet (HCF), or 748 gallons, and is calculated to recover a portion of the City’s fixed costs and its variable costs of providing sewer service.

The current rates and the proposed maximum rates and effective dates for the Fixed Service Charges and Volume Charges are set forth in the tables below.

Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates <sup>1</sup>				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Fixed Service Charge</b>						
Single Family Residential	\$40.19	\$47.19	\$52.85	\$59.19	\$66.29	\$74.24
Multi-Family Residential (per unit)	\$40.19	\$27.28	\$30.55	\$34.22	\$38.33	\$42.93
Commercial	\$40.19	\$55.69	\$62.37	\$69.85	\$78.23	\$87.62
<b>Volumetric Charge (\$/hcf)</b>						
Commercial (Applied to Average Winter Water Use)						
Car Wash	\$3.05	\$2.32	\$2.60	\$2.91	\$3.26	\$3.65
Hospital & Rest Home	\$3.17	\$2.78	\$3.11	\$3.48	\$3.90	\$4.37
Jail	\$3.54	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50
Laundry	\$3.42	\$2.58	\$2.89	\$3.24	\$3.63	\$4.07
Market & Morgue	\$3.94	\$5.65	\$6.33	\$7.09	\$7.94	\$8.89
Motel & Hotel	\$3.22	\$3.01	\$3.37	\$3.77	\$4.22	\$4.73
Restaurant & Bakery	\$4.18	\$6.06	\$6.79	\$7.60	\$8.51	\$9.53
Other Commercial	\$3.01	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50

1. Implementation date for FY 2021/22 rates is July 1, 2021, then July in 2022 through 2025.

## **PUBLIC HEARING AND PROTESTS**

Any record owner of a parcel upon which the sewer service charges are proposed to be imposed and any tenant directly liable for the payment of sewer service charges (i.e., a customer of record who is not a property owner) may submit a written protest to the proposed rate adjustments and increases to the City's sewer service charges; however, only one protest will be counted per identified parcel. Any written protest must:

- (1) state that the identified property owner or tenant is opposed to the proposed sewer rate adjustments and increases;
- (2) provide the location of the identified parcel (by street address, assessor's parcel number, or customer account number); and
- (3) include the name and signature of the property owner or tenant submitting the protest. Written protests may be submitted to the City Clerk of the City of Willows by mail or in person at the City of Willows, 201 N. Lassen St. Willows, CA 95988, or at the public hearing (date, time, and location noted above).

All written protests must be received prior to the close of the public comment portion of the public hearing. Any protest submitted via e-mail or other electronic means will not be accepted as a valid written protest. Please indicate on the outside of any envelope mailed to the City, Attn: Rate Hearing.

The City Council will accept and consider all written protests and will hear and consider all oral comments to the proposed rate adjustments and increases at the public hearing. Oral comments at the public hearing will not qualify as formal protests unless accompanied by a written protest. Upon the conclusion of the public hearing, the City Council will tabulate the written protests and consider the adoption of the proposed rate increases as described in this notice. If written protests against the proposed rates are not presented by a majority of the property owners or tenants of the identified parcels subject to the proposed rate increases, the City Council will be authorized to adopt the proposed rate increases.



**AVISO DE AUDIENCIA PÚBLICA  
PROPUESTA DE AUMENTO DE LAS TARIFAS DEL SERVICIO DE  
ALCANTARILLADO**

**Jueves 12 de agosto de 2021, a las 5:30 p.m.  
Ayuntamiento de la Ciudad de Willows  
201 N. Lassen St. Saucers, CA 95988**

**La CIUDAD DE SAUCES, en cumplimiento con el Artículo XIID de la Constitución de California y la Proposición 218 Ley de Implementación Ómnibus, notifica por la presente a todos los propietarios y contribuyentes afectados de lo siguiente:**

- La Ciudad de los Saucers (la "Ciudad") está proponiendo aumentar sus tarifas de servicio de alcantarillado. Los aumentos propuestos son necesarios para invertir y mantener una infraestructura de alcantarillado moderna y confiable y financiar adecuadamente los costos continuos de proporcionar servicio de alcantarillado a las propiedades dentro de su área de servicio. Los ingresos de las tarifas del servicio de alcantarillado pagan por la operación y el mantenimiento del sistema de alcantarillado de la Ciudad, y las mejoras de capital.
- Este aviso incluye el calendario propuesto de tasas para los años fiscales 2021 a 2025. Si las tarifas propuestas son adoptadas por el Concejo Municipal, las tarifas propuestas entrarán en vigencia para los servicios prestados a partir del 1 de julio de 2021, y se ajustarán cada 1 de julio a partir del 1 de julio de 2022, hasta el 1 de julio de 2025 inclusive, en la lista anual de impuestos.

**El jueves 12 de agosto de 2021, a las 5:30 p.m., se llevará a cabo una Audiencia Pública sobre las tarifas propuestas del servicio de alcantarillado para considerar la adopción de un calendario de 5 años de tarifas de alcantarillado. La audiencia pública se llevará a cabo en el Ayuntamiento de la Ciudad de Willows, 201 N. Lassen St. Saucers, CA 95988. El propósito de la audiencia pública es considerar todos los testimonios orales y las protestas escritas y la adopción de las tarifas propuestas.**

**RAZONES PARA LOS AJUSTES DE TARIFAS Y AUMENTOS**

La Ciudad está comprometida a proporcionar el servicio de alcantarillado de la más alta calidad a las tarifas más bajas posibles para sus clientes. Para cumplir con este compromiso, la Ciudad ha trabajado para administrar las operaciones y los costos de mantenimiento, sin embargo, las influencias externas de la legislatura estatal, COVID-19 y el costo de los bienes y servicios en los últimos años llevaron a la Ciudad a buscar una revisión independiente de su salud financiera a largo plazo y la aplicación actual de las tarifas de servicio de alcantarillado. El Concejo Municipal contrató los servicios profesionales de NBS para desarrollar de manera independiente un plan financiero sostenible que incorpore todas las obligaciones financieras, incluida la contribución a los fondos de reserva. NBS utilizó el modelo financiero para completar un estudio de la tasa de alcantarillado y evaluar la infraestructura, el programa de mejora de capital, el servicio de la deuda y los costos de operaciones y mantenimiento de los servicios de alcantarillado de la Ciudad y las tarifas necesarias para recuperar los costos de esos servicios durante los próximos cinco años.

El costo del servicio y el estudio de tarifas demuestran lo que le cuesta a la Ciudad proporcionar servicio de alcantarillado, y asigna adecuadamente los costos de proporcionar servicios de alcantarillado a nuestros

clientes. El costo de proporcionar servicios de alcantarillado incluye no solo las aguas residuales que la Ciudad recolecta, la eliminación de efluentes y la infraestructura que trata las aguas residuales para garantizar que haya un servicio seguro y confiable para satisfacer las diversas demandas de nuestros clientes de alcantarillado las veinticuatro horas del día, los siete días de la semana.

Con base en la evaluación de NBS, se ha determinado que los ajustes y aumentos de tarifas son necesarios para los cargos por servicios de alcantarillado de la Ciudad para permitir que la Ciudad:

- Recuperar los costos proyectados actuales y a largo plazo de operación y mantenimiento del sistema de alcantarillado.
- Financiar las mejoras de infraestructura de capital necesarias para reparar y actualizar el sistema de alcantarillado.
- Mantener la estabilidad operativa y financiera del sistema de alcantarillado.
- Evitar déficits operacionales y agotamiento de las reservas.

### **TARIFAS PROPUESTAS Y CÓMO SE CALCULAN LAS TARIFAS**

Las tarifas propuestas se calculan para recuperar el costo de proporcionar servicios de alcantarillado y para asignar proporcionalmente esos costos sobre una base de parcelas entre los clientes de la Ciudad. La estructura de tarifas propuesta tiene dos componentes: un cargo por servicio fijo para todos los clientes y un cargo volumétrico solo para clientes no residenciales. Las tasas propuestas se describen con más detalle a continuación.

Para los clientes residenciales, el cargo mensual fijo cubre su parte proporcional de los costos fijos de la Ciudad, la facturación y los cobros, y el costo de operación y mantenimiento de la infraestructura del sistema de alcantarillado. Para los clientes comerciales, los costos se recuperan con un cargo fijo y variable. El cargo por servicio fijo propuesto se calcula para recuperar la parte proporcional de los clientes de los costos fijos de la Ciudad y la facturación y los cobros. La carga volumétrica recupera el costo de operación y mantenimiento de la infraestructura del sistema de alcantarillado. La carga volumétrica es una carga variable impuesta por unidad de uso de agua de invierno (el uso mensual promedio para enero, febrero y marzo) solo para clientes comerciales (cuando el riego al aire libre es más bajo). Una unidad equivale a cien pies cúbicos (HCF), o 748 galones, y se calcula para recuperar una parte de los costos fijos de la Ciudad y sus costos variables de proporcionar servicio de alcantarillado.

Las tarifas actuales y las tarifas máximas propuestas y las fechas de vigencia para los cargos por servicio fijo y los cargos por volumen se establecen en las tablas a continuación.



Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates <sup>1</sup>				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Fixed Service Charge</b>						
Single Family Residential	\$40.19	\$47.19	\$52.85	\$59.19	\$66.29	\$74.24
Multi-Family Residential (per unit)	\$40.19	\$27.28	\$30.55	\$34.22	\$38.33	\$42.93
Commercial	\$40.19	\$55.69	\$62.37	\$69.85	\$78.23	\$87.62
<b>Volumetric Charge (\$/hcf)</b>						
Commercial ( <i>Applied to Average Winter Water Use</i> )						
Car Wash	\$3.05	\$2.32	\$2.60	\$2.91	\$3.26	\$3.65
Hospital & Rest Home	\$3.17	\$2.78	\$3.11	\$3.48	\$3.90	\$4.37
Jail	\$3.54	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50
Laundry	\$3.42	\$2.58	\$2.89	\$3.24	\$3.63	\$4.07
Market & Morgue	\$3.94	\$5.65	\$6.33	\$7.09	\$7.94	\$8.89
Motel & Hotel	\$3.22	\$3.01	\$3.37	\$3.77	\$4.22	\$4.73
Restaurant & Bakery	\$4.18	\$6.06	\$6.79	\$7.60	\$8.51	\$9.53
Other Commercial	\$3.01	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50

1. Implementation date for FY 2021/22 rates is July 1, 2021, then July in 2022 through 2025.

## AUDIENCIA PÚBLICA Y PROTESTAS

Cualquier propietario registrado de una parcela sobre la que se proponga imponer los cargos por servicio de alcantarillado y cualquier inquilino directamente responsable del pago de los cargos del servicio de alcantarillado (es decir, un cliente registrado que no sea propietario de una propiedad) puede presentar una protesta por escrito a los ajustes de tarifas propuestos y aumentos a los cargos del servicio de alcantarillado de la Ciudad; sin embargo, solo se contará una protesta por parcela identificada. Toda protesta por escrito deberá:

- (1) declarar que el propietario o inquilino identificado se opone a los ajustes y aumentos propuestos en la tarifa de alcantarillado;
- (2) proporcionar la ubicación de la parcela identificada (por dirección postal, número de parcela del asesor o número de cuenta del cliente); y
- (3) incluir el nombre y la firma del dueño de la propiedad o inquilino que presenta la protesta. Las protestas por escrito pueden ser presentadas al Secretario de la Ciudad de Saucos por correo o en persona en la Ciudad de los Saucos 201 N. Lassen St. Willows, CA 95988, o en la audiencia pública (fecha, hora y lugar mencionados anteriormente).

Todas las protestas escritas deben ser recibidas antes del cierre de la parte de comentarios públicos de la audiencia pública. Cualquier protesta presentada por correo electrónico u otros medios electrónicos no será aceptada como una protesta válida por escrito. Por favor, indique en el exterior de cualquier sobre enviado por correo a la Ciudad, Attn: Audiencia de tarifas.

El Concejo Municipal aceptará y considerará todas las protestas por escrito y escuchará y considerará todos los comentarios orales a los ajustes y aumentos de tarifas propuestos en la audiencia pública. Los comentarios orales en la audiencia pública no calificarán como protestas formales a menos que vayan acompañados de una protesta escrita. Al concluir la audiencia pública, el Concejo Municipal tabulará las protestas escritas y considerará la adopción de los aumentos de tarifas propuestos como se describe en este aviso. Si las protestas por escrito contra las tarifas propuestas no son presentadas por la mayoría de los propietarios o inquilinos de las parcelas identificadas sujetas a los aumentos de tarifas propuestos, el Concejo Municipal estará autorizado a adoptar los aumentos de tarifas propuestos.



AFFIDAVIT OF MAILING

STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE

I, Jordan Taylor, being duly sworn, state that I am a citizen of the United States, over 21 years of age and an employee of NBS. On June 28, 2021, I mailed or have caused to be mailed a Notice of Public Hearing Proposed Increase Of Sewer Service Rates ("Notice") in English and in Spanish to each property owner within the City of Willows and the Northeast Willows Community Services District that receive waste water service from the City. The notice specifically provided the date, time and place of the public hearing, set at least 45 days after the date the Notices were mailed (August 12, 2021 at 5:30pm at 201 N. Lassen Street in the City of Willows, CA 95988. The Notice set out the proposed sewer rate schedule including fixed and volumetric rates in table format. The Notice provided detailed information for recipients about how and where to submit a protest to the proposed rates, the deadline for such submission, and the information required. A true and correct copy of the Notice is attached herewith. The Notices were sent to each of the person whose names are shown on a list provided by Glenn County of all APN numbers for properties with waste water service provided by the City of Willows, by addressing and depositing copies of said Notice in the United States mail in Temecula, California, at which time the Notices had fully prepaid postage placed thereon in order to facilitate delivery service by United States mail between the place of mailing and the places so addressed or whereby regular communication by United States mail occurs. Said list is by this reference incorporated herein as if set at length.

Date: August 11, 2021

Jordan Taylor  
Jordan Taylor

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

State of California  
County of Riverside, CA

On AUGUST 11, 2021 before me, Erin McWhorter, Notary Public

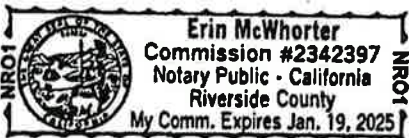
Personally appeared JORDAN TAYLOR

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.



Signature Erin McWhorter  
Signature of Notary Public

# PROOF OF PUBLICATION

No. 4345

In the Matter of  
Notice of Public Hearing Thursday, Aug. 12, 2021,  
re: Proposed Increase of Sewer Service Rates  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State of California )  
County of Glenn ) ss

The undersigned resident of the County of Glenn,  
State of California, says:

That I am, and at all time herein mentioned was  
a citizen of the United States and not a party to  
nor interested in the above entitled matter; that I  
am the principal clerk of the publisher of:

### The Sacramento Valley Mirror

That said newspaper is one of general circulation  
as defined by Section 6000 Government Code of  
the State of California, Case No. 27,207 by the  
Superior Court of the State of California, in and  
for the County of Glenn, Case #02CV00614; that  
said newspaper at all times herein mentioned was  
published twice a week (on Wednesdays and  
Saturdays) in the town of Willows and County of  
Glenn; that the notice of which the annexed is a  
true printed copy, was published in said news-  
paper on the following days:

July 31, 2021

I certify (or declare), under penalty of perjury, that  
the foregoing is true and correct, at the County  
of Glenn, Willows, California.

Date August 4, 2021  
at Willows, California.

Donna Settle  
Donna Settle, Managing Editor

**LEGAL NOTICE**  
**NOTICE OF PUBLIC HEARING**  
**CITY OF WILLOWS**  
NOTICE IS HEREBY GIVEN that the Willows City Council  
will be conducting a public hearing on Thursday August 12th  
at 5:30 p.m. or soon thereafter to consider the adoption of a 5  
year schedule of sewer rates. The public hearing will be held at  
the Willows City Hall, 201 North Lassen Street, Willows CA  
95988.  
**NOTICE OF PUBLIC HEARING PROPOSED INCREASE**  
**OF SEWER SERVICE RATES**  
The public is invited to attend and be heard and/or submit  
written comments to the City Clerk. Documentation per-  
taining to the above item is available for review at the City  
Clerk's office of the City Hall during normal business hours.  
*The City of Willows is an equal opportunity provider*  
/s/ Tara Rustenhoven  
City Clerk  
Publication Date July 31st, 2021.





# CITY OF WILLOWS

FINAL REPORT

## Wastewater Rate Study

June 2021

**OFFICE LOCATIONS:**

**Temecula – Corporate Headquarters**  
32605 Temecula Parkway, Suite 100  
Temecula, CA 92592

**San Francisco – Regional Office**  
870 Market Street, Suite 1223  
San Francisco, CA 94102

**California Satellite Offices**  
Atascadero, Davis  
Huntington Beach,  
Joshua Tree, Riverside  
Sacramento, San Jose

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## ABBREVIATIONS & ACRONYMS

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AAF	Average Annual Flow
AF	Acre Foot, equal to 435.6 HCF/CCF or 325,851 gallons
Alt.	Alternative
Avg.	Average
AWWA	American Water Works Association
BMP	Best Management Practice
BOD	Biochemical Oxygen Demand
CA	Customer
CAP	Capacity
CCF	Hundred Cubic Feet (same as HCF); equal to 748 gallons
CCI	Construction Cost Index
COD	Chemical Oxygen Demand
COM	Commodity
Comm.	Commercial
COS	Cost of Service
COSA	Cost of Service Analysis
CPI	Consumer Price Index
CIP	Capital Improvement Program
DU	Dwelling Unit
Excl.	Exclude
ENR	Engineering News Record
EDU	Equivalent Dwelling Unit
Exp.	Expense
FP	Fire Protection
FY	Fiscal Year (e.g., July 1 <sup>st</sup> to June 30 <sup>th</sup> )
GPD	Gallons per Day
GPM	Gallons per Minute
HCF	Hundred Cubic Feet; equal to 748 gallons or 1 CCF
Ind.	Industrial
Irr.	Irrigation
LAIF	Local Agency Investment Fund
Lbs.	Pounds
MFR	Multi-Family Residential
MGD	Million Gallons per Day
MG/L	Milligrams per Liter
Mo.	Month
Municipal	Muni.

This appendix identifies abbreviations and acronyms that may be used in this report. This appendix has not been viewed, arranged, or edited by an attorney, nor should it be relied on as legal advice. The intent of this appendix is to support the recognition and analysis of this report. Any questions regarding clarification of this document should be directed to staff or an attorney specializing in this particular subject matter.

NH3	Ammonia
NPV	Net Present Value
N/A	Not Available or Not Applicable
O&M	Operational & Maintenance Expenses
Prop 13	Proposition 13 (1978) – Article XIII A of the California Constitution which limits taxes on real property to 1% of the full cash value of such property.
Prop 218	Proposition 218 (1996) – State Constitutional amendment expanded restrictions of local government revenue collections.
Req't	Requirement
Res.	Residential
Rev.	Revenue
RTS	Readiness-to-Serve
R&R	Rehabilitation & Replacement
SFR	Single Family Residential
SRF Loan	State Revolving Fund Loan
SWRCB	State Water Resources Control Council
TSS / SS	Total Suspended Solids
V. / Vs. /vs.	Versus
WWTP	Waste Water Treatment Plant

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# SECTION 1. PURPOSE AND OVERVIEW OF THE STUDY

## A. Purpose

The City of Willows (City) retained NBS to conduct a comprehensive wastewater rate study. The study estimated rates that would meet revenue requirements, provide greater financial stability for the wastewater enterprise, and comply with legal requirements (such as California Constitution article XIII D, Section 6, which is commonly referred to as Proposition 218 [Prop 218]). The rates resulting from this study were developed in a manner that is consistent with industry standard cost of service principles. In addition to documenting the rate study methodology, this report is provided to assist the City in maintaining transparent communications with its residents and businesses.

In developing new wastewater rates, NBS worked cooperatively with City staff in selecting appropriate rate alternatives. Based on input from all stakeholders, the proposed rates are summarized in this report.

## B. Overview of the Study

Comprehensive rate studies such as this one typically includes the following three components, as outlined in **Figure 1**:

1. Preparation of a **Financial Plan**, which identifies the net revenue requirements for the utility.
2. **Cost of Service Analysis**, which determines the cost of providing service to each customer class.
3. **Rate Design Analysis**, which evaluates different rate design alternatives.

**Figure 1. Primary Components of a Rate Study**



These steps are intended to follow industry standards and reflect the fundamental principles of cost-of-service rate making embodied in the Water Environment Federation (WEF) Financing and Charges for Wastewater Systems, Manual of Practice 27. The rate study also addresses requirements under Proposition 218 that rates do not exceed the cost of providing the service, and that the rates be proportionate to the cost of providing service for all customers. In terms of the chronology of the study, these three steps represent the order they were performed. Detailed tables and figures documenting the development of the proposed rates are provided in the Appendix.



## FINANCIAL PLAN

As a part of this rate study, NBS projected revenues and expenditures on a cash flow basis for the next five years. The amount of rate revenue required that will allow reserves to be maintained at the recommended levels is known as the *net revenue requirement*. Recommended reserve levels are based on a combination of industry standards and each utility's unique financial needs. More detail on recommended reserve levels is included in Section 2. As current rate revenue falls short of the net revenue requirement, rate adjustments -- or more accurately, adjustments in the total revenue collected from rates -- are recommended. This report presents an overview of the methodologies, assumptions, and data used, along with the financial plans and proposed rates developed in this study<sup>1</sup>.

## WASTEWATER RATE DESIGN ANALYSIS

Rate Design is typically the stage in the study where NBS and City representatives must work closely together, to develop rate alternatives that will meet the City's objectives. It is important for the wastewater utility to send proper price signals to its customers about the actual cost of providing service. This objective is typically addressed through both the magnitude of the rate adjustments, and the rate structure design. In other words, both the amount of revenue collected, and the way in which the revenue is collected from customers are important.

Several criteria are typically considered in setting rates and developing sound rate structures. The fundamentals of this process have been documented in several rate-setting manuals, such as the WEF Manual 27 The foundation for evaluating rate structures is generally credited to James C. Bonbright in the *Principles of Public Utility Rates*<sup>2</sup>, which outlines pricing policies, theories, and economic concepts along with various rate designs. The following is a simplified list of the attributes of a sound rate structure:

- Rates should be easy to understand from the customer's perspective.
- Rates should be easy to administer from the utility's perspective.
- Rates should promote the efficient allocation of the resource.
- Rates should be equitable and non-discriminating (that is, cost based).
- There should be continuity in the ratemaking philosophy over time.
- Rates should address other utility policies (for example, encouraging conservation & economic development).
- Rates should provide month-to-month and year-to-year revenue stability.

The following are the basic rate design criteria that were considered in this study:

**Rate Structure Basics** – From a financial stability perspective, it is ideal when utilities recover their fixed costs from fixed charges and their variable costs from volumetric charges. When this is the case, fluctuations in variable revenues are directly offset by reductions or increases in variable expenses. However, other factors are often considered when designing rates such as community values, water conservation goals, ease of understanding, and ease of administration.

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<sup>1</sup> The complete financial plan is set forth in the Appendix.

<sup>2</sup> James C. Bonbright; Albert L. Danielsen and David R. Kamerschen, *Principles of Public Utility Rates*, (Arlington, VA: Public Utilities Report, Inc., Second Edition, 1988), p. 383-384.

The vast majority of rate structures contain a fixed or minimum charge in combination with a volumetric charge. However, many wastewater utilities choose to keep residential customers at a uniform fixed rate per equivalent dwelling unit (EDU). The rates proposed in this report are 100% fixed for residential customers and commercial customers are designed to collect 45 percent of rate revenue from the fixed meter charge and 55 percent from the variable commodity charge.

**Fixed Charges** – Fixed charges can be called base charges, minimum monthly charges, customer charges, fixed meter charges, etc.

**Volumetric (Consumption-Based) Charges** – In contrast to fixed charges, variable costs such as the cost of electricity used in pumping, and the cost of chemicals for treatment tend to change with the quantity of wastewater produced. For a wastewater utility, variable charges are typically based on the winter water usage (or estimated wastewater discharge) from Cal Water and charged on a dollar-per-unit cost (for example, per 100 cubic feet, or hcf).

## SECTION 2. WASTEWATER RATES

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### A. Key Wastewater Rate Study Priorities

The City's wastewater rate analysis was undertaken with a few specific objectives, including:

- Maintain wastewater service through operation and maintenance for the wastewater collection system.
- Maintain adequate reserve levels to ensure continuity in operations.
- Provide greater revenue stability for the Utility, due to the level of capital investment planned over the next five years.
- Comply with Prop 218 requirements to ensure cost of service are properly allocated amongst user classifications.

The proposed fixed and volume-based rates were calculated based on the net revenue requirements, number of customer accounts, winter water consumption, and other City-provided information.

### B. Financial Plan

It is important for municipal utilities to maintain reasonable reserves in order to handle emergencies, fund working capital, maintain a good credit rating, and generally follow sound financial management practices. Rate increases are governed by the need to meet operating and capital costs, maintain adequate debt coverage, and build reasonable reserve funds. The current state of the City's Wastewater Utility, regarding these objectives, is as follows:

- **Meeting Net Revenue Requirements:** For Fiscal Year (FY) 2021/22 through FY 2025/26, the projected net revenue requirement (that is, total annual expenses plus debt service and rate-funded capital costs, less non-rate revenues) for the City averages \$2.31 million, annually. If no rate adjustments are implemented, the City is projected to average a \$735,000 deficit each year.
- **Building and Maintaining Reserve Funds:** Reserve funds provide a basis for a utility to cope with fiscal emergencies such as revenue shortfalls, asset failure, and natural disasters, among other events. Reserve policies provide guidelines for sound financial management, with an overall long-range perspective to maintain financial solvency and mitigate financial risks associated with revenue instability, volatile capital costs, and emergencies. The City anticipates having over the target level in wastewater fund reserves by the end of FY 2026/27 (the year after the prop 218 rate period), in following industry standard recommendations. The reserve funds for the Utility are considered unrestricted reserves and consist of the following:
  - **The Operating Reserve** should equal approximately 90 days of operating expenses (about 25% of the annual operating budget), and by FY 2025/26, the balance for the operating reserve should be approximately \$424,000. An Operating Reserve is intended to promote financial viability in the event of any short-term fluctuation in revenues and/or expenditures. Fluctuations in revenue can be caused by weather patterns, the natural inflow and outflow of cash during billing cycles, natural variability in demand-based revenue streams (such as volumetric charges), and – particularly in periods of economic distress – changes or trends in age of receivables.

- **The Capital Outlay Reserve** should equal 3 percent of net capital assets, which is approximately \$300,000 by the end of for FY 2025/26. This reserve is set aside to address long-term and routine capital system replacement and rehabilitation needs.
- **Funding Capital Improvement Projects:** The City must also be able to fund necessary capital improvements to maintain current service levels. City staff has identified roughly \$1.82 million (in current year dollars) in expected total capital expenditures for FY 2020/21 through FY 2025/26. With the recommended rate increases, these expenditures can be accomplished while also reaching reserves at the minimum recommended target by the end of the rate period.
- **Inflation and Growth Projections:** Assumptions regarding cost inflation were made to project future revenues and expenses for the study period.
  - Customer growth is estimated to be 0.25 percent annually.
  - General and Labor cost inflation is estimated to be 3 percent annually.
  - Health and Retirement cost inflation is estimated to be 4 percent annually.
  - Insurance cost inflation is estimated to be 6 percent annually.
  - Chemical and Energy cost inflation is estimated to be 2 percent annually.
  - Some expenses are estimated to have no escalation.
- **Impact of Annual Rate Adjustment Date:** The financial plan modelling assumes that rate adjustments occur in July of each year (to be put on the annual tax bill), accounting for a full year worth of rate increases to contribute to budgeted rate revenues.

Rate revenue increases of 15 percent in FY 2021/22 followed by 12 percent annually for FY 2022/23 through FY 2025/26 will be needed to fully fund all operating expenses, debt services, planned capital projects and reach reserves at the recommended targets by FY 2025/26. **Figure 2** summarizes the sources and uses of funds, net revenue requirements, and the recommended annual percent increases in total rate revenue recommended for the next 5 years for the City.

**Figure 2. Summary of Wastewater Revenue Requirements**

Summary of Sources and Uses of Funds and Net Revenue Requirements	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Sources of Sewer Funds</b>						
Rate Revenue Under Current Rates - Sewer	\$ 1,573,682	\$ 1,573,682	\$ 1,577,616	\$ 1,581,560	\$ 1,585,514	\$ 1,589,478
Non-Rate Revenues	15,000	15,000	15,038	15,075	15,113	15,151
Interest Earnings <sup>1</sup>	11,500	13,500	9,067	6,458	5,777	6,754
<b>Total Sources of Funds</b>	<b>\$ 1,600,182</b>	<b>\$ 1,602,182</b>	<b>\$ 1,601,720</b>	<b>\$ 1,603,093</b>	<b>\$ 1,606,404</b>	<b>\$ 1,611,382</b>
<b>Uses of Sewer Funds</b>						
Operating Expenses	\$ 1,333,188	\$ 1,501,517	\$ 1,547,435	\$ 1,594,822	\$ 1,643,728	\$ 1,694,204
Existing Debt Service	352,083	352,071	351,853	351,429	351,681	351,681
New Debt Service	-	-	-	-	-	-
Rate Funded Capital Expenses	30,000	106,185	297,052	393,382	534,617	608,619
<b>Total Use of Funds</b>	<b>\$ 1,715,271</b>	<b>\$ 1,959,773</b>	<b>\$ 2,196,340</b>	<b>\$ 2,339,633</b>	<b>\$ 2,530,025</b>	<b>\$ 2,654,503</b>
<b>Surplus (Deficiency) before Rate Increase</b>	<b>\$ (115,089)</b>	<b>\$ (357,591)</b>	<b>\$ (594,620)</b>	<b>\$ (736,540)</b>	<b>\$ (923,621)</b>	<b>\$ (1,043,121)</b>
Additional Revenue from Rate Increases (Sewer) <sup>2</sup>	-	236,052	454,353	699,935	976,149	1,286,758
<b>Surplus (Deficiency) after Rate Increase</b>	<b>\$ (115,089)</b>	<b>\$ (121,539)</b>	<b>\$ (140,266)</b>	<b>\$ (36,604)</b>	<b>\$ 52,528</b>	<b>\$ 243,637</b>
<b>Projected Annual Rate Revenue Adjustment - Sewer</b> <sup>3</sup>	<b>0.00%</b>	<b>15.00%</b>	<b>12.00%</b>	<b>12.00%</b>	<b>12.00%</b>	<b>12.00%</b>
<b>Cumulative Increases</b>	<b>0.00%</b>	<b>15.00%</b>	<b>27.00%</b>	<b>39.00%</b>	<b>51.00%</b>	<b>63.00%</b>
<b>Net Revenue Requirement</b> <sup>3</sup>	<b>\$ 1,688,771</b>	<b>\$ 1,931,273</b>	<b>\$ 2,172,236</b>	<b>\$ 2,318,100</b>	<b>\$ 2,509,136</b>	<b>\$ 2,632,599</b>

1. Revenues and Expenditures budgeted for FY 2020/21-2021/22 found in source file: *Willows\_BUDGET-2020-2021-Adopted.pdf, Page 5.1-5.3*

2. The FY 2020/21 rate increase is assumed to be implemented on July 1, 2021, and future increases are implemented July 1 each year.

3. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from rates.

**Figure 3** summarizes the projected reserve fund balances and reserve targets for the sewer utility’s unrestricted funds. A more detailed version of the utility’s proposed 5-year financial plan is included in the Appendix. As can be seen in Figure 3, given proposed rate increases, reserves will be below the minimum target at the end of the five-year rate period, but will reach the target by FY 2026/27.

**Figure 3. Summary of Reserve Funds**

Beginning Reserve Fund Balances and Recommended Reserve Targets	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Operating Reserve</b>						
Ending Balance	\$ 333,000	\$ 211,461	\$ 71,195	\$ 34,591	\$ 87,118	\$ 330,755
<i>Target Ending Balance (90-days of O&amp;M Costs)</i>	<i>333,000</i>	<i>375,000</i>	<i>387,000</i>	<i>399,000</i>	<i>411,000</i>	<i>424,000</i>
<b>Sewer Capital Fund</b>						
Ending Balance	\$ 324,315	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000
<i>Target Ending Balance (3% of Net Capital Assets)</i>	<i>279,000</i>	<i>276,000</i>	<i>276,000</i>	<i>280,000</i>	<i>287,000</i>	<i>297,000</i>
<b>Total Ending Balance</b>	<b>\$ 657,315</b>	<b>\$ 487,461</b>	<b>\$ 347,195</b>	<b>\$ 310,591</b>	<b>\$ 363,118</b>	<b>\$ 606,755</b>
<b>Total Recommended Minimum Target</b>	<b>\$ 612,000</b>	<b>\$ 651,000</b>	<b>\$ 663,000</b>	<b>\$ 679,000</b>	<b>\$ 698,000</b>	<b>\$ 721,000</b>

### C. Cost of Service Analysis

Once the net revenue requirements are determined, the cost-of-service analysis proportionately distributes the revenue requirements to each customer class. The cost-of-service analysis consists of two major components: (1) the classification of expenses, and (2) the allocation of costs to customer classes. Costs were classified corresponding to the function they serve. All costs in the City’s budget are allocated to each component of the rate structure in proportion to the level of service required by customers. The levels of service are related to volume and strength of wastewater treated, infrastructure capacity, and customer service. These are based on allocation factors, such as water consumption and number of accounts by customer class. Ultimately, a cost-of-service analysis is intended to result in rates that are proportional to the cost of providing service to each customer class.

#### CLASSIFICATION OF COSTS

Most costs are not typically allocated 100 percent to fixed or variable categories and, therefore, are allocated to multiple functions of wastewater service. Budgeted costs were classified into three categories: flow (collection) costs, strength costs (for BOD and TSS) and customer costs. The classification process provides the basis for allocating costs to various customer classes based on the cost causation (classification) components described below:

- **Flow (Volumetric) related costs** are costs associated with collection and transportation of wastewater to the treatment facility.
- **Strength related costs** are the costs associated with treatment of the wastewater. This specifically allocates costs related to treating both biochemical oxygen demand (BOD) and total suspended solids (TSS).
- **Customer related costs** are associated with having customers connected to the City’s wastewater system, such as customer service, postage, billing, customer outreach and other administrative duties.

The City’s budgeted costs were reviewed and allocated to these cost causation components which are used as the basis for establishing new wastewater rates and translate to fixed and variable charges. Tables in the



Appendix show how the City's expenses were classified and allocated to these cost causation components in detail.

The City's current rate structure collects 100 percent of the revenue from residential customers from fixed monthly charges. The commercial customers collect a fixed charge as well as a variable charge per hcf of average water consumed during winter months (when water usage is at the lowest).

**Figure 4** summarizes the allocation of the net revenue requirements to each cost causation component for the proposed new rates. More detail on the development of the allocation factors that resulted in this summary will be covered in the following section.

**Figure 4. Allocation of Revenue Requirements by Customer Class**

Customer Class	Cost Classification Components				Cost-of-Service Net Revenue	% of COS Net Revenue
	Volume	Treatment		Customer Related		
		BOD	TSS			
<b>Net Revenue Requirements<sup>1</sup></b>	<b>\$ 811,962</b>	<b>\$ 324,785</b>	<b>\$ 324,785</b>	<b>\$ 305,399</b>	<b>\$ 1,766,930</b>	<b>--</b>
	46.0%	18.4%	18.4%	17.3%	100.0%	
Residential Metered	\$455,051	\$ 178,707	\$ 183,738	\$ 179,180	\$ 996,676	56.4%
Multiple Residential Metered	\$ 92,068	\$ 36,157	\$ 37,175	\$ 73,260	\$ 238,659	13.5%
Business Metered	\$113,676	\$ 44,643	\$ 45,899	\$ 23,616	\$ 227,834	12.9%
Car Wash	\$ 5,315	\$ 167	\$ 1,288	\$ 201	\$ 6,971	0.4%
Hospitals & Rest Homes	\$ 13,712	\$ 5,385	\$ 2,215	\$ 301	\$ 21,613	1.2%
Laundromat	\$ 2,029	\$ 478	\$ 360	\$ 100	\$ 2,967	0.2%
Markets & Morgues	\$ 5,405	\$ 6,793	\$ 4,801	\$ 301	\$ 17,301	1.0%
Motels & Hotels	\$ 11,401	\$ 5,552	\$ 2,210	\$ 301	\$ 19,464	1.1%
Restaurants & Bakeries	\$ 2,786	\$ 3,501	\$ 2,475	\$ 804	\$ 9,566	0.5%
Public Authority Metered	\$ 43,986	\$ 17,274	\$ 17,760	\$ 4,723	\$ 83,744	4.7%
<b>North Willows</b>						
Residential Metered	\$ 64,285	\$ 25,246	\$ 25,956	\$ 22,109	\$ 137,595	7.8%
Business Metered	\$ 822	\$ 323	\$ 332	\$ 301	\$ 1,778	0.1%
Public Authority Metered	\$ 1,425	\$ 560	\$ 575	\$ 201	\$ 2,761	0.2%
<b>Total</b>	<b>\$811,962</b>	<b>\$ 324,785</b>	<b>\$ 324,785</b>	<b>\$ 305,399</b>	<b>\$ 1,766,930</b>	<b>100%</b>

1. Revenue requirement for each customer class is determined by multiplying the revenue requirement from each cost classification by the allocation factors for each customer class.

## CUSTOMER CLASSES

**Customer classes** are determined by combining customers with similar demand characteristics and types of use into categories that reflect the cost differentials to serve each type of customer. This process is limited by the desire to not overcomplicate the City's rate structure. For the City, the customer classes are split between single family residential (SFR), multi-family residential (MFR), business, public authority customers and the customers located within North Willows boundaries.

As shown in **Figure 5**, the development of the volumetric (or flow) allocation factor was calculated by taking the lowest consecutive 3-month water usage from January through March 2020 and annualizing the usage per customer class.

**Figure 5. Development of the Volume Allocation Factor**

Customer Class	Number of Units <sup>1</sup>	Annual Volume (hcf)	Average Winter Monthly Consumption <sup>2</sup> (hcf)	Annualized Winter Avg. Based Volume (hcf)	Percentage of Adjusted Volume
Residential Metered	1,783	294,724	11,814	141,772	56.0%
Multiple Residential Metered	729	38,341	2,390	28,684	11.3%
Business Metered	235	59,986	2,951	35,416	14.0%
Car Wash	2	2,493	138	1,656	0.7%
Hospitals & Rest Homes	3	6,611	356	4,272	1.7%
Laundromat	1	1,035	53	632	0.2%
Markets & Morgues	3	2,016	140	1,684	0.7%
Motels & Hotels	3	4,900	296	3,552	1.4%
Restaurants & Bakeries	8	1,508	72	868	0.3%
Public Authority Metered	47	26,657	1,142	13,704	5.4%
<b>North Willows</b>					
Residential Metered	220	32,810	1,669	20,028	7.9%
Business Metered	3	453	21	256	0.1%
Public Authority Metered	2	727	37	444	0.2%
<b>Total</b>	<b>3,039</b>	<b>472,261</b>	<b>21,081</b>	<b>252,968</b>	<b>100.0%</b>

1. Number of accounts, units & Consumption from 2020 in source file: *Manipulated\_Sewer-Complete Customer List by APN 2019.xlsx*
2. Includes months of January through March 2020.

Figure 6 shows the development of the strength allocation factors by customer class. The typical strength factors for biochemical oxygen demand (BOD) and total suspended solids (TSS) are derived from recommended strength factors from the State Water Resources Control Board Revenue Program Guidelines, Appendix G.

**Figure 6. Development of the Strength Allocation Factor**

Customer Class	Annualized Winter Flow (hcf)	Biochemical Oxygen Demand (BOD)				Total Suspended Solids (TSS)			
		Average Strength Factor (mg/l)	Calculated BOD (lbs./yr.)	Adjusted BOD (lbs./yr.)	Percent of Total	Average Strength Factor (mg/l)	Calculated TSS (lbs./yr.)	Adjusted TSS (lbs./yr.)	Percent of Total
Residential Metered	141,772	250	221,105	313,101	55.0%	250	221,105	208,140	56.6%
Multiple Residential Metered	28,684	250	44,735	63,348	11.1%	250	44,735	42,112	11.4%
Business Metered	35,416	250	55,234	78,216	13.7%	250	55,234	51,995	14.1%
Car Wash	1,656	20	207	293	0.1%	150	1,550	1,459	0.4%
Hospitals & Rest Homes	4,272	250	6,663	9,435	1.7%	100	2,665	2,509	0.7%
Laundromat	632	150	591	837	0.1%	110	434	408	0.1%
Markets & Morgues	1,684	800	8,404	11,901	2.1%	550	5,778	5,439	1.5%
Motels & Hotels	3,552	310	6,869	9,727	1.7%	120	2,659	2,503	0.7%
Restaurants & Bakeries	868	800	4,332	6,134	1.1%	550	2,978	2,804	0.8%
Public Authority Metered	13,704	250	21,372	30,265	5.3%	250	21,372	20,119	5.5%
<b>North Willows</b>									
Residential Metered	20,028	250	31,235	44,232	7.8%	250	31,235	29,404	8.0%
Business Metered	256	250	399	565	0.1%	250	399	376	0.1%
Public Authority Metered	444	250	692	981	0.2%	250	692	652	0.2%
<b>Total</b>	<b>252,968</b>		<b>401,839</b>	<b>569,035</b>	<b>100%</b>		<b>390,837</b>	<b>367,920</b>	<b>100%</b>
		<i>Target, from WWTP Data</i>		<i>569,035 BOD (lbs./yr.)</i>				<i>367,920 TSS (lbs./yr.)</i>	
				<i>1.42 BOD Adj. Factor</i>				<i>0.94 TSS Adj. Factor</i>	

Figure 7 summarizes the development of the customer allocation factor. The number of accounts are shown in this figure, and the percentage of the number of accounts are used in the rate calculation.

**Figure 7. Development of the Customer Allocation Factor**

Customer Class	Number of Accounts <sup>1</sup>	Percentage of Accounts
Residential Metered	1,783	58.7%
Multiple Residential Metered	729	24.0%
Business Metered	235	7.7%
Car Wash	2	0.1%
Hospitals & Rest Homes	3	0.1%
Laundromat	1	0.0%
Markets & Morgues	3	0.1%
Motels & Hotels	3	0.1%
Restaurants & Bakeries	8	0.3%
Public Authority Metered	47	1.5%
<u>North Willows</u>		
Residential Metered	220	7.2%
Business Metered	3	0.1%
Public Authority Metered	2	0.1%
<b>Total</b>	<b>3,039</b>	<b>100.0%</b>

1. Number of accounts 2020 in source file: *Manipulated\_Sewer-Complete Customer List by APN 2019.xlsx*

## D. Rate Design Analysis

The process of evaluating the wastewater rate structure provides the opportunity to incorporate a number of rate-design objectives and policies, including revenue stability, equity among customer classes, and water conservation. The following sections describe this process in which the proposed rates were developed.

### FIXED CHARGES

The fixed charge recognizes that the wastewater utility incurs fixed costs regardless of whether customers send any wastewater into the City’s collection system. There are two factors used to develop the fixed charge: the number of accounts and the annual revenue requirement. The monthly fixed charge for all customers is calculated by simply dividing the net revenue requirement by the number of accounts and the number of billing periods per year. The commercial customers are designed to collect 45 percent of the fixed charge revenue requirement. The fixed charges for each customer class are shown in **Figure 8**.

### VARIABLE CHARGES

The variable charges for commercial customers, on the other hand, are calculated by taking the additional 55 percent portion of the revenue requirement for non-residential customers divided by the estimated annual sewage volume produced. This sewage volume is the adjusted annualized winter water consumption shown in **Figure 5**. The volumetric charges for each customer class are summarized in the rate design table shown in **Figure 8**. It is notable to mention that multi-family residential customers are calculated based on number of dwelling units.



**Figure 8. Development of Fixed and Variable Charges**

Customer Class	No. of Accounts	Annualized Winter Consumption (hcf) <sup>1</sup>	Annual Rev. Req't			Monthly Fixed Charge Per HEU	Volumetric Charge Per hcf
			Total	Fixed	Volumetric		
Residential Metered	1,783	141,772	\$996,676	\$996,676	N/A	\$47.19	
Multiple Residential Metered	729	28,684	\$238,659	\$238,659	N/A	\$27.28	
Business Metered	235	35,416	\$227,834	\$102,525	\$125,309	\$55.69	\$3.49
Car Wash	2	1,656	\$6,971	\$3,137	\$3,834	\$55.69	\$2.32
Hospitals & Rest Homes	3	4,272	\$21,613	\$9,726	\$11,887	\$55.69	\$2.78
Laundromat	1	632	\$2,967	\$1,335	\$1,632	\$55.69	\$2.58
Markets & Morgues	3	1,684	\$17,301	\$7,785	\$9,515	\$55.69	\$5.65
Motels & Hotels	3	3,552	\$19,464	\$8,759	\$10,705	\$55.69	\$3.01
Restaurants & Bakeries	8	868	\$9,566	\$4,305	\$5,261	\$55.69	\$6.06
Public Authority Metered	47	13,704	\$83,744	\$37,685	\$46,059	\$55.69	\$3.49
<b>North Willows</b>							
Residential Metered	220	20,028	\$137,595	\$137,595	N/A	\$47.19	
Business Metered	3	256	\$1,778	\$800	\$978	\$55.69	\$3.49
Public Authority Metered	2	444	\$2,761	\$1,243	\$1,519	\$55.69	\$3.49
<b>Total</b>	<b>3,039</b>	<b>252,968</b>	<b>\$1,766,930</b>	<b>\$1,550,230</b>	<b>\$216,700</b>	<b>--</b>	<b>--</b>
<i>Percent of Revenue from Fixed vs. Volumetric Charges</i>			<i>100.0%</i>	<i>87.74%</i>	<i>12.26%</i>		

1. Annualized winter months of January - March 2020.

**E. Current and Proposed Wastewater Rates**

Figure 9 provides a comparison of the current and proposed wastewater rates through FY 2025/26.

**Figure 9. Proposed Wastewater Rates**

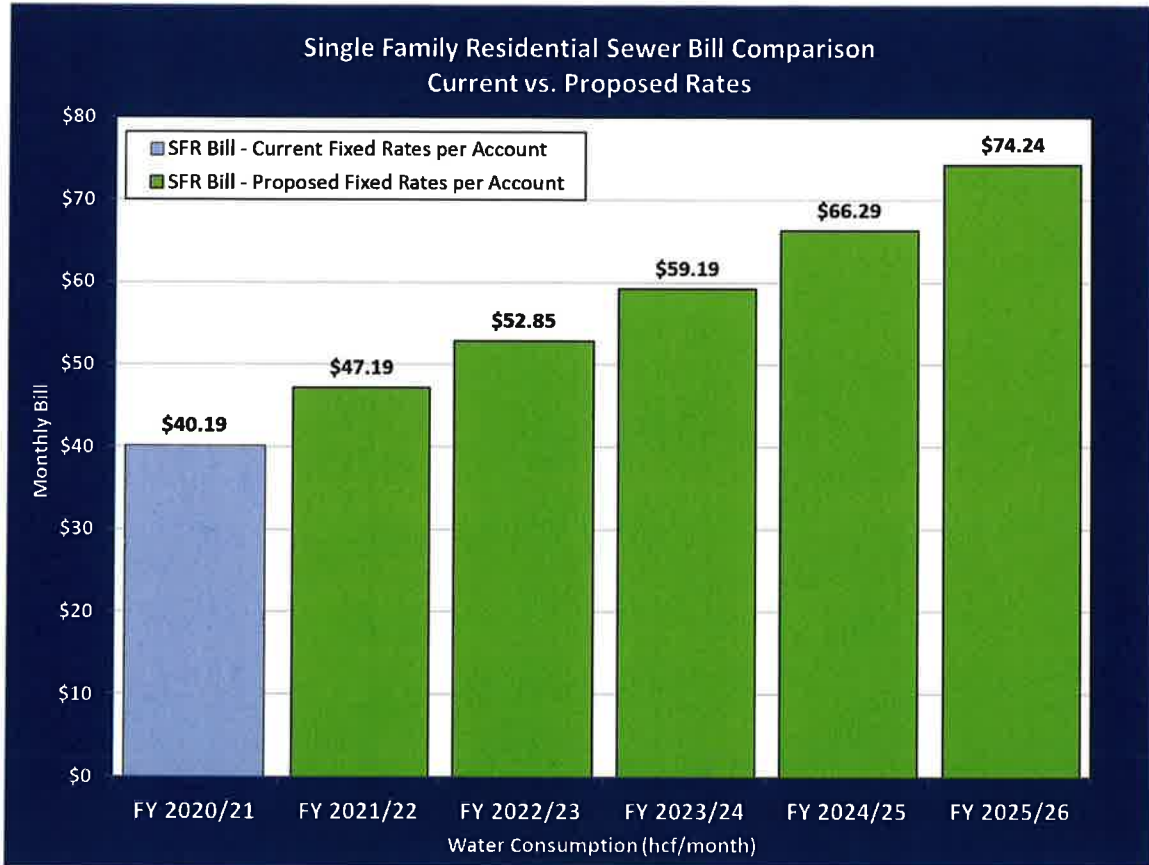
Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates <sup>1</sup>				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Fixed Service Charge</b>						
Single Family Residential	\$40.19	\$47.19	\$52.85	\$59.19	\$66.29	\$74.24
Multi-Family Residential (per unit)	\$40.19	\$27.28	\$30.55	\$34.22	\$38.33	\$42.93
Commercial	\$40.19	\$55.69	\$62.37	\$69.85	\$78.23	\$87.62
<b>Volumetric Charge (\$/hcf)</b>						
<i>Commercial (Applied to Average Winter Water Use)</i>						
Car Wash	\$3.05	\$2.32	\$2.60	\$2.91	\$3.26	\$3.65
Hospital & Rest Home	\$3.17	\$2.78	\$3.11	\$3.48	\$3.90	\$4.37
Jail	\$3.54	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50
Laundry	\$3.42	\$2.58	\$2.89	\$3.24	\$3.63	\$4.07
Market & Morgue	\$3.94	\$5.65	\$6.33	\$7.09	\$7.94	\$8.89
Motel & Hotel	\$3.22	\$3.01	\$3.37	\$3.77	\$4.22	\$4.73
Restaurant & Bakery	\$4.18	\$6.06	\$6.79	\$7.60	\$8.51	\$9.53
Other Commercial	\$3.01	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50

1. Implementation date for FY 2021/22 rates is July 1, 2021, then July in 2022 through 2025.

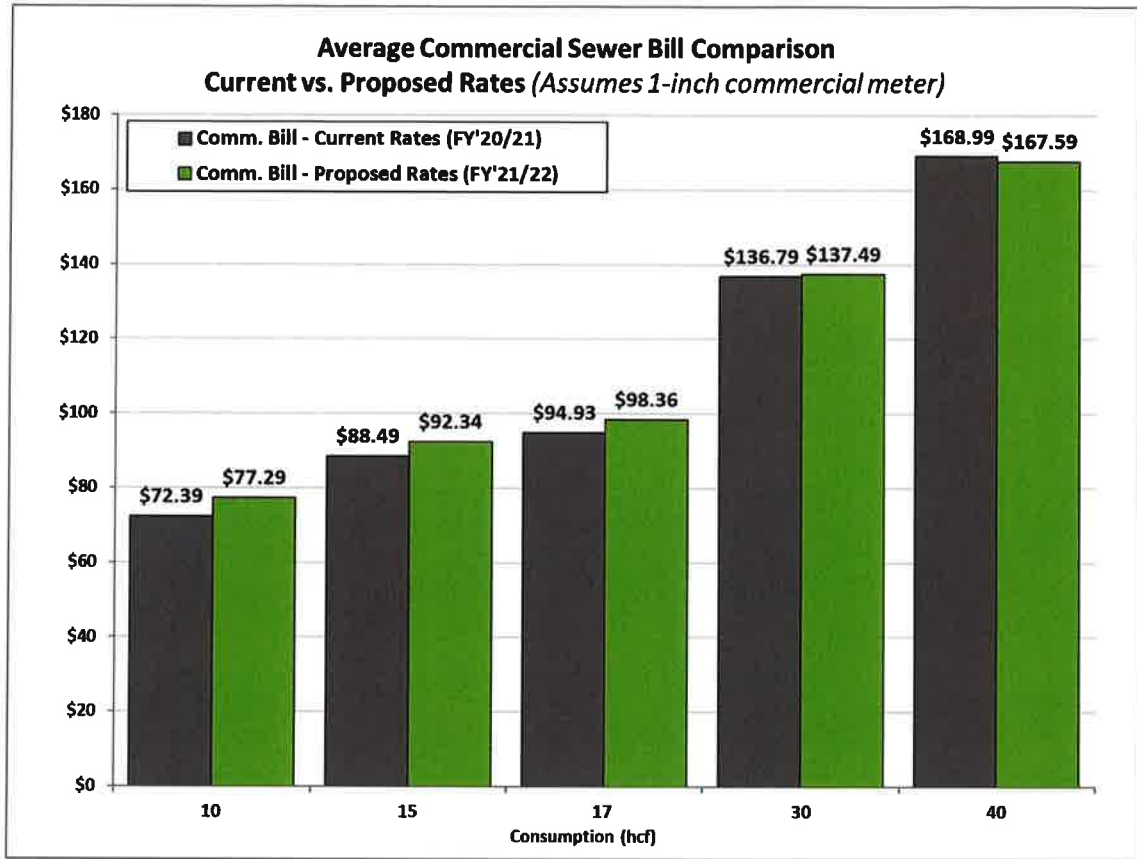
## F. Comparison of Current and Proposed Wastewater Bills

Figure 10 and Figure 11 compare monthly wastewater bills for the current and proposed wastewater rates as a result of the planned rate adjustment for single-family residential customers and non-single family residential customers.

Figure 10. Monthly Wastewater Bill Comparison for Single Family Customers



**Figure 11. Monthly Wastewater Bill Comparison for Commercial Customers at Various Consumptions**



## SECTION 3. RECOMMENDATIONS AND NEXT STEPS

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### A. Consultant Recommendations

NBS recommends the City take the following actions:

**Approve and accept this Study:** NBS recommends the City Council formally approve and adopt this Study and its recommendations and proceed with the steps required to implement the proposed rates to maintain current level of service and achieve the City’s strategic goals. This report will provide documentation of the rate study analyses and the basis for analyzing potential changes to future rates.

**Implement Recommended Levels of Rate Adjustments and Proposed Rates:** Based on successfully meeting the Proposition 218 procedural requirements, the City Council should proceed with implementing the 5-year schedule of proposed rates and rate adjustments previously shown in **Figure 9**. This will help ensure the continued financial health of the City’s wastewater utility.

### B. Next Steps

Annually Review Rates and Revenue – Any time an agency adopts new utility rates or rate structures, those new rates should be closely monitored over the next several years to ensure the revenue generated is sufficient to meet the annual revenue requirements. Changing economic and water consumption patterns underscore the need for this review, as well as potential and unseen changing revenue requirements—particularly those related to environmental regulations that can significantly affect capital improvements and repair and replacement costs.

*Note: The attached Appendix provide more detailed information on the analysis of the wastewater revenue requirements, cost-of-service analysis and cost allocations, and the rate design analyses that have been summarized in this report.*

### C. NBS’ Principal Assumptions and Considerations

In preparing this report and the opinions and recommendations included herein, NBS has relied on a number of principal assumptions and considerations with regard to financial matters, conditions, and events that may occur in the future. This information and these assumptions, including City’s budgets, capital improvement costs, customer consumption and billing revenue and information from City staff were provided by sources we believe to be reliable, although NBS has not independently verified this data.

While we believe NBS’ use of such information and assumptions is reasonable for the purpose of this report and its recommendations, some assumptions will invariably not materialize as stated herein and may vary significantly due to unanticipated events and circumstances. Therefore, the actual results can be expected to vary from those projected to the extent that actual future conditions differ from those assumed by us or provided to us by others.

**Appendix: Detailed Wastewater Study Tables and Figures**

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**CITY OF WILLOWS  
SEWER RATE STUDY  
Financial Plan and Reserve Projections**

**TABLE 1 : FINANCIAL PLAN AND SUMMARY OF REVENUE REQUIREMENTS**

RATE REVENUE REQUIREMENTS SUMMARY	Budgeted <sup>1</sup>	Budgeted <sup>1</sup>	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Sources of Sewer Funds</b>						
<i>Sewer Rate Revenue:</i>						
Sewer Rate Revenue Under Current Rates	\$ 1,573,682	\$ 1,573,682	\$ 1,577,616	\$ 1,581,560	\$ 1,585,514	\$ 1,589,478
Revenue from Rate Increases	-	236,052	454,353	699,935	976,149	1,286,758
Subtotal: Rate Revenue After Rate Increases - Sewer	\$ 1,573,682	\$ 1,809,734	\$ 2,031,970	\$ 2,281,496	\$ 2,561,663	\$ 2,876,235
<i>Non-Rate Revenue:</i>						
Sewer Connection Fee Revenue	\$ 15,000	\$ 15,000	\$ 15,038	\$ 15,075	\$ 15,113	\$ 15,151
Interest Income <sup>2</sup>	11,500	13,500	9,067	6,458	5,777	6,754
Subtotal: Non-Rate Revenue	\$ 26,500	\$ 28,500	\$ 24,104	\$ 21,533	\$ 20,890	\$ 21,905
<b>Total Sources of Funds</b>	<b>\$ 1,600,182</b>	<b>\$ 1,838,234</b>	<b>\$ 2,056,074</b>	<b>\$ 2,303,028</b>	<b>\$ 2,582,553</b>	<b>\$ 2,898,140</b>
<b>Uses of Sewer Funds</b>						
<i>Operating Expenses:</i>						
Salaries & Benefits Expenses	\$ 315,077	\$ 331,933	\$ 343,588	\$ 355,660	\$ 368,165	\$ 381,119
Other Operating Expenses	1,018,111	1,169,584	1,203,847	1,239,162	1,275,563	1,313,085
Subtotal: Operating Expenses:	\$ 1,333,188	\$ 1,501,517	\$ 1,547,435	\$ 1,594,822	\$ 1,643,728	\$ 1,694,204
<i>Other Expenditures:</i>						
Current Debt Service	\$ 352,083	\$ 352,071	\$ 351,853	\$ 351,429	\$ 351,681	\$ 351,681
New Debt Service	-	-	-	-	-	-
Rate-Funded Capital Expenses	30,000	106,185	297,052	393,382	534,617	608,619
Subtotal: Other Expenditures	\$ 382,083	\$ 458,256	\$ 648,905	\$ 744,811	\$ 886,297	\$ 960,300
<b>Total Uses of Funds</b>	<b>\$ 1,715,271</b>	<b>\$ 1,959,773</b>	<b>\$ 2,196,340</b>	<b>\$ 2,339,633</b>	<b>\$ 2,530,025</b>	<b>\$ 2,654,503</b>
<b>Annual Surplus/(Deficit)</b>	<b>\$ (115,089)</b>	<b>\$ (121,539)</b>	<b>\$ (140,266)</b>	<b>\$ (36,604)</b>	<b>\$ 52,528</b>	<b>\$ 243,637</b>
<b>Net Revenue Req't. (Total Uses less Non-Rate Revenue)</b>	<b>\$ 1,688,771</b>	<b>\$ 1,931,273</b>	<b>\$ 2,172,236</b>	<b>\$ 2,318,100</b>	<b>\$ 2,509,136</b>	<b>\$ 2,632,599</b>
<b>Projected Annual % Rate Increases</b>	<b>0.00%</b>	<b>15.00%</b>	<b>12.00%</b>	<b>12.00%</b>	<b>12.00%</b>	<b>12.00%</b>
<b>Cumulative Increase from Annual Revenue Increases</b>	<b>0.00%</b>	<b>15.00%</b>	<b>27.00%</b>	<b>39.00%</b>	<b>51.00%</b>	<b>63.00%</b>

1. Revenues and Expenditures budgeted for FY 2020/21-2021/22 found in source file: *Willows\_BUDGET-2020-2021-Adopted.pdf, Page 5.1-5.3*  
2. Calculated interest in FY 2022/23 and after.



CITY OF WILLOWS  
SEWER RATE STUDY  
Financial Plan and Reserve Projections

*Financial Plan & Reserve Summary*

TABLE 2 : SEWER RESERVE FUND SUMMARY

SUMMARY OF CASH ACTIVITY UN-RESTRICTED RESERVES	Budgeted <sup>2</sup>	Budgeted <sup>2</sup>	Projected			
	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Total Beginning Unrestricted Cash</b>	\$ 772,404	\$ 657,315				
<b>Sewer Maintenance</b>						
Beginning Reserve Balance <sup>1</sup>	\$ 496,873	\$ 333,000	\$ 211,461	\$ 71,195	\$ 34,591	\$ 87,118
Plus: Net Cash Flow (After Rate Increases)	(115,089)	(121,539)	(140,266)	(36,604)	52,528	243,637
Plus: Transfer In of Debt Reserve Surplus	-	-	-	-	-	-
Less: Transfer Out to Capital Facilities Reserve	(48,784)	-	-	-	-	-
<b>Ending Operating Reserve Balance</b>	\$ 333,000	\$ 211,461	\$ 71,195	\$ 34,591	\$ 87,118	\$ 330,755
<b>Target Ending Balance (90-days of O&amp;M Costs) <sup>2</sup></b>	\$ 333,000	\$ 375,000	\$ 387,000	\$ 399,000	\$ 411,000	\$ 424,000
<b>Sewer Construction</b>						
Beginning Reserve Balance <sup>1</sup>	\$ 275,531	\$ 324,315	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000
Plus: Transfer In of Operating Reserve Surplus	48,784	-	-	-	-	-
Less: Use of Reserves for Capital Projects	-	(48,315)	-	-	-	-
<b>Ending Capital Facilities Reserve Balance</b>	\$ 324,315	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000
<b>Target Capital Facilities Reserve (3% of Assets) <sup>3</sup></b>	\$ 279,000	\$ 276,000	\$ 276,000	\$ 280,000	\$ 287,000	\$ 297,000
<b>Ending Balance</b>	\$ 657,315	\$ 487,461	\$ 347,195	\$ 310,591	\$ 363,118	\$ 606,755
<b>Minimum Target Ending Balance</b>	\$ 612,000	\$ 651,000	\$ 663,000	\$ 679,000	\$ 698,000	\$ 721,000
<b>Ending Surplus/(Deficit) Compared to Reserve Targets</b>	\$ 45,315	\$ (163,539)	\$ (315,805)	\$ (368,409)	\$ (334,882)	\$ (114,245)
<b>Annual Interest Earnings Rate <sup>4</sup></b>	0.00%	0.00%	1.86%	1.86%	1.86%	1.86%

1. Ending Wastewater fund balances from, *CAFR\_Financial-Statements-6-30-2020.pdf, page 18 for total sewer funds.*
2. NBS is proposing a target reserve level of 90-days of O&M expenses for the sewer maintenance fund.
3. Assets used for target reserve calculation from City's CAFR: *CAFR\_Financial-Statements-6-30-2020.pdf, Page 18 for total sewer funds, noncurrent assets.*
4. City's actual or budgeted interest earnings are used in analysis for unrestricted reserves in FY 2020/21-2021/22. For 2022/23 and beyond, interest earning rates are estimated at the 3-year average (FY '17/18 - '19/20) for funds invested in LAIF, per the California Treasurer's Office website, for the restricted reserves.  
Source: <https://www.treasurer.ca.gov/pmia-laif/historical/annual.asp>.

CHART 1

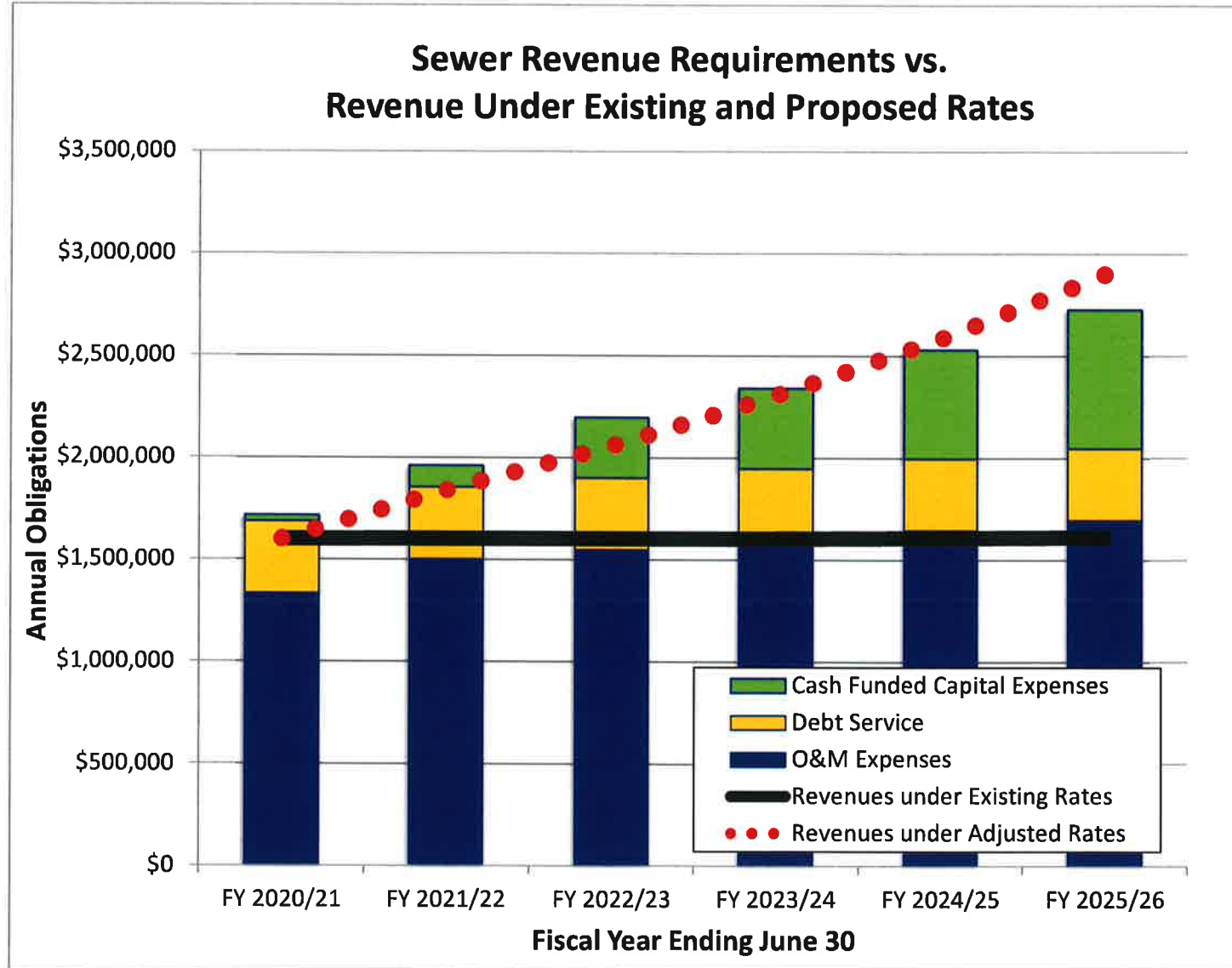
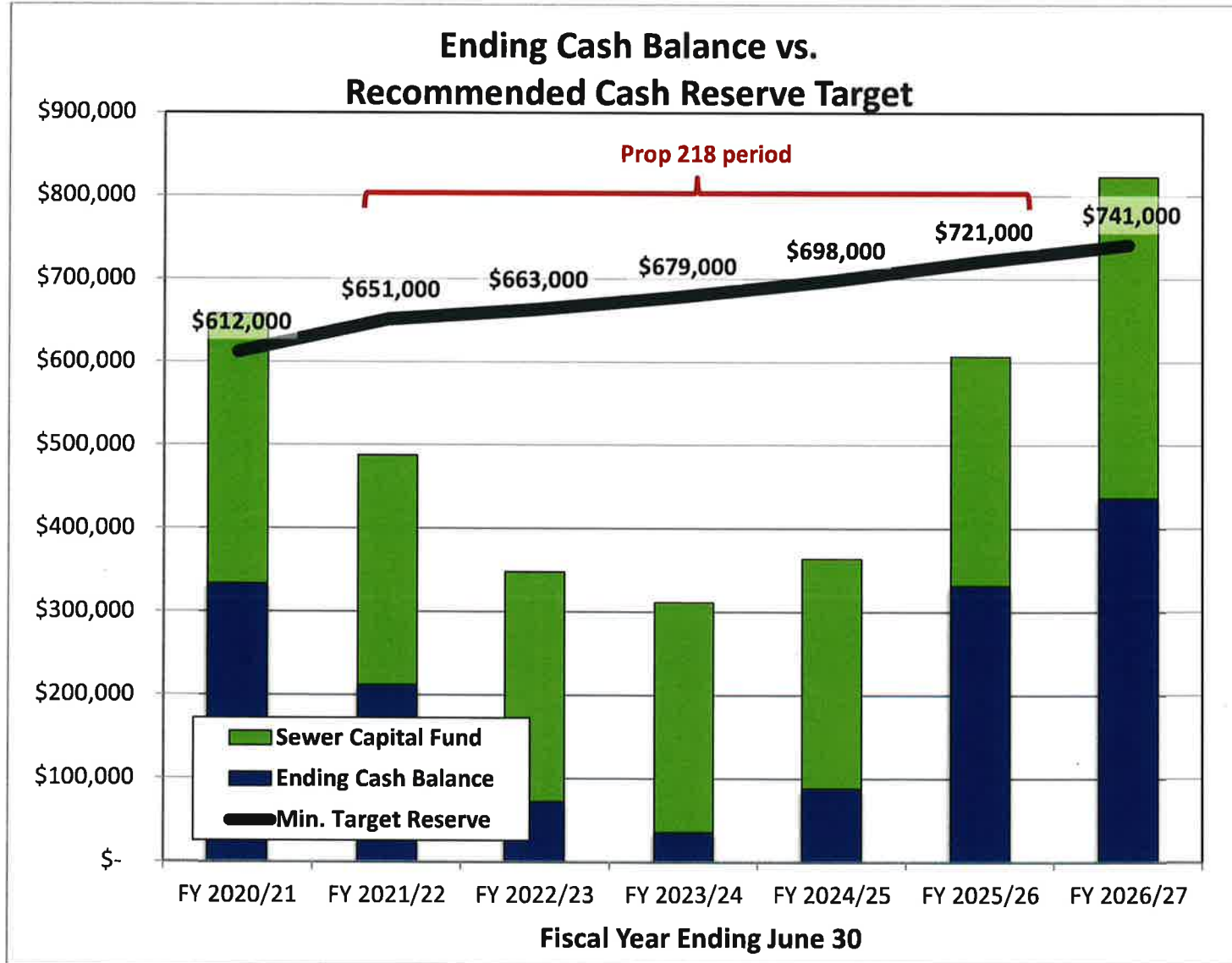


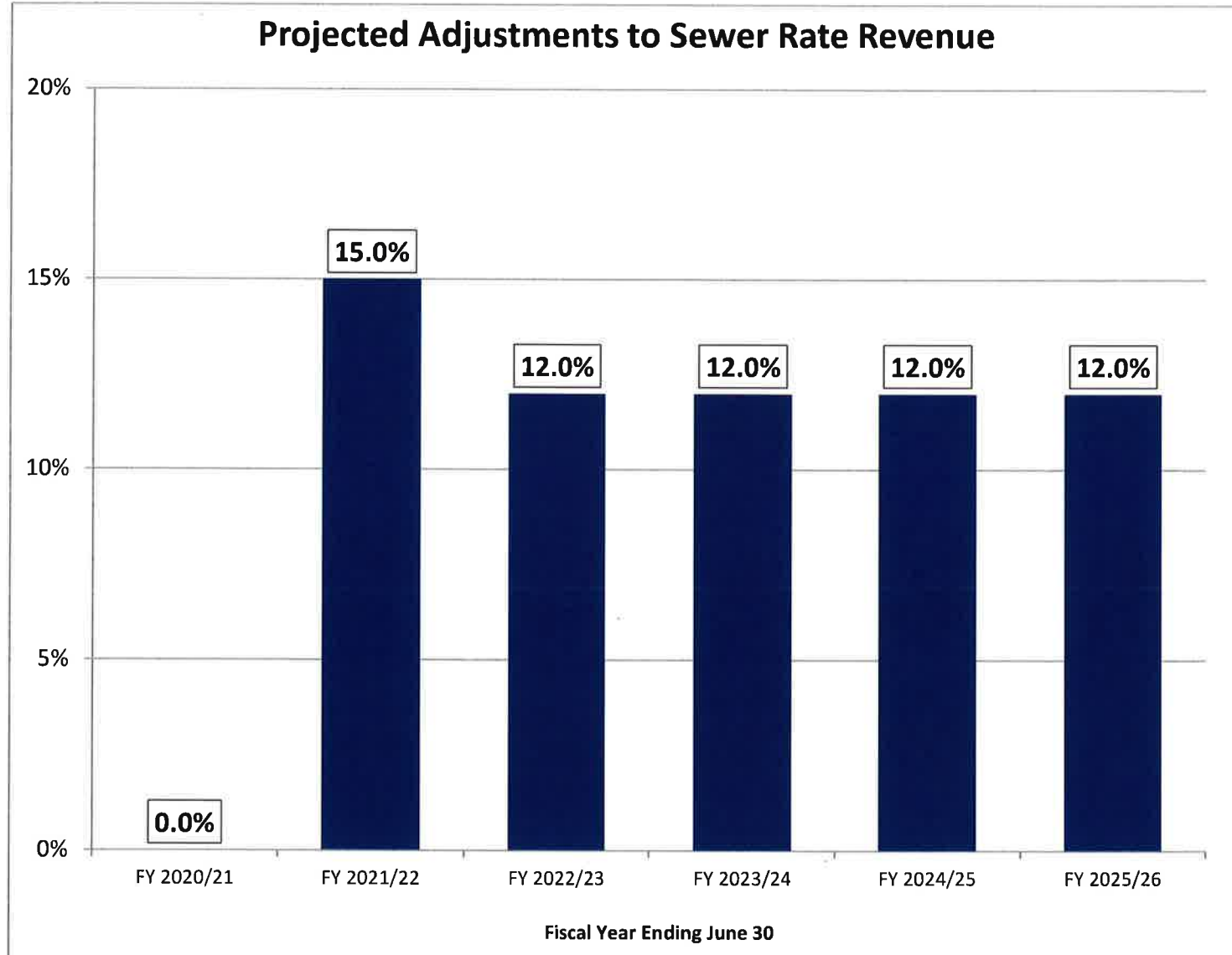


CHART 2



**CITY OF WILLOWS**  
**SEWER RATE STUDY**  
Rate Adjustment Charts and Report Tables

**CHART 3**



**CITY OF WILLOWS**  
**SEWER RATE STUDY**  
**Operating Revenue and Expenses**

**EXHIBIT 1**

**TABLE 3 : REVENUE FORECAST <sup>1</sup>**

SOURCES OF REVENUE	Basis	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>SEWER SERVICE REVENUE</b>							
Residential	1	\$ 1,175,787	\$ 1,175,787	\$ 1,178,726	\$ 1,181,673	\$ 1,184,627	\$ 1,187,589
Commercial	1	260,000	260,000	260,650	261,302	261,955	262,610
NE Willows CSD	1	137,895	137,895	138,240	138,585	138,932	139,279
Interest Income <sup>2</sup>	See FP	10,000	10,000	-	-	-	-
<i>Subtotal: Sewer Service Revenue</i>		<i>\$ 1,583,682</i>	<i>\$ 1,583,682</i>	<i>\$ 1,577,616</i>	<i>\$ 1,581,560</i>	<i>\$ 1,585,514</i>	<i>\$ 1,589,478</i>
<b>SEWER CONNECTION REVENUE</b>							
Connection Fee Revenue	1	\$ 15,000	\$ 15,000	\$ 15,038	\$ 15,075	\$ 15,113	\$ 15,151
Interest Income <sup>2</sup>	See FP	1,500	3,500	-	-	-	-
<i>Subtotal: Non-Operating Revenue</i>		<i>\$ 16,500</i>	<i>\$ 18,500</i>	<i>\$ 15,038</i>	<i>\$ 15,075</i>	<i>\$ 15,113</i>	<i>\$ 15,151</i>
<b>TOTAL: SEWER REVENUE</b>		<b>\$ 1,600,182</b>	<b>\$ 1,602,182</b>	<b>\$ 1,592,654</b>	<b>\$ 1,596,635</b>	<b>\$ 1,600,627</b>	<b>\$ 1,604,628</b>

**TABLE 4 : SUMMARY OF REVENUES**

REVENUE SUMMARY	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 19/20	FY 2025/26
<b>RATE REVENUE</b>						
Sewer Rate Revenue	\$ 1,573,682	\$ 1,573,682	\$ 1,577,616	\$ 1,581,560	\$ 1,585,514	\$ 1,589,478
<b>OTHER REVENUE:</b>						
Sewer Connection Fee Revenue	15,000	15,000	15,038	15,075	15,113	15,151
Interest Income <sup>2</sup>	11,500	13,500	-	-	-	-
<b>TOTAL: SEWER REVENUE</b>	<b>\$ 1,600,182</b>	<b>\$ 1,602,182</b>	<b>\$ 1,592,654</b>	<b>\$ 1,596,635</b>	<b>\$ 1,600,627</b>	<b>\$ 1,604,628</b>

**CITY OF WILLOWS**  
**SEWER RATE STUDY**  
**Operating Revenue and Expenses**

**EXHIBIT 1**

**TABLE 5 : OPERATING EXPENSE FORECAST <sup>1,3</sup>**

<b>EXPENSES</b>	<b>Basis</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 19/20</b>	<b>FY 2025/26</b>
<b>SEWER MAINTENANCE PERSONNEL</b>							
318.4001 Salaries	3	\$ 138,643	\$ 144,184	\$ 148,510	\$ 152,965	\$ 157,554	\$ 162,280
318.4002 Overtime	3	8,000	8,000	8,240	8,487	8,742	9,004
318.4006 PERS	5	77,067	84,294	87,666	91,172	94,819	98,612
318.4007 Health Insurance	4	70,353	73,490	76,430	79,487	82,666	85,973
318.4008 FICA	5	11,218	11,642	12,108	12,592	13,096	13,619
318.4009 Workers Compensation	3	9,210	9,671	9,961	10,260	10,568	10,885
318.4013 Unemployment	3	400	400	412	424	437	450
318.4014 Life Insurance	4	186	252	262	273	283	295
<i>Subtotal: Sewer Maintenance Personnel</i>		<i>\$ 315,077</i>	<i>\$ 331,933</i>	<i>\$ 343,588</i>	<i>\$ 355,660</i>	<i>\$ 368,165</i>	<i>\$ 381,119</i>
<b>SEWER MAINTENANCE OPERATIONS</b>							
318.4020 Office Expense	2	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675	\$ 696
318.4030 Special Departmental	2	4,500	4,635	4,774	4,917	5,065	5,217
318.4040 Small to OLS	2	600	618	637	656	675	696
318.4050 Uniform Expense	2	2,800	2,884	2,971	3,060	3,151	3,246
318.4071 Telephone	2	950	979	1,008	1,039	1,070	1,102
318.4080 PG&E	8	180,000	182,500	186,150	189,873	193,670	197,544
318.4081 Water and Sewer	2	2,600	2,600	2,678	2,758	2,841	2,926
318.4100 Building Maintenance	2	2,500	2,575	2,652	2,732	2,814	2,898
318.4111 Vehicle Maintenance	2	20,000	20,600	21,218	21,855	22,510	23,185
318.4112 Vehicle Tires	2	2,000	2,060	2,122	2,185	2,251	2,319
318.4113 Vehicle Fuel	2	7,000	7,000	7,210	7,426	7,649	7,879
318.4115 Equipment Maintenance	2	21,000	21,630	22,279	22,947	23,636	24,345
318.4120 Professional Services	2	35,000	35,000	36,050	37,132	38,245	39,393
318.4130 Contractual Services	2	654,000	673,620	693,829	714,643	736,083	758,165
318.4140 Insurance	6	31,771	33,360	35,362	37,483	39,732	42,116
318.4150 Travel and Meetings	2	300	309	318	328	338	348
318.4160 Dues and Memberships	2	2,000	2,060	2,122	2,185	2,251	2,319
318.4170 Training	2	300	309	318	328	338	348
318.5132 First Aid and Safety	2	250	258	266	274	282	290
318.5631 Discharge Permit	2	10,500	10,815	11,139	11,474	11,818	12,172
318.5632 General Administration	2	39,440	165,154	170,109	175,212	180,468	185,882
<i>Subtotal: Sewer Maintenance Operations</i>		<i>\$ 1,018,111</i>	<i>\$ 1,169,584</i>	<i>\$ 1,203,847</i>	<i>\$ 1,239,162</i>	<i>\$ 1,275,563</i>	<i>\$ 1,313,085</i>
<b>TOTAL: SEWER EXPENSES</b>		<b>\$ 1,333,188</b>	<b>\$ 1,501,517</b>	<b>\$ 1,547,435</b>	<b>\$ 1,594,822</b>	<b>\$ 1,643,728</b>	<b>\$ 1,694,204</b>

**CITY OF WILLOWS  
SEWER RATE STUDY  
Operating Revenue and Expenses**

**EXHIBIT 1**

**TABLE 6 : FORECASTING ASSUMPTIONS <sup>4</sup>**

<b>INFLATION FACTORS</b>	<b>Basis</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 19/20</b>	<b>FY 2025/26</b>
Customer Growth	1	--	0.25%	0.25%	0.25%	0.25%	0.25%
General Cost Inflation	2	--	3.00%	3.00%	3.00%	3.00%	3.00%
Labor Cost Inflation	3	--	3.00%	3.00%	3.00%	3.00%	3.00%
Health Benefits Cost Inflation	4	--	4.00%	4.00%	4.00%	4.00%	4.00%
Retirement Benefits Cost Inflation	5	--	4.00%	4.00%	4.00%	4.00%	4.00%
Insurance	6	--	6.00%	6.00%	6.00%	6.00%	6.00%
Chemicals	7	--	2.00%	2.00%	2.00%	2.00%	2.00%
Energy	8	--	2.00%	2.00%	2.00%	2.00%	2.00%
No Escalation	9	--	0.00%	0.00%	0.00%	0.00%	0.00%

1. Revenues and Expenditures budgeted for FY 2020/21-2021/22 found in source file: *Willows\_BUDGET-2020-2021-Adopted.pdf, Page 5.1-5.3*
2. Interest income is calculated in the Financial Plan and excluded from this table.
3. Inflationary factors are applied to these expenses to project costs in 2021/22 and beyond.
4. Inflationary factors estimated by NBS based on ENR annual averages for the region.

CITY OF WILLOWS  
SEWER RATE STUDY  
Capital Improvement Plan Expenditures

EXHIBIT 2

TABLE 7 : CAPITAL FUNDING SUMMARY

CAPITAL FUNDING FORECAST						
Funding Sources:	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
FEMA/CalOES Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Use of Connection Fee Reserves	-	-	-	-	-	-
Use of SFR Proceeds	-	-	-	-	-	-
Use of New Revenue Bond Proceeds	-	-	-	-	-	-
Use of Capital Rehabilitation and Replacement Reserve	-	48,315	-	-	-	-
Rate Revenue	30,000	106,185	297,052	393,382	534,617	608,619
<b>Total Sources of Capital Funds</b>	<b>\$ 30,000</b>	<b>\$ 154,500</b>	<b>\$ 297,052</b>	<b>\$ 393,382</b>	<b>\$ 534,617</b>	<b>\$ 608,619</b>
Uses of Capital Funds:						
<b>Total Project Costs</b>	<b>\$ 30,000</b>	<b>\$ 154,500</b>	<b>\$ 297,052</b>	<b>\$ 393,382</b>	<b>\$ 534,617</b>	<b>\$ 608,619</b>
<b>Capital Funding Surplus (Deficiency)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>SFR revenue Bonds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>New Revenue Bond Proceeds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CAPITAL IMPROVEMENT PROGRAM

TABLE 8 : Capital Improvement Program Costs (in Current-Year Dollars)<sup>1</sup>

Project Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
321.7210 Sewer Line Replacement	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
318 Sycamore Street Lift Station Rehabilitation	-	50,000	-	-	-	-
318 Pacific Avenue Lift Station Rehabilitation	-	-	50,000	-	-	-
318 Lassen Street Lift Station Rehabilitation	-	-	-	50,000	-	-
318 Road 57 Lift Station Rehabilitation	-	-	-	-	-	50,000
318 6" sewer in alley between Plumas & Shasta, Laurel to Wood	-	-	-	-	200,000	400,000
318 6" sewer in alley between Shasta & Butte, Laurel to Wood	-	-	-	250,000	200,000	-
318 6" sewer in alley between Butte & Tehama, Wood to Vine	-	-	150,000	-	-	-
318 8" sewer in Yolo Street, Ash to Wood	-	-	-	-	-	-
318 6" sewer in Sacramento Street, Central Canal to Wood	-	-	-	-	-	-
318 Install covers over clarifier launders	-	100,000	-	-	-	-
318 Repair cracks in chlorine contact chambers	-	-	50,000	-	-	-
318 Underground sodium bisulfite (SBS) carrier lines	-	-	-	60,000	-	-
318 Construct SBS injection system housing structure	-	-	-	-	75,000	-
318 Construct sodium hypochlorite system housing structure	-	-	-	-	-	75,000
318 Misc. site safety improvements	-	-	30,000	-	-	-
318 Construct new Administration Building	-	-	-	-	-	-
<b>Future Projects<sup>2</sup></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total: CIP Program Costs (Current-Year Dollars)</b>	<b>\$ 30,000</b>	<b>\$ 150,000</b>	<b>\$ 280,000</b>	<b>\$ 360,000</b>	<b>\$ 475,000</b>	<b>\$ 525,000</b>

1. Capital outlay for sewer maintenance found in source files: Willows\_BUDGET-2020-2021-Adopted.pdf, PG 5.4, & Draft Wastewater CIP Program 2021-03-17.xlsx

2. Future projects are the average of FY 20/21-21/22.

**CITY OF WILLOWS  
SEWER RATE STUDY  
Capital Improvement Plan Expenditures**

**EXHIBIT 2**

**TABLE 9 : Capital Improvement Program Costs (in Future-Year Dollars)**

Project Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
321.7210 Sewer Line Replacement	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
318 Sycamore Street Lift Station Rehabilitation	-	51,500	-	-	-	-
318 Pacific Avenue Lift Station Rehabilitation	-	-	53,045	-	-	-
318 Lassen Street Lift Station Rehabilitation	-	-	-	54,636	-	-
318 Road 57 Lift Station Rehabilitation	-	-	-	-	-	57,964
318 6" sewer in alley between Plumas & Shasta, Laurel to Wood	-	-	-	-	225,102	463,710
318 6" sewer in alley between Shasta & Butte, Laurel to Wood	-	-	-	273,182	225,102	-
318 6" sewer in alley between Butte & Tehama, Wood to Vine	-	-	159,135	-	-	-
318 8" sewer in Yolo Street, Ash to Wood	-	-	-	-	-	-
318 6" sewer in Sacramento Street, Central Canal to Wood	-	-	-	-	-	-
318 Install covers over clarifier launders	-	103,000	-	-	-	-
318 Repair cracks in chlorine contact chambers	-	-	53,045	-	-	-
318 Underground sodium bisulfite (SBS) carrier lines	-	-	-	65,564	-	-
318 Construct SBS injection system housing structure	-	-	-	-	84,413	-
318 Construct sodium hypochlorite system housing structure	-	-	-	-	-	86,946
318 Misc. site safety improvements	-	-	31,827	-	-	-
318 Construct new Administration Building	-	-	-	-	-	-
<b>Future Projects <sup>2</sup></b>	-	-	-	-	-	-
<b>Total: CIP Program Costs (Future-Year Dollars)</b>	<b>\$ 30,000</b>	<b>\$ 154,500</b>	<b>\$ 297,052</b>	<b>\$ 393,382</b>	<b>\$ 534,617</b>	<b>\$ 608,619</b>

2. Future projects are the average of FY 20/21-21/22.

**TABLE 10 : FORECASTING ASSUMPTIONS**

Economic Variables	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
Annual Construction Cost Inflation, Per Engineering News Record <sup>3</sup>	0.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Cumulative Construction Cost Multiplier from FY 2020/21	1.00	1.03	1.06	1.09	1.13	1.16

3. Construction Cost Inflation Factors averaged from Engineering News Record historical indices.

**CITY OF WILLOWS  
SEWER RATE STUDY  
Debt Service**

**EXHIBIT 3**

**TABLE 11 : EXISTING DEBT OBLIGATIONS**

<b>DISTRICT DEBT OBLIGATIONS</b>						
<b>Annual Repayment Schedules:</b>	<b>FY 2020/21</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>	<b>FY 2024/25</b>	<b>FY 2025/26</b>
<b>COP on WWTP<sup>1</sup></b>						
Principal Payment	\$ 119,000	\$ 124,000	\$ 129,000	\$ 134,000	\$ 152,200	\$ 152,200
Interest Payment	233,083	228,071	222,853	217,429	199,481	199,481
<b>Subtotal: Annual Debt Service</b>	<b>\$ 352,083</b>	<b>\$ 352,071</b>	<b>\$ 351,853</b>	<b>\$ 351,429</b>	<b>\$ 351,681</b>	<b>\$ 351,681</b>
Coverage Requirement (\$-Amnt. above annual payment) <sup>2</sup>	-	-	-	-	-	-
Reserve Requirement (total fund balance) <sup>2</sup>	-	-	-	-	-	-

1. Debt schedule from CAFR in source file: Willows debt schedule.msg

2. NBS is assuming no coverage or reserve requirement.

**TABLE 12 : EXISTING ANNUAL DEBT OBLIGATIONS TO BE SATISFIED BY SEWER RATES**

<b>Existing Annual Debt Service</b>	<b>\$ 352,083</b>	<b>\$ 352,071</b>	<b>\$ 351,853</b>	<b>\$ 351,429</b>	<b>\$ 351,681</b>	<b>\$ 351,681</b>
<b>Existing Annual Coverage Requirement</b>	-	-	-	-	-	-
<b>Existing Debt Reserve Target</b>	-	-	-	-	-	-



**CITY OF WILLOWS  
SEWER RATE STUDY**

**EXHIBIT 4**

**Projected Water Rates Under Existing Rate Schedule**

**TABLE 13 : CURRENT SEWER RATE SCHEDULE**

Current Monthly Sewer Rates <sup>1</sup>		Current FY 2007/08
<b>Sewer Fixed</b>	All Customers	\$40.19
<b>Commercial Sewer Volumetric (per HCF)<sup>2</sup></b>	Motel & Hotel	\$3.22
	Hospital & Rest Home	\$3.17
	Restaurant & Bakery	\$4.18
	Market & Morgue	\$3.94
	Laundry	\$3.42
	Car Wash	\$3.05
	Jail	\$3.54
	Other Commercial	\$3.01
<b>Industrial</b>	Based on individual flow & strength	

1. Source files: *Current 2021 Sewer Service Rates (set in 2005).pdf, Reso 9-05 RE Sewer Rates 2005-05-16.pdf*

2. Hundred cubic feet = HCF = 748 gallons.

CITY OF WILLOWS  
SEWER RATE STUDY  
Cost of Service Analysis

TABLE 14 : CLASSIFICATION OF EXPENSES FOR COST OF SERVICE ANALYSIS

Classification of Expenses <sup>1</sup>									
Budget Categories	Total Revenue Requirements	Flow	Strength		Customer	Allocation %'s to Classifications			
	FY 2022/23	(VOL)	(BOD)	(TSS)	(CA)	(VOL)	(BOD)	(TSS)	(CA)
<b>Sewer Fund</b>									
<b>SEWER MAINTENANCE PERSONNEL</b>									
318.4001 Salaries	\$ 148,510	\$ 74,255	\$ 29,702	\$ 29,702	\$ 14,851	50.0%	20.0%	20.0%	10.0%
318.4002 Overtime	8,240	4,120	1,648	1,648	824	50.0%	20.0%	20.0%	10.0%
318.4006 PERS	87,666	43,833	17,533	17,533	8,767	50.0%	20.0%	20.0%	10.0%
318.4007 Health Insurance	76,430	38,215	15,286	15,286	7,643	50.0%	20.0%	20.0%	10.0%
318.4008 FICA	12,108	6,054	2,422	2,422	1,211	50.0%	20.0%	20.0%	10.0%
318.4009 Workers Compensation	9,961	4,981	1,992	1,992	996	50.0%	20.0%	20.0%	10.0%
318.4013 Unemployment	412	206	82	82	41	50.0%	20.0%	20.0%	10.0%
318.4014 Life Insurance	262	131	52	52	26	50.0%	20.0%	20.0%	10.0%
<i>Subtotal: Sewer Maintenance Personnel</i>	<i>\$ 343,588</i>	<i>\$ 171,794</i>	<i>\$ 68,718</i>	<i>\$ 68,718</i>	<i>\$ 34,359</i>				
<b>SEWER MAINTENANCE OPERATIONS</b>									
318.402 Office Expense	\$ 637	\$ 318	\$ 127	\$ 127	\$ 64	50.0%	20.0%	20.0%	10.0%
318.403 Special Departmental	4,774	2,387	955	955	477	50.0%	20.0%	20.0%	10.0%
318.404 Small to OLS	637	318	127	127	64	50.0%	20.0%	20.0%	10.0%
318.405 Uniform Expense	2,971	1,485	594	594	297	50.0%	20.0%	20.0%	10.0%
318.4071 Telephone	1,008	504	202	202	101	50.0%	20.0%	20.0%	10.0%
318.408 PG&E	186,150	93,075	37,230	37,230	18,615	50.0%	20.0%	20.0%	10.0%
318.4081 Water and Sewer	2,678	-	-	-	2,678	0.0%	0.0%	0.0%	100.0%
318.41 Building Maintenance	2,652	1,326	530	530	265	50.0%	20.0%	20.0%	10.0%
318.4111 Vehicle Maintenance	21,218	10,609	4,244	4,244	2,122	50.0%	20.0%	20.0%	10.0%
318.4112 Vehicle Tires	2,122	1,061	424	424	212	50.0%	20.0%	20.0%	10.0%
318.4113 Vehicle Fuel	7,210	3,605	1,442	1,442	721	50.0%	20.0%	20.0%	10.0%
318.4115 Equipment Maintenance	22,279	11,139	4,456	4,456	2,228	50.0%	20.0%	20.0%	10.0%
318.412 Professional Services	36,050	18,025	7,210	7,210	3,605	50.0%	20.0%	20.0%	10.0%
318.413 Contractual Services	693,829	346,914	138,766	138,766	69,383	50.0%	20.0%	20.0%	10.0%
318.414 Insurance	35,362	17,681	7,072	7,072	3,536	50.0%	20.0%	20.0%	10.0%
318.415 Travel and Meetings	318	-	-	-	318	0.0%	0.0%	0.0%	100.0%
318.416 Dues and Memberships	2,122	-	-	-	2,122	0.0%	0.0%	0.0%	100.0%
318.417 Training	318	-	-	-	318	0.0%	0.0%	0.0%	100.0%
318.5132 First Aid and Safety	266	-	-	-	266	0.0%	0.0%	0.0%	100.0%
318.5631 Discharge Permit	11,139	5,570	2,228	2,228	1,114	50.0%	20.0%	20.0%	10.0%
318.5632 General Administration	170,109	-	-	-	170,109	0.0%	0.0%	0.0%	100.0%
<i>Subtotal: Sewer Maintenance Operations</i>	<i>\$ 1,203,847</i>	<i>\$ 514,018</i>	<i>\$ 205,607</i>	<i>\$ 205,607</i>	<i>\$ 278,614</i>				
<b>TOTAL: SEWER EXPENSES</b>	<b>\$ 1,547,435</b>	<b>\$ 685,812</b>	<b>\$ 274,325</b>	<b>\$ 274,325</b>	<b>\$ 312,973</b>	<b>44.3%</b>	<b>17.7%</b>	<b>17.7%</b>	<b>20.2%</b>

CITY OF WILLOWS  
SEWER RATE STUDY  
Cost of Service Analysis

TABLE 15 : CLASSIFICATION OF EXPENSES FOR COST OF SERVICE ANALYSIS

Classification of Expenses Continued <sup>1</sup>									
Budget Categories	Total Revenue Requirements	Flow	Strength		Customer	Allocation %'s to Classifications			
	FY 2022/23	(VOL)	(BOD)	(TSS)	(CA)	(VOL)	(BOD)	(TSS)	(CA)
<b>Debt Services</b>									
Existing Debt Service	\$ 351,853	\$ 175,927	\$ 70,371	\$ 70,371	\$ 35,185	50.0%	20.0%	20.0%	10.0%
New Debt Service	-	-	-	-	-	50.0%	20.0%	20.0%	10.0%
<b>Capital Expenditures</b>									
Rate Funded Capital Expenses	\$ 297,052	\$ 148,526	\$ 59,410	\$ 59,410	\$ 29,705	50.0%	20.0%	20.0%	10.0%
<b>TOTAL REVENUE REQUIREMENTS</b>	<b>\$ 2,196,340</b>	<b>\$ 1,010,265</b>	<b>\$ 404,106</b>	<b>\$ 404,106</b>	<b>\$ 377,864</b>	<b>46.0%</b>	<b>18.4%</b>	<b>18.4%</b>	<b>17.2%</b>
<b>Less: Non-Rate Revenues</b>									
Sewer Connection Fee Revenue	\$ (15,038)	\$ (7,519)	\$ (3,008)	\$ (3,008)	\$ (1,504)	50.0%	20.0%	20.0%	10.0%
Interest Income <sup>2</sup>	(9,067)	(4,533)	(1,813)	(1,813)	(907)	50.0%	20.0%	20.0%	10.0%
<b>NET REVENUE REQUIREMENTS</b>	<b>\$ 2,172,236</b>	<b>\$ 998,213</b>	<b>\$ 399,285</b>	<b>\$ 399,285</b>	<b>\$ 375,453</b>				
<i>Allocation of Revenue Requirements</i>	100.0%	46.0%	18.4%	18.4%	17.3%				

Adjustments to Classification of Expenses	FY 2022/23				
Adjustment to Current Rate Level:	Total	(VOL)	(BOD)	(TSS)	(CA)
Projected Sewer Rate Revenue at Current Rates	\$1,577,616				
Projected Sewer Rate Increase	12.00%				
Projected Sewer Rate Increase (\$)	<u>\$189,314</u>				
Target Rate Rev. After Rate Increases <sup>3</sup>	\$1,766,930				
<b>Adjusted Net Revenue Req't</b>	<b>\$ 1,766,930</b>	<b>\$ 811,962</b>	<b>\$ 324,785</b>	<b>\$ 324,785</b>	<b>\$ 305,399</b>
<i>Percent of Revenue</i>	100.0%	46.0%	18.4%	18.4%	17.3%

1. Revenues and Expenditures budgeted for FY 2020/21-2021/22 found in source file: *Willows\_BUDGET-2020-2021-Adopted.pdf, Page 5.1-5.3*

2. Interest income is calculated in the Financial Plan and excluded from this table.

3. Total Use of Funds less non-rate revenues and interest earnings. This is the annual amount needed from rates.

**CITY OF WILLOWS  
SEWER RATE STUDY  
Cost of Service Analysis**

**TABLE 16 : FLOW ALLOCATION FACTOR**

<b>Development of the FLOW Allocation Factor</b>					
<b>Customer Class</b>	<b>Number of Units<sup>1</sup></b>	<b>Annual Volume (hcf)</b>	<b>Average Winter Monthly Consumption<sup>2</sup> (hcf)</b>	<b>Annualized Winter Avg. Based Volume (hcf)</b>	<b>Percentage of Adjusted Volume</b>
Residential Metered	1,783	294,724	11,814	141,772	<b>56.0%</b>
Multiple Residential Metered	729	38,341	2,390	28,684	<b>11.3%</b>
Business Metered	235	59,986	2,951	35,416	<b>14.0%</b>
Car Wash	2	2,493	138	1,656	<b>0.7%</b>
Hospitals & Rest Homes	3	6,611	356	4,272	<b>1.7%</b>
Laundromat	1	1,035	53	632	<b>0.2%</b>
Markets & Morgues	3	2,016	140	1,684	<b>0.7%</b>
Motels & Hotels	3	4,900	296	3,552	<b>1.4%</b>
Restaurants & Bakeries	8	1,508	72	868	<b>0.3%</b>
Public Authority Metered	47	26,657	1,142	13,704	<b>5.4%</b>
<b>North Willows</b>					
Residential Metered	220	32,810	1,669	20,028	<b>7.9%</b>
Business Metered	3	453	21	256	<b>0.1%</b>
Public Authority Metered	2	727	37	444	<b>0.2%</b>
<b>Total</b>	<b>3,039</b>	<b>472,261</b>	<b>21,081</b>	<b>252,968</b>	<b>100.0%</b>

1. Number of accounts, units & Consumption from 2020 in source file: *Manipulated\_Sewer-Complete Customer List by APN 2019.xlsx*

2. Includes months of January through March 2020.

**CITY OF WILLOWS  
SEWER RATE STUDY  
Cost of Service Analysis**

**TABLE 17 : STRENGTH ALLOCATION FACTOR**

Development of the STRENGTH Allocation Factor									
Customer Class	Annualized Winter Flow (hcf)	Biochemical Oxygen Demand (BOD)				Total Suspended Solids (TSS)			
		Average Strength Factor (mg/l)	Calculated BOD (lbs./yr.)	Adjusted BOD (lbs./yr.)	Percent of Total	Average Strength Factor (mg/l)	Calculated TSS (lbs./yr.)	Adjusted TSS (lbs./yr.)	Percent of Total
Residential Metered	141,772	250	221,105	313,101	55.0%	250	221,105	208,140	56.6%
Multiple Residential Metered	28,684	250	44,735	63,348	11.1%	250	44,735	42,112	11.4%
Business Metered	35,416	250	55,234	78,216	13.7%	250	55,234	51,995	14.1%
Car Wash	1,656	20	207	293	0.1%	150	1,550	1,459	0.4%
Hospitals & Rest Homes	4,272	250	6,663	9,435	1.7%	100	2,665	2,509	0.7%
Laundromat	632	150	591	837	0.1%	110	434	408	0.1%
Markets & Morgues	1,684	800	8,404	11,901	2.1%	550	5,778	5,439	1.5%
Motels & Hotels	3,552	310	6,869	9,727	1.7%	120	2,659	2,503	0.7%
Restaurants & Bakeries	868	800	4,332	6,134	1.1%	550	2,978	2,804	0.8%
Public Authority Metered	13,704	250	21,372	30,265	5.3%	250	21,372	20,119	5.5%
<b>North Willows</b>									
Residential Metered	20,028	250	31,235	44,232	7.8%	250	31,235	29,404	8.0%
Business Metered	256	250	399	565	0.1%	250	399	376	0.1%
Public Authority Metered	444	250	692	981	0.2%	250	692	652	0.2%
<b>Total</b>	<b>252,968</b>		<b>401,839</b>	<b>569,035</b>	<b>100%</b>		<b>390,837</b>	<b>367,920</b>	<b>100%</b>
		<i>Target, from WWTP Data</i>		<i>569,035 BOD (lbs./yr.)</i>			<i>367,920 TSS (lbs./yr.)</i>		
				<i>1.42 BOD Adj. Factor</i>			<i>0.94 TSS Adj. Factor</i>		

**CITY OF WILLOWS  
SEWER RATE STUDY  
Cost of Service Analysis**

**TABLE 18 : CUSTOMER ALLOCATION FACTOR**

<b>Development of the CUSTOMER Allocation Factor</b>		
<b>Customer Class</b>	<b>Number of Accounts<sup>1</sup></b>	<b>Percentage of Accounts</b>
Residential Metered	1,783	<b>58.7%</b>
Multiple Residential Metered	729	<b>24.0%</b>
Business Metered	235	<b>7.7%</b>
Car Wash	2	<b>0.1%</b>
Hospitals & Rest Homes	3	<b>0.1%</b>
Laundromat	1	<b>0.0%</b>
Markets & Morgues	3	<b>0.1%</b>
Motels & Hotels	3	<b>0.1%</b>
Restaurants & Bakeries	8	<b>0.3%</b>
Public Authority Metered	47	<b>1.5%</b>
<b>North Willows</b>		
Residential Metered	220	<b>7.2%</b>
Business Metered	3	<b>0.1%</b>
Public Authority Metered	2	<b>0.1%</b>
<b>Total</b>	<b>3,039</b>	<b>100.0%</b>

1. Number of accounts 2020 in source file: *Manipulated\_Sewer-Complete Customer List by APN 2019.xlsx*

**Customer Related Costs** : Costs associated with having a customer on the water system. These costs vary with the addition or deletion of customers on the system. Examples: Meter-reading, Postage and billing.

**CITY OF WILLOWS**  
**SEWER RATE STUDY**  
**Sewer Cost of Service Analysis**

**TABLE 19**

Allocation of Revenue Requirements by Customer Class						
Customer Class	Cost Classification Components				Cost-of-Service Net Revenue	% of COS Net Revenue
	Volume	Treatment		Customer Related		
		BOD	TSS			
<b>Net Revenue Requirements <sup>1</sup></b>	<b>\$ 811,962</b>	<b>\$ 324,785</b>	<b>\$ 324,785</b>	<b>\$ 305,399</b>	<b>\$ 1,766,930</b>	<b>—</b>
	46.0%	18.4%	18.4%	17.3%	100.0%	
Residential Metered	\$455,051	\$ 178,707	\$ 183,738	\$ 179,180	\$ 996,676	56.4%
Multiple Residential Metered	\$ 92,068	\$ 36,157	\$ 37,175	\$ 73,260	\$ 238,659	13.5%
Business Metered	\$113,676	\$ 44,643	\$ 45,899	\$ 23,616	\$ 227,834	12.9%
Car Wash	\$ 5,315	\$ 167	\$ 1,288	\$ 201	\$ 6,971	0.4%
Hospitals & Rest Homes	\$ 13,712	\$ 5,385	\$ 2,215	\$ 301	\$ 21,613	1.2%
Laundromat	\$ 2,029	\$ 478	\$ 360	\$ 100	\$ 2,967	0.2%
Markets & Morgues	\$ 5,405	\$ 6,793	\$ 4,801	\$ 301	\$ 17,301	1.0%
Motels & Hotels	\$ 11,401	\$ 5,552	\$ 2,210	\$ 301	\$ 19,464	1.1%
Restaurants & Bakeries	\$ 2,786	\$ 3,501	\$ 2,475	\$ 804	\$ 9,566	0.5%
Public Authority Metered	\$ 43,986	\$ 17,274	\$ 17,760	\$ 4,723	\$ 83,744	4.7%
<b>North Willows</b>						
Residential Metered	\$ 64,285	\$ 25,246	\$ 25,956	\$ 22,109	\$ 137,595	7.8%
Business Metered	\$ 822	\$ 323	\$ 332	\$ 301	\$ 1,778	0.1%
Public Authority Metered	\$ 1,425	\$ 560	\$ 575	\$ 201	\$ 2,761	0.2%
<b>Total</b>	<b>\$811,962</b>	<b>\$ 324,785</b>	<b>\$ 324,785</b>	<b>\$ 305,399</b>	<b>\$ 1,766,930</b>	<b>100%</b>

1. Revenue requirement for each customer class is determined by multiplying the revenue requirement from each cost classification by the allocation factors for each customer class.



**CITY OF WILLOWS**  
**SEWER RATE STUDY**  
**Sewer Cost of Service Analysis**

**TABLE 20 : PROPOSED SEWER RATES:**

Customer Class	No. of Accounts	Annualized Winter Consumption (hcf) <sup>1</sup>	Annual Rev. Req't			Monthly Fixed Charge Per HEU	Volumetric Charge Per hcf
			Total	Fixed	Volumetric		
	a	b	c		d	e=b/a/12	f=d/b
Residential Metered	1,783	141,772	\$996,676	\$996,676	N/A	\$47.19	
Multiple Residential Metered	729	28,684	\$238,659	\$238,659	N/A	\$27.28	
Business Metered	235	35,416	\$227,834	\$102,525	\$125,309	\$55.69	\$3.49
Car Wash	2	1,656	\$6,971	\$3,137	\$3,834	\$55.69	\$2.32
Hospitals & Rest Homes	3	4,272	\$21,613	\$9,726	\$11,887	\$55.69	\$2.78
Laundromat	1	632	\$2,967	\$1,335	\$1,632	\$55.69	\$2.58
Markets & Morgues	3	1,684	\$17,301	\$7,785	\$9,515	\$55.69	\$5.65
Motels & Hotels	3	3,552	\$19,464	\$8,759	\$10,705	\$55.69	\$3.01
Restaurants & Bakeries	8	868	\$9,566	\$4,305	\$5,261	\$55.69	\$6.06
Public Authority Metered	47	13,704	\$83,744	\$37,685	\$46,059	\$55.69	\$3.49
<b>North Willows</b>							
Residential Metered	220	20,028	\$137,595	\$137,595	N/A	\$47.19	
Business Metered	3	256	\$1,778	\$800	\$978	\$55.69	\$3.49
Public Authority Metered	2	444	\$2,761	\$1,243	\$1,519	\$55.69	\$3.49
<b>Total</b>	<b>3,039</b>	<b>252,968</b>	<b>\$1,766,930</b>	<b>\$1,550,230</b>	<b>\$216,700</b>	--	--
<i>Percent of Revenue from Fixed vs. Volumetric Charges</i>			<i>100.0%</i>	<i>87.74%</i>	<i>12.26%</i>		

1. Annualized winter months of January - March 2020.



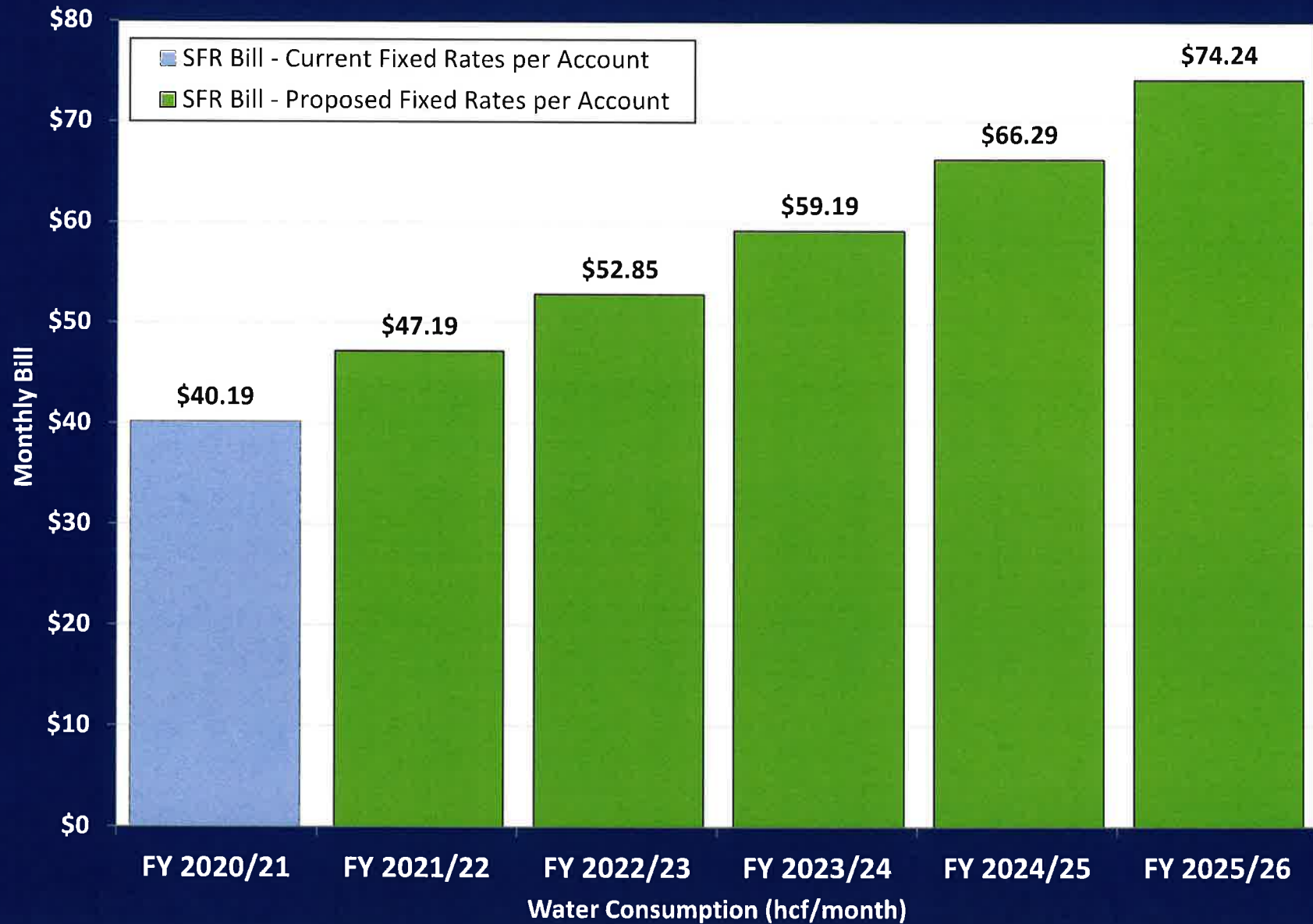
**CITY OF WILLOWS**  
**SEWER RATE STUDY**  
**Sewer Rate Development**

**TABLE 21 : CURRENT VS. PROPOSED SEWER RATES (MONTHLY)**

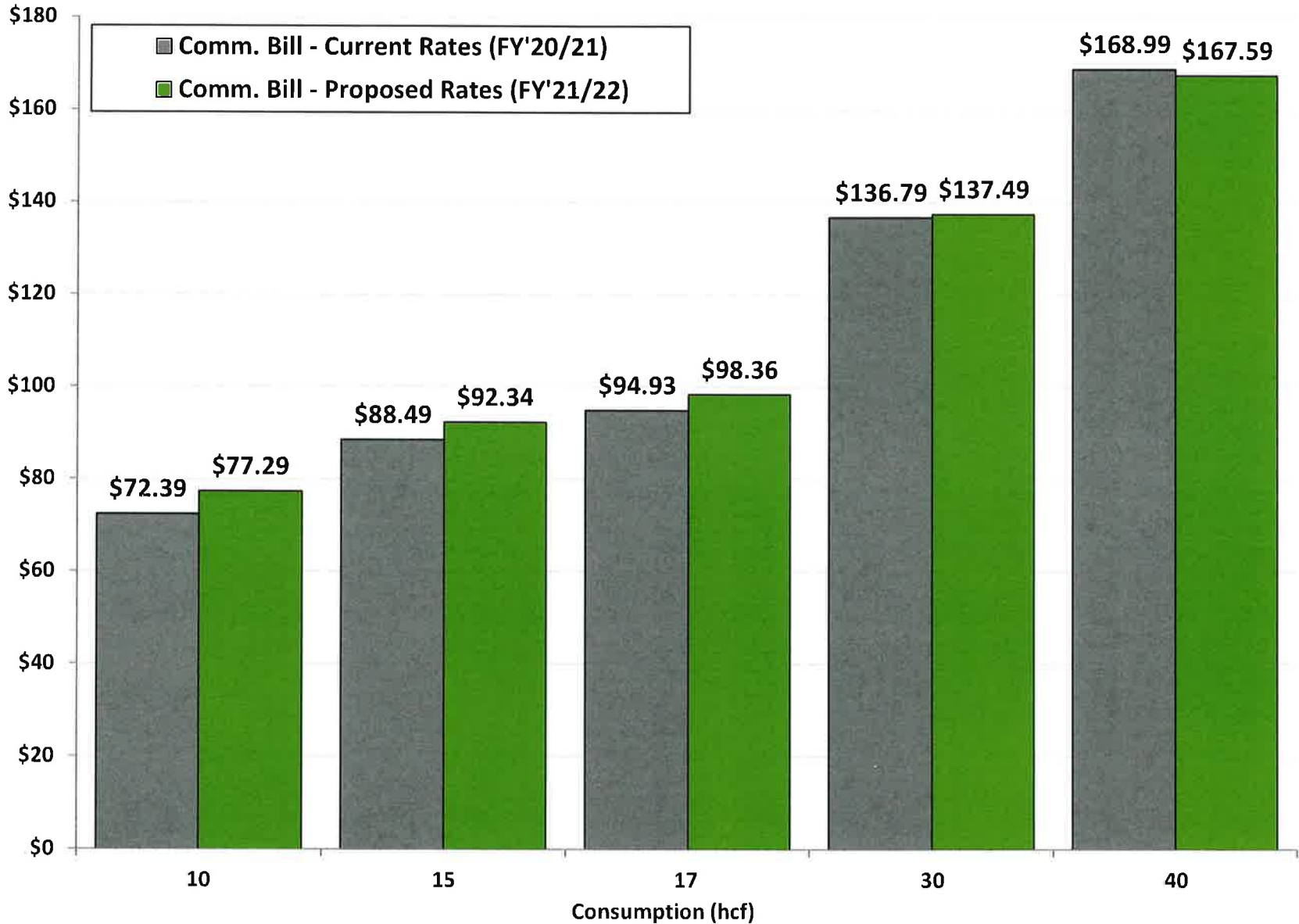
Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates <sup>1</sup>				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Fixed Service Charge</b>						
Single Family Residential	\$40.19	\$47.19	\$52.85	\$59.19	\$66.29	\$74.24
Multi-Family Residential (per unit)	\$40.19	\$27.28	\$30.55	\$34.22	\$38.33	\$42.93
Commercial	\$40.19	\$55.69	\$62.37	\$69.85	\$78.23	\$87.62
<b>Volumetric Charge (\$/hcf)</b>						
<i>Commercial (Applied to Average Winter Water Use)</i>						
Car Wash	\$3.05	\$2.32	\$2.60	\$2.91	\$3.26	\$3.65
Hospital & Rest Home	\$3.17	\$2.78	\$3.11	\$3.48	\$3.90	\$4.37
Jail	\$3.54	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50
Laundry	\$3.42	\$2.58	\$2.89	\$3.24	\$3.63	\$4.07
Market & Morgue	\$3.94	\$5.65	\$6.33	\$7.09	\$7.94	\$8.89
Motel & Hotel	\$3.22	\$3.01	\$3.37	\$3.77	\$4.22	\$4.73
Restaurant & Bakery	\$4.18	\$6.06	\$6.79	\$7.60	\$8.51	\$9.53
Other Commercial	\$3.01	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50

1. Implementation date for FY 2021/22 rates is July 1, 2021, then July in 2022 through 2025.

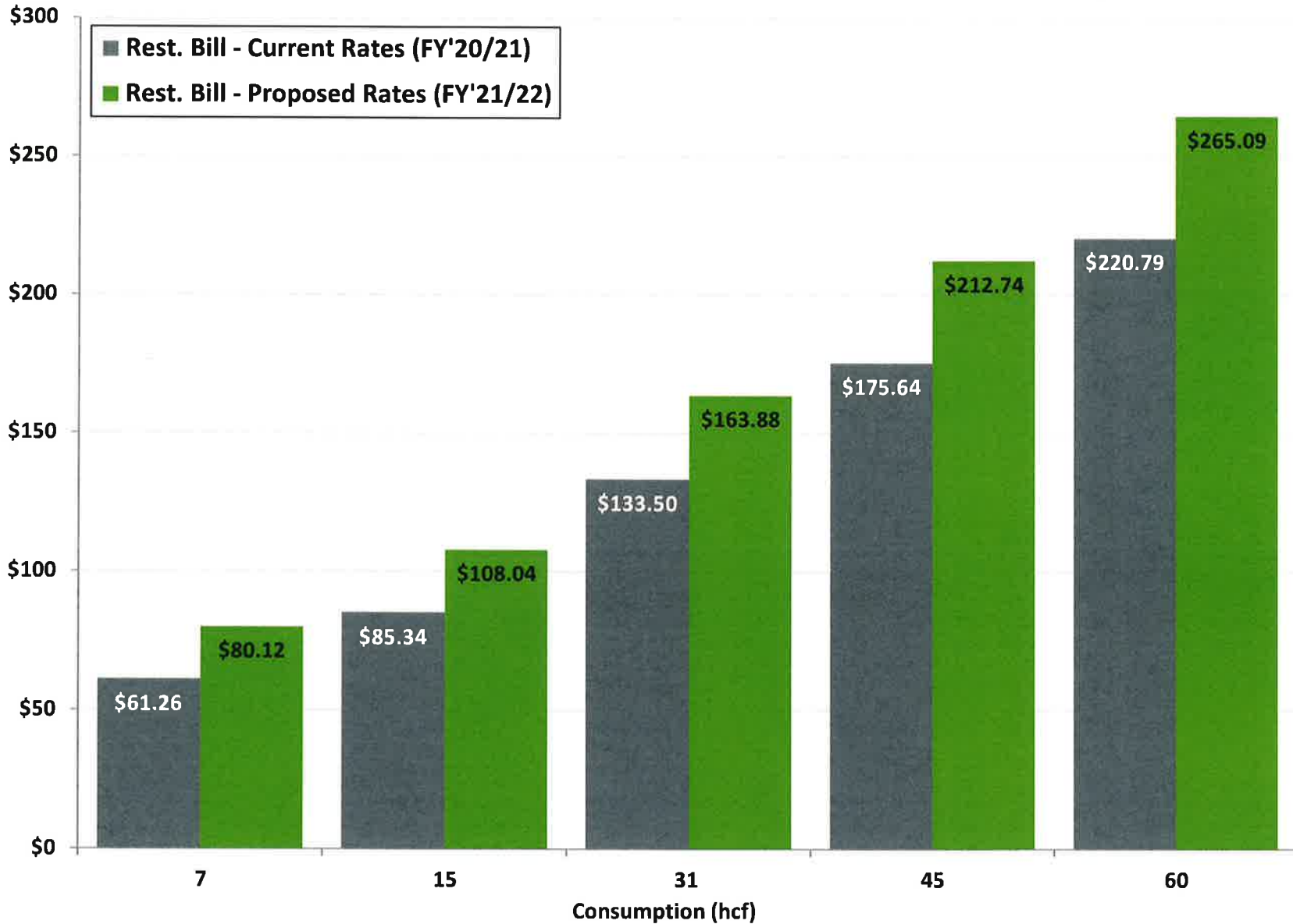
## Single Family Residential Sewer Bill Comparison Current vs. Proposed Rates



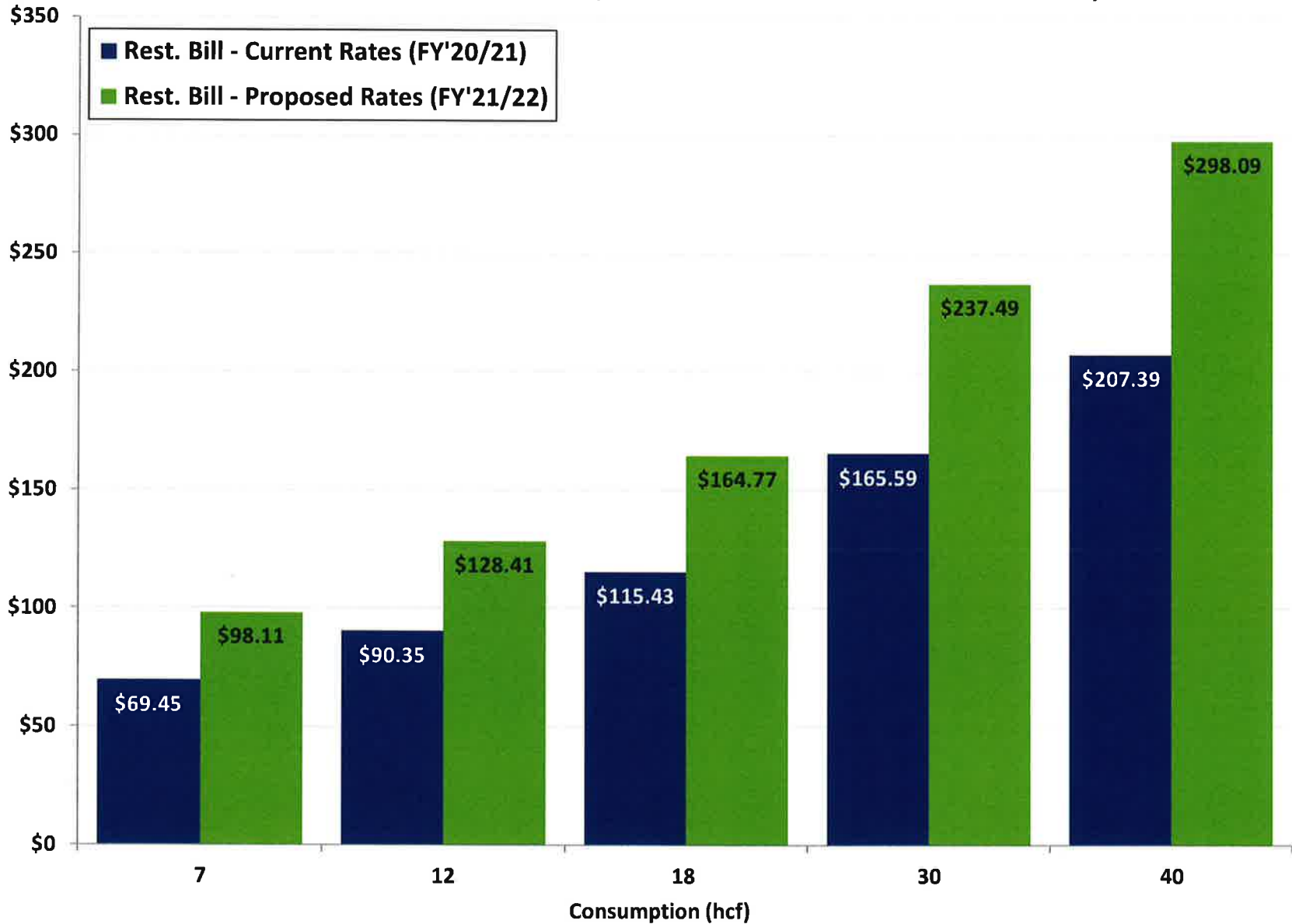
## Average Commercial Sewer Bill Comparison Current vs. Proposed Rates (Assumes 1-inch commercial meter)



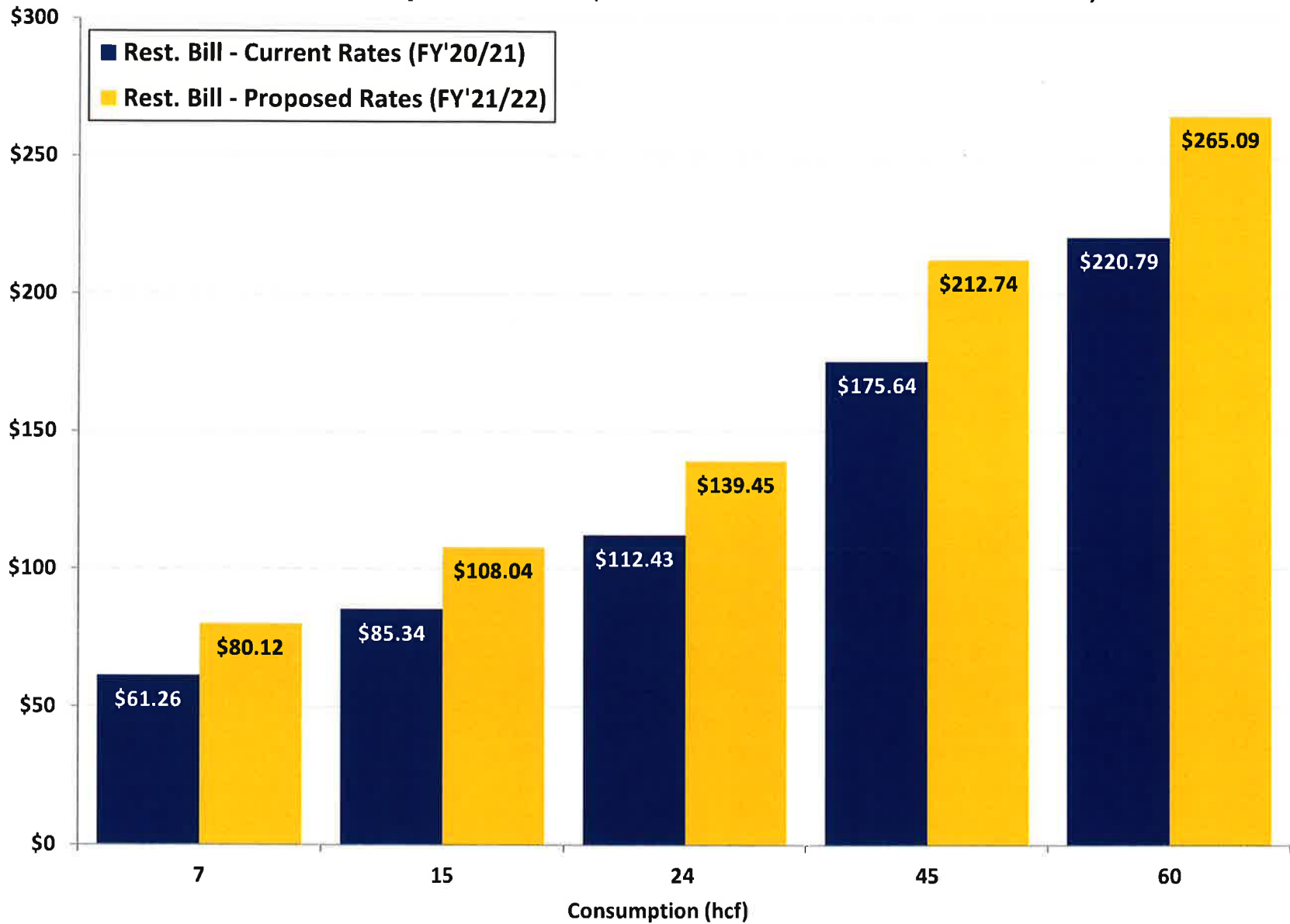
### Average Commercial Sewer Bill Comparison Current vs. Proposed Rates (Assumes 2-inch commercial meter)



### Average Restaurant Sewer Bill Comparison Current vs. Proposed Rates (Assumes 1-inch commercial meter)



## Average Public Meter Sewer Bill Comparison Current vs. Proposed Rates (Assumes 2-inch commercial meter)





**City of Willows**

**Cost Allocation Plan for Use Fiscal Year 2021-22**

- **Based on Fiscal Year 2019-20 Actual Expenditures**
- **Full Cost Iteration**

**July 19, 2021**

32605 Temecula Parkway, Suite 100  
Temecula, CA 92592  
Toll free: 800.676.7516 Fax: 951.296.1998

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<b>A.</b>	<b>Full Cost Allocation Plan Detail .....</b>	<b>Exhibit A</b>



## PURPOSE

A Cost Allocation Plan (Plan) is an analytical tool through which an organization can apportion administrative (indirect) services costs to its individual (direct services) departments or cost centers. Allocated costs for city governments are typically termed "city-wide overhead." Most overhead/indirect service costs are those expenditures that provide support services or oversight assistance, such as legislative, managerial, financial, administrative, legal, personnel, technology, asset use, and risk management activities. The following is a brief description of the process used for allocating costs through this analysis:

1. **Organizational Analysis:** identifies entire departments or functions within departments citywide that provide administrative/indirect services, broadly or specifically, to departments outside their own. In addition to evaluating published data sources, NBS conferred with City staff on multiple occasions to identify and consider allocable overhead and indirect services across all City departments.
2. **Expenditure Analysis:** review of line-item expenditures for each indirect service department determines the inclusion/exclusion of specific expenditures. For example, NBS ensures that resulting costs allocated exclude large one-time expenditures for capital outlay, transfers between funds, debt service, or certain contract services.
3. **Allocation Factor Assignment:** An allocation factor is a data set used as the basis for distributing indirect service costs to departments receiving support or benefit from the cost pool. Allocation factors can include general data sets, such as employee count or budgeted expenditures in each department or estimates of how each employee/department spends time supporting other departments and programs. Ultimately, the allocation factor should represent the actual or estimated workload of the function allocated or a reasonable and generally accepted means of apportioning benefit for the function allocated.
4. **Cost Allocation Exercise:** Each indirect service cost pool is distributed across benefitting departments following the distribution inherent in the selected allocation factor for each pool. This results in a total share of overhead/indirect service costs for each department.
5. **Derivation of Outcomes:** Various outcomes are generated based on the total estimated annual share of indirect service costs identified for each benefitting department.

### Data Sources

NBS used the following data sources to support the development of this Cost Allocation Plan for the City of Willows:

- Actual expenditures for FY 2019-20.
- Various correspondences with City staff to support the nature and purposes of line-item expenditures, and allocation factor data.

The City's actual expenditure information is the most significant source of information affecting the Cost Allocation Plan's results. Note that consultants did not conduct separate efforts to audit or validate the City's financial management or support services practices, nor was cost information adjusted to reflect different levels of service or

any specific, targeted performance benchmarks. This study accepts the City's expenditure reports and staff's input as the most appropriate and reasonable basis for development of the Plan.

### **Versions of the Cost Allocation Plan**

The City requested development of a professionally prepared Cost Allocation Plan. The goal of this effort was to define the total cost of applicable administrative or "indirect services" overhead costs to various departments, revenue funds, and grant funded programs.

NBS provides two types of cost allocation plan analyses that are either more or less restrictive in the application of guidelines set forth in *Title 2, Code of Federal Regulations, Part 200*, (formerly known as OMB A-87), depending on whether the primary intended use of the Plan is for internal budgeting purposes, or specifically for reimbursement of costs from State and Federal grants:

#### *Full Cost Allocation Plan*

Exhibit A to this report presents a version of the Cost Allocation Plan, which allocates all reasonably identifiable administrative overhead costs to receivers of these services within the organization. All costs, whether acceptable for federal reimbursement purposes or not, are considered in the results of this Plan. Cities typically apply this version of the plan as the internal budgeting tool for establishing overhead support costs at the department/fund level.

#### *Title 2 Code of Federal Regulations (CFR) Part 200 Compliant Cost Allocation Plan*

A Title 2 CFR Part 200 compliant version of the Cost Allocation Plan complies with the stipulations of Title 2 CFR, Part 200 regarding specific types of allowable and unallowable costs that may be included in overhead cost allocations. Because the primary goal of this Plan is to obtain reimbursement of overhead costs associated with State and Federal grants, NBS includes only costs allowed by Title 2 CFR Part 200 as allocable for these purposes in the results of this Plan. This version of the Plan was not provided under the scope of this project.

Both versions of cost allocation plans prepared by NBS follow the guidelines set forth in *Title 2, Code of Federal Regulations, Part 200*, as well as Generally Accepted Accounting Principles (GAAP). The difference between the two versions lies in the degree to which costs were excluded in the resulting overhead calculations.

## SUPPORT SERVICE DEPARTMENT NARRATIVES

This Cost Allocation Plan identifies 6 central service and administrative support units, with total costs of \$568,829, as shown in the table, below.

Allocable Budget Unit		Total Allocable Expense
301-10	City Council	\$22,962
301-20	City Attorney	45,202
301-30	City Manager	44,977
301-50	Finance	261,753
301-70	General Office	161,664
301-80	Civic Center	32,271
Total		\$568,829

The following provides a brief description of each central service and administrative support unit:

### **City Council (301-10)**

The City Council is the governing body of the Willows Municipal Government. The City Council meets annually to discuss goals for the coming year. These goals become the policy direction for City staff, who create work plans and budgets to implement this direction. The Willows City Council is composed of five council members elected to staggered four-year terms. The City Council works to improve existing services and develop policies to meet the expected as well as the anticipated needs of the community.

### **City Attorney (301-20)**

The City Attorney is the chief legal officer of the City under the direction and control of the City Council. Among other things, the City attorney prepares or revises ordinances, is responsible for all litigation; makes recommendations for ordinances, resolutions or other documents or procedures affecting the legal position of the City; provides legal opinions; attends all meetings of the City Council, and other boards and commissions as necessary; reviews all contracts and instruments to which the City is a party; enforces City laws and regulations; and reviews and analyzes all state and federal legislation affecting the City.

### **City Manager (301-30)**

Serving under the direction of the City Council, the City Manager is responsible for making recommendations to the council concerning programs & policies and developing methods to ensure the effective and efficient operation of city services. The City Manager's Office coordinates & administers the implementation of policies, procedures and ordinances that will provide for the sustainable, managed growth of the city.

### **Finance (301-50)**

The Finance Department manages and maintains the City's financial records in conformity with generally accepted accounting principles and in compliance with Federal, State, County laws. The Finance Department is committed to developing and maintaining efficient and effective financial planning and

reporting of the financial affairs of the City, to develop sound financial strategies for business decisions, to provide the City Council, City Manager and other City Officials with financial information on a timely basis, and to provide the financial resources necessary to support the goals and objectives of the City.

#### **General Office (301-70)**

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments, and the general public rely for information regarding the operations and legislative history of the City. The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public, as well as acting as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act.

#### **Civic Center Maintenance (301-80)**

The Civic Center Maintenance Division is responsible for keeping all City buildings in a safe and clean condition that allow City employees and community members to conduct their business safely within the facilities.

The following provides a general explanation of how costs are allocated within the Plan for each of the central service and administrative support units listed above:

#### **Allocation Method**

100% of the allocable Fiscal Year 2019-20 actual operating expenditures for this Department are allocated Citywide based on each City fund, department, or division's relative share of "net" actual expenditures for FY2019-20. In this Plan, net actual expenditures means that capital outlay, debt service, and transfers expenses have been removed from the allocation basis so as not to skew the resulting cost allocations.

### **NAVIGATING THE COST ALLOCATION PLAN**

The complete Cost Allocation Plan detail attached to this report is organized as follows:

- **Actual Expenditures Summary** – Summary of FY 2019/20 actual expenditures by Fund/Department. NBS identifies in this worksheet the summary of total amounts to be allocated, including adjustments for non-allocable items.
- **Actual Expenditures Detail** – Line-item detail of FY 2019/20 actual expenditures by Fund/Department. NBS identifies in this worksheet the line-item amounts to be allocated, including adjustments for non-allocable items.
- **Overhead Allocation Worksheets** – Identifies each support service department, the costs allocated to each identified cost pool, and the factor chosen for allocating costs to funds/departments that benefit from the support services provided. NBS has identified and documented the source used to allocate costs.
- **Overhead Allocation Summary** – Total Allocation of Citywide Administrative & Support Services. Summarizes the total citywide overhead and indirect costs allocated to each City fund, department, and/or division.



**Full Cost Allocation Plan  
Based on Fiscal Year 2019-20 Actual Expenditures**

*Prepared for the  
City of Willows*

*DATE: July 19, 2021*

**OFFICE LOCATIONS:**

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870 Market Street, Suite 1223  
San Francisco, CA 94102

*Temecula - Corporate Headquarters*  
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**City of Willows**  
**Fiscal Year 2019-20**  
**Actual Expenditures - Summary**

Fund/Dept	Department	FY 2019/20 Actual Exp.	FY 2019/20 Net Actual Exp.
301-10	City Council	\$ 22,962	\$ 22,962
301-20	City Attorney	54,174	45,202
301-30	City Manager	44,977	44,977
301-50	Finance	261,753	261,753
301-60	Planning	70,476	70,476
301-70	General Office	161,664	161,664
301-75	Community Activities	1,048	1,048
301-80	Civic Center	32,271	32,271
301-90	Building	177,008	177,008
301-100	Police	1,515,221	1,515,221
301-110	Engineering	6,676	6,676
301-120	Library	204,058	204,058
301-121	Bayliss Library	86	86
301-130	Recreation	89,907	89,907
301-135	Swim Pool	38,837	38,837
301-138	Parks and Public Works	377,279	377,279
301-140	Park Maint.	45,906	45,906
301-146	Museum Maint.	2,119	2,119
301-150	Fire	878,655	878,655
301-160	Public Works/Streets	42,870	42,870
301-162	Lighting and Landscape District - Zone B	-	-
301-170	Storm Drain	5,224	5,224
301-180	Sewer Maintenance - Personnel	(102)	(102)
301-200	Water Enterprise	88	88
301-400	Capital Outlay (FF&E)	260,604	-
301-xxx	No Name	111,977	-
202-120	Lost/Damage Trst	700	700
203-300	Donations - Library Trust Fund	862	862
206-300	Bayliss Trust Fund	160	160
209-300	Public Comp. Lb	1,237	1,237
210-300	Smip	1,179	1,179
212-300	Children'S Svc.	4,488	4,488

**City of Willows**  
**Fiscal Year 2019-20**  
**Actual Expenditures - Summary**

Fund/Dept	Department	FY 2019/20 Actual Exp.	FY 2019/20 Net Actual Exp.
222-300	Softball Trust Fund	94	94
234-300	Planning	84,089	84,089
235-300	Pers Trust	2,100	2,100
239-130	Jump Start	12,779	12,779
239-300	Jump Start	237	237
245-300	Bld. Standards	427	427
305-400	Debt Service	111,977	-
305-xxx	No Name	985,902	-
306-160	Traffic Cong Relie	-	-
306-400	Traffic Cong Relie	7,135	-
307-90	Certified Access	122	122
310-400	Rstp-Gas Tax	15,787	-
311-400	SB 1	-	-
313-161	Willows Lightin	3,134	3,134
313-162	Willows Lightin	1,780	1,780
313-163	Willows Lightin	4,724	4,724
314-160	Gas Tax 2107	9,865	9,865
315-160	Gas Tax 2109	19,519	19,519
316-138	Gas Tax 2110	21,329	21,329
316-160	Gas Tax 2110	16,946	16,946
317-110	Gas Tax 2107.5	203	203
318-121	Sewer Maint.	(16)	(16)
318-400	Sewer Maint.	-	-
318-180	Sewer Maint.	1,901,948	1,901,948
319-70	Covid 19	67	67
319-120	Covid 19	-	-
319-121	Covid 19	16	16
319-122	Covid 19	-	-
321-180	Sewer Construct	5,000	5,000
321-400	Sewer Construct	2,144	-
322-130	Rec. Reimb.	17,814	17,814
323-130	Rec. Cultural	186	186

**City of Willows**  
**Fiscal Year 2019-20**  
**Actual Expenditures - Summary**

Fund/Dept	Department	FY 2019/20 Actual Exp.	FY 2019/20 Net Actual Exp.
324-75	Usda Biomass	7,130	7,130
325-200	Water Enterpris	14,359	14,359
326-400	Cdbg-Otc	558,018	-
327-400	Basin Street	510,651	-
329-400	Eda Grant	2,110,853	-
330-75	Community Discr	30,883	30,883
331-75	Mall Maintenanc	35	35
331-138	Mall Maintenanc	101	101
331-145	Mall Maintenanc	9,610	9,610
332-xxx	No Name	1,042	-
333-75	Economic Dev	1,968	1,968
335-xxx	1992 Cdbg Inc.	4,684	-
338-120	County Library	50,504	50,504
338-121	County Library	7,068	7,068
338-122	County Library	7,418	7,418
339-xxx	No Name	2,717	-
341-120	Zip Books-State	3,784	3,784
343-60	Sb 2 Grant	40,744	40,744
343-75	Sb 2 Grant	-	-
344-400	USDA	295,777	-
345-120	Public Library	-	-
346-216	Program Income	79	-
346-xxx	Program Income	2,977	-
347-216	HOME Program Income	93	-
350-120	Northnet-Train	452	452
352-120	Clsa Delivery	20,658	20,658
356-400	Fire-Dif	6,559	-
359-120	Literacy Passthrough	60,062	60,062
360-400	Storm Drainage	168,700	-
363-400	I-5 DIF	-	-
372-160	Gas Tax 2103	4,883	4,883
372-400	Gas Tax 2103	-	-



**City of Willows  
Fiscal Year 2019-20  
Actual Expenditures - Summary**

Fund/Dept	Department	FY 2019/20 Actual Exp.	FY 2019/20 Net Actual Exp.
376-100	Slesf	155,948	155,948
398-60	Home Grant	1,804,989	-
398-216	Home Grant	2,447	-
<b>Total</b>		<b>13,524,858</b>	<b>6,550,774</b>

<b>Total - Allocable Departments</b>		<b>577,801</b>	<b>568,829</b>
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**[Notes]**

[1] Expenses for debt, capital outlay and transfers are excluded for cost allocation analysis purposes.

City of Willows  
 Fiscal Year 2019-20  
 Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund Name	Fund/Dept	Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp					
301	10	4004	City Council	Salaries	\$ 15,000		General	301-10	Allocating	Y
301	10	4008	City Council	FICA	1,149		General	301-10	Allocating	Y
301	10	4009	City Council	Workers Compensation	414		General	301-10	Allocating	Y
301	10	4030	City Council	Special Departmental	57		General	301-10	Allocating	Y
301	10	4071	City Council	Telephone	17		General	301-10	Allocating	Y
301	10	4140	City Council	Insurance	1,596		General	301-10	Allocating	Y
301	10	4150	City Council	Travel & Meetings	-		General	301-10	Allocating	Y
301	10	4160	City Council	Dues	4,729		General	301-10	Allocating	Y
<b>City Council Total</b>					<b>22,962</b>					
301	20	4120	City Attorney	Professional Services	45,202		General	301-20	Allocating	Y
301	20	4122	City Attorney	Professional Services - Code Enforcement	8,972		General	301-20	Allocating	N
<b>City Attorney Total</b>					<b>54,174</b>					
301	30	4006	City Manager	PERS	35,433		General	301-30	Allocating	Y
301	30	4007	City Manager	Health Insurance	1,596		General	301-30	Allocating	Y
301	30	4030	City Manager	Special Departmental	979		General	301-30	Allocating	Y
301	30	4120	City Manager	Professional Services	4,730		General	301-30	Allocating	Y
301	30	4150	City Manager	Travel & Meetings	2,239		General	301-30	Allocating	Y
<b>City Manager Total</b>					<b>44,977</b>					
301	50	4001	Finance	Salaries	142,353		General	301-50	Allocating	Y
301	50	4006	Finance	PERS	55,044		General	301-50	Allocating	Y
301	50	4007	Finance	Health Insurance	20,480		General	301-50	Allocating	Y
301	50	4008	Finance	FICA	10,536		General	301-50	Allocating	Y
301	50	4009	Finance	Workers Compensation	6,798		General	301-50	Allocating	Y
301	50	4014	Finance	Life Insurance	324		General	301-50	Allocating	Y
301	50	4030	Finance	Special Departmental	117		General	301-50	Allocating	Y
301	50	4110	Finance	Veh. Allowance	2,645		General	301-50	Allocating	Y
301	50	4115	Finance	Equipment Maintenance	-		General	301-50	Allocating	Y
301	50	4130	Finance	Contractual Services	23,456		General	301-50	Allocating	Y
<b>Finance Total</b>					<b>261,753</b>					
301	60	4004	Planning	Part Time Wages	2,800		General	301-60	Receiving	Y
301	60	4008	Planning	FICA	214		General	301-60	Receiving	Y
301	60	4009	Planning	Workers Compensation	-		General	301-60	Receiving	Y
301	60	4021	Planning	Postage Expense	320		General	301-60	Receiving	Y
301	60	4030	Planning	Special Departmental	4,075		General	301-60	Receiving	Y
301	60	4060	Planning	Advertising	1,412		General	301-60	Receiving	Y
301	60	4120	Planning	Professional Services	60,771		General	301-60	Receiving	Y
301	60	4130	Planning	Contractual Services	-		General	301-60	Receiving	Y
343	60	4130	Planning	Contractual Services	40,744		Sb 2 Grant	343-60	Receiving	Y
301	60	4150	Planning	Travel & Meetings	883		General	301-60	Receiving	Y
398	60	72811	Planning	Home Grant Infrastructure	1,804,989		Home Grant	398-60	Receiving	N
<b>Planning Total</b>					<b>1,916,209</b>					

City of Willows  
 Fiscal Year 2019-20  
 Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund Name	Fund/Dept	Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp					
301	70	4001	General Office	Salaries	47,479		General	301-70	Allocating	Y
301	70	4006	General Office	PERS	18,059		General	301-70	Allocating	Y
301	70	4007	General Office	Health Insurance	5,912		General	301-70	Allocating	Y
301	70	4008	General Office	FICA	3,722		General	301-70	Allocating	Y
301	70	4009	General Office	Workers Compensation	2,484		General	301-70	Allocating	Y
301	70	4013	General Office	Unemployment	-		General	301-70	Allocating	Y
301	70	4014	General Office	Life Insurance	62		General	301-70	Allocating	Y
301	70	4020	General Office	Office Expense	5,708		General	301-70	Allocating	Y
301	70	4021	General Office	Postage Expense	2,320		General	301-70	Allocating	Y
319	70	4030	General Office	Special Departmental	67		Covid 19	319-70	Receiving	Y
301	70	4060	General Office	Advertising	812		General	301-70	Allocating	Y
301	70	4071	General Office	Telephone	2,657		General	301-70	Allocating	Y
301	70	4110	General Office	Veh. Allowance	-		General	301-70	Allocating	Y
301	70	4115	General Office	Equipment Maintenance	4,035		General	301-70	Allocating	Y
301	70	4120	General Office	Professional Services	53,274		General	301-70	Allocating	Y
301	70	4140	General Office	Insurance	15,140		General	301-70	Allocating	Y
<b>General Office Total</b>					<b>161,731</b>					
330	75	4030	Community Activities	Special Departmental	17,049		Community Discr	330-75	Receiving	Y
343	75	4030	Community Activities	Special Departmental - SB 2-General Plan	-		Sb 2 Grant	343-75	Receiving	Y
324	75	4120	Community Activities	Professional Services	7,130		Usda Biomass	324-75	Receiving	Y
331	75	4120	Community Activities	Professional Services	35		Mall Maintenanc	331-75	Receiving	Y
301	75	4130	Community Activities	Contractual Services	1,048		General	301-75	Receiving	Y
330	75	4130	Community Activities	Contractual Services	795		Community Discr	330-75	Receiving	Y
330	75	5733	Community Activities	LAFCO	10,000		Community Discr	330-75	Receiving	Y
330	75	5734	Community Activities	Economic Development	(2,500)		Community Discr	330-75	Receiving	Y
333	75	5734	Community Activities	Economic Development	-		Economic Dev	333-75	Receiving	Y
330	75	5735	Community Activities	Three Core Econ. Development	-		Community Discr	330-75	Receiving	Y
330	75	5760	Community Activities	Community Promotion	5,538		Community Discr	330-75	Receiving	Y
333	75	5760	Community Activities	Community Promotion	1,968		Economic Dev	333-75	Receiving	Y
<b>Community Activities Total</b>					<b>41,063</b>					
301	80	4004	Civic Center	Part Time Wages	9,173		General	301-80	Allocating	Y
301	80	4008	Civic Center	FICA	702		General	301-80	Allocating	Y
301	80	4009	Civic Center	Workers Compensation	294		General	301-80	Allocating	Y
301	80	4030	Civic Center	Special Departmental	1,521		General	301-80	Allocating	Y
301	80	4080	Civic Center	P.G & E.	14,576		General	301-80	Allocating	Y
301	80	4081	Civic Center	Water & Sewer Expense	3,806		General	301-80	Allocating	Y
301	80	4100	Civic Center	Building Maintenance	2,200		General	301-80	Allocating	Y
<b>Civic Center Total</b>					<b>32,271</b>					
301	90	4001	Building	Salaries	56,209		General	301-90	Receiving	Y
301	90	4006	Building	PERS	29,041		General	301-90	Receiving	Y
301	90	4007	Building	Health Insurance	21,990		General	301-90	Receiving	Y
301	90	4008	Building	FICA	3,943		General	301-90	Receiving	Y
301	90	4009	Building	Workers Compensation	2,706		General	301-90	Receiving	Y
301	90	4014	Building	Life Insurance	332		General	301-90	Receiving	Y
301	90	4020	Building	Office Expense	37		General	301-90	Receiving	Y
301	90	4021	Building	Postage Expense	38		General	301-90	Receiving	Y
301	90	4030	Building	Special Departmental	3,628		General	301-90	Receiving	Y
307	90	4030	Building	Special Departmental - Certified Access	122		Certified Access	307-90	Receiving	Y
301	90	4060	Building	Advertising	90		General	301-90	Receiving	Y
301	90	4120	Building	Professional Services	55,565		General	301-90	Receiving	Y
301	90	4140	Building	Insurance	3,430		General	301-90	Receiving	Y
301	90	4150	Building	Travel & Meetings	-		General	301-90	Receiving	Y
301	90	4160	Building	Dues	-		General	301-90	Receiving	Y
<b>Building Total</b>					<b>177,130</b>					

City of Willows  
 Fiscal Year 2019-20  
 Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund/Dept	Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp	Fund Name			
301	100	4006	Police	PERS	259,634	General	301-100	Receiving	Y
301	100	4007	Police	Health Insurance	1,596	General	301-100	Receiving	Y
301	100	4130	Police	Contractual Services	1,253,991	General	301-100	Receiving	Y
376	100	4130	Police	Contractual Services	155,948	Slesf	376-100	Receiving	Y
<b>Police Total</b>					<b>1,671,169</b>				
301	110	4120	Engineering	Professional Services	6,676	General	301-110	Receiving	Y
317	110	4120	Engineering	Professional Services	203	Gas Tax 2107.5	317-110	Receiving	Y
<b>Engineering Total</b>					<b>6,878</b>				
301	120	4001	Library	Salaries	3,412	General	301-120	Receiving	Y
319	120	4001	Library	Salaries	-	Covid 19	319-120	Receiving	Y
338	120	4001	Library	Salaries	29,812	County Library	338-120	Receiving	Y
301	120	4004	Library	Part Time Wages	41,895	General	301-120	Receiving	Y
319	120	4004	Library	Part Time Wages	-	Covid 19	319-120	Receiving	Y
338	120	4004	Library	Part Time Wages	5,682	County Library	338-120	Receiving	Y
301	120	4006	Library	PERS	12,140	General	301-120	Receiving	Y
338	120	4006	Library	PERS	1,883	County Library	338-120	Receiving	Y
301	120	4007	Library	Health Insurance	4,160	General	301-120	Receiving	Y
338	120	4007	Library	Health Insurance	4,915	County Library	338-120	Receiving	Y
301	120	4008	Library	FICA	3,449	General	301-120	Receiving	Y
319	120	4008	Library	FICA	-	Covid 19	319-120	Receiving	Y
338	120	4008	Library	FICA	2,689	County Library	338-120	Receiving	Y
301	120	4009	Library	Workers Compensation	4,356	General	301-120	Receiving	Y
301	120	4013	Library	Unemployment	6,155	General	301-120	Receiving	Y
301	120	4014	Library	Life Insurance	62	General	301-120	Receiving	Y
301	120	4020	Library	Office Expense	1,818	General	301-120	Receiving	Y
301	120	4021	Library	Postage Expense	45	General	301-120	Receiving	Y
301	120	4030	Library	Special Departmental	170	General	301-120	Receiving	Y
338	120	4030	Library	Special Departmental - CSLA	75	County Library	338-120	Receiving	Y
341	120	4030	Library	Special Departmental - CSLA	3,784	Zip Books-State	341-120	Receiving	Y
350	120	4030	Library	Special Departmental - CSLA	452	Northnet-Train	350-120	Receiving	Y
352	120	4030	Library	Special Departmental - CSLA	20,658	Clsa Delivery	352-120	Receiving	Y
359	120	4030	Library	Special Departmental - Literacy	60,062	Literacy Passthrough	359-120	Receiving	Y
301	120	4071	Library	Telephone	2,435	General	301-120	Receiving	Y
301	120	4080	Library	Utility-Electric	12,850	General	301-120	Receiving	Y
301	120	4115	Library	Equipment Maintenance	435	General	301-120	Receiving	Y
301	120	4120	Library	Professional Services	-	General	301-120	Receiving	Y
301	120	4130	Library	Contractual Services	90,137	General	301-120	Receiving	Y
338	120	4130	Library	Contractual Services	-	County Library	338-120	Receiving	Y
301	120	4140	Library	Insurance	16,417	General	301-120	Receiving	Y
301	120	4150	Library	Travel & Meetings	-	General	301-120	Receiving	Y
301	120	4160	Library	Dues	-	General	301-120	Receiving	Y
301	120	4933	Library	Print Material	4,123	General	301-120	Receiving	Y
202	120	4933	Library	Print Material	700	Lost/Damage Trst	202-120	Receiving	Y
338	120	4933	Library	Print Material	5,448	County Library	338-120	Receiving	Y
345	120	4933	Library	Print Material	-	Public Library	345-120	Receiving	Y
<b>Library Total</b>					<b>340,217</b>				

City of Willows  
Fiscal Year 2019-20  
Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund/Dept	Allocating/	Next Exp
					Actual Exp	Fund Name			
319	121	4004	Bayliss Library	Part Time Wages	-	Covid 19	319-121	Receiving	Y
338	121	4004	Bayliss Library	Part Time Wages	3,838	County Library	338-121	Receiving	Y
318	121	4008	Bayliss Library	FICA	(16)	Sewer Maint.	318-121	Receiving	Y
319	121	4008	Bayliss Library	FICA	16	Covid 19	319-121	Receiving	Y
338	121	4008	Bayliss Library	FICA	294	County Library	338-121	Receiving	Y
338	121	4009	Bayliss Library	Workers Compensation	222	County Library	338-121	Receiving	Y
338	121	4030	Bayliss Library	Special Departmental	-	County Library	338-121	Receiving	Y
338	121	4071	Bayliss Library	Telephone	468	County Library	338-121	Receiving	Y
301	121	4080	Bayliss Library	P.G & E.	86	General	301-121	Receiving	Y
338	121	4080	Bayliss Library	P.G & E.	2,247	County Library	338-121	Receiving	Y
<b>Bayliss Library Total</b>					<b>7,154</b>				
319	122	4004	Elk Creek Library	Part Time Wages	-	Covid 19	319-122	Receiving	Y
338	122	4004	Elk Creek Library	Part Time Wages	4,611	County Library	338-122	Receiving	Y
319	122	4008	Elk Creek Library	FICA	-	Covid 19	319-122	Receiving	Y
338	122	4008	Elk Creek Library	FICA	353	County Library	338-122	Receiving	Y
338	122	4009	Elk Creek Library	Workers Compensation	240	County Library	338-122	Receiving	Y
338	122	4030	Elk Creek Library	Special Departmental	399	County Library	338-122	Receiving	Y
338	122	4071	Elk Creek Library	Telephone	514	County Library	338-122	Receiving	Y
338	122	4135	Elk Creek Library	Rent	1,300	County Library	338-122	Receiving	Y
<b>Elk Creek Library Total</b>					<b>7,418</b>				
301	130	4001	Recreation	Salaries	41,344	General	301-130	Receiving	Y
301	130	4002	Recreation	Overtime	204	General	301-130	Receiving	Y
239	130	4004	Recreation	Temporary Salaries - Jump Start	5,221	Jump Start	239-130	Receiving	Y
301	130	4004	Recreation	Temporary Salaries	5,281	General	301-130	Receiving	Y
322	130	4004	Recreation	Temporary Salaries - Rec. Reimb.	8,066	Rec. Reimb.	322-130	Receiving	Y
301	130	4006	Recreation	PERS	22,415	General	301-130	Receiving	Y
301	130	4007	Recreation	Health Insurance	8,592	General	301-130	Receiving	Y
239	130	4008	Recreation	FICA - Jump Start	399	Jump Start	239-130	Receiving	Y
301	130	4008	Recreation	FICA	3,454	General	301-130	Receiving	Y
322	130	4008	Recreation	FICA - Rec. Reimb.	613	Rec. Reimb.	322-130	Receiving	Y
239	130	4009	Recreation	Workers Compensation - Jump Start	547	Jump Start	239-130	Receiving	Y
301	130	4009	Recreation	Workers Compensation	2,819	General	301-130	Receiving	Y
322	130	4009	Recreation	Workers Compensation - Rec. Reimb.	720	Rec. Reimb.	322-130	Receiving	Y
239	130	4013	Recreation	Unemployment	6,481	Jump Start	239-130	Receiving	Y
322	130	4014	Recreation	Life Insurance	224	Rec. Reimb.	322-130	Receiving	Y
301	130	4021	Recreation	Postage - Rec. Reimb.	792	General	301-130	Receiving	Y
322	130	4021	Recreation	Postage - Rec. Reimb.	21	Rec. Reimb.	322-130	Receiving	Y
239	130	4030	Recreation	Special Departmental - Jump Start	130	Jump Start	239-130	Receiving	Y
301	130	4030	Recreation	Special Departmental - Jump Start	178	General	301-130	Receiving	Y
322	130	4030	Recreation	Special Departmental - Rec. Reimb.	8,170	Rec. Reimb.	322-130	Receiving	Y
323	130	4030	Recreation	Special Departmental - Rec. Reimb.	186	Rec. Cultural	323-130	Receiving	Y
301	130	4071	Recreation	Telephone	809	General	301-130	Receiving	Y
301	130	4110	Recreation	Veh. Allowance	800	General	301-130	Receiving	Y
301	130	4120	Recreation	Professional Services	20	General	301-130	Receiving	Y
301	130	4140	Recreation	Insurance	3,000	General	301-130	Receiving	Y
301	130	4150	Recreation	Travel & Meetings	200	General	301-130	Receiving	Y
301	130	4160	Recreation	Dues	-	General	301-130	Receiving	Y
<b>Recreation Total</b>					<b>120,686</b>				

City of Willows  
 Fiscal Year 2019-20  
 Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund Name	Fund/Dept	Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp					
301	135	4004	Swim Pool	Part Time Wages	12,947		General	301-135	Receiving	Y
301	135	4008	Swim Pool	FICA	985		General	301-135	Receiving	Y
301	135	4009	Swim Pool	Workers Compensation	522		General	301-135	Receiving	Y
301	135	4020	Swim Pool	Office Expense	41		General	301-135	Receiving	Y
301	135	4030	Swim Pool	Special Departmental	2,630		General	301-135	Receiving	Y
301	135	4050	Swim Pool	Clothing	-		General	301-135	Receiving	Y
301	135	4060	Swim Pool	Advertising	-		General	301-135	Receiving	Y
301	135	4071	Swim Pool	Telephone	234		General	301-135	Receiving	Y
301	135	4080	Swim Pool	P.G & E.	4,149		General	301-135	Receiving	Y
301	135	4081	Swim Pool	Water & Sewer Expense	6,624		General	301-135	Receiving	Y
301	135	4100	Swim Pool	Building Maintenance	8,822		General	301-135	Receiving	Y
301	135	4115	Swim Pool	Equipment Maintenance	361		General	301-135	Receiving	Y
301	135	4120	Swim Pool	Professional Services	-		General	301-135	Receiving	Y
301	135	4140	Swim Pool	Insurance	1,183		General	301-135	Receiving	Y
301	135	4150	Swim Pool	Travel & Meetings	340		General	301-135	Receiving	Y
301	135	5132	Swim Pool	First Aid	-		General	301-135	Receiving	Y
<b>Swim Pool Total</b>					<b>38,837</b>					
301	138	4001	Parks and Public Works	Salaries	175,898		General	301-138	Receiving	Y
316	138	4001	Parks and Public Works	Salaries	15,406		Gas Tax 2110	316-138	Receiving	Y
301	138	4002	Parks and Public Works	Overtime	9,360		General	301-138	Receiving	Y
301	138	4004	Parks and Public Works	Part Time Wages	11,609		General	301-138	Receiving	Y
301	138	4006	Parks and Public Works	PERS	75,210		General	301-138	Receiving	Y
316	138	4006	Parks and Public Works	PERS	976		Gas Tax 2110	316-138	Receiving	Y
301	138	4007	Parks and Public Works	Health Insurance	32,247		General	301-138	Receiving	Y
316	138	4007	Parks and Public Works	Health Insurance	3,803		Gas Tax 2110	316-138	Receiving	Y
301	138	4008	Parks and Public Works	FICA	15,028		General	301-138	Receiving	Y
316	138	4008	Parks and Public Works	FICA	1,145		Gas Tax 2110	316-138	Receiving	Y
301	138	4009	Parks and Public Works	Workers Compensation	6,575		General	301-138	Receiving	Y
301	138	4009	Parks and Public Works	Workers Compensation	2,336		General	301-138	Receiving	Y
301	138	4013	Parks and Public Works	Unemployment	827		General	301-138	Receiving	Y
301	138	4014	Parks and Public Works	Life Insurance	574		General	301-138	Receiving	Y
301	138	4020	Parks and Public Works	Office Expense	305		General	301-138	Receiving	Y
301	138	4030	Parks and Public Works	Special Departmental	2,593		General	301-138	Receiving	Y
331	138	4030	Parks and Public Works	Special Departmental	101		Mall Maintenanc	331-138	Receiving	Y
301	138	4040	Parks and Public Works	Small Tools	67		General	301-138	Receiving	Y
301	138	4050	Parks and Public Works	Clothing	2,863		General	301-138	Receiving	Y
301	138	4051	Parks and Public Works	Personal Safety Equipment	2,112		General	301-138	Receiving	Y
301	138	4090	Parks and Public Works	Rent - Equipment	-		General	301-138	Receiving	Y
301	138	4111	Parks and Public Works	Vehicle Maintenance	6,170		General	301-138	Receiving	Y
301	138	4112	Parks and Public Works	Vehicle Maintenance - Tires	5,041		General	301-138	Receiving	Y
301	138	4113	Parks and Public Works	Fuel	11,299		General	301-138	Receiving	Y
301	138	4115	Parks and Public Works	Equipment Maintenance	8,089		General	301-138	Receiving	Y
301	138	4120	Parks and Public Works	Professional Services	2,319		General	301-138	Receiving	Y
301	138	4134	Parks and Public Works	Tree Maintenance	2,217		General	301-138	Receiving	Y
301	138	4150	Parks and Public Works	Travel & Meetings	630		General	301-138	Receiving	Y
301	138	4160	Parks and Public Works	Dues	598		General	301-138	Receiving	Y
301	138	5430	Parks and Public Works	Tool Allowance	2,600		General	301-138	Receiving	Y
301	138	5436	Parks and Public Works	Garage Supplies	711		General	301-138	Receiving	Y
301	138	5437	Parks and Public Works	First Aid	-		General	301-138	Receiving	Y
<b>Parks and Public Works Total</b>					<b>398,708</b>					

City of Willows  
 Fiscal Year 2019-20  
 Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund/Dept	Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp	Fund Name			
301	140	4030	Park Maint.	Special Departmental	7,942	General	301-140	Receiving	Y
301	140	4071	Park Maint.	Telephone	(155)	General	301-140	Receiving	Y
301	140	4080	Park Maint.	P.G & E.	21,172	General	301-140	Receiving	Y
301	140	4081	Park Maint.	Water & Sewer Expense	6,979	General	301-140	Receiving	Y
301	140	4100	Park Maint.	Building Maintenance	193	General	301-140	Receiving	Y
301	140	4120	Park Maint.	Professional Services	234	General	301-140	Receiving	Y
301	140	4130	Park Maint.	Contractual Services	78	General	301-140	Receiving	Y
301	140	4140	Park Maint.	Insurance	9,463	General	301-140	Receiving	Y
<b>Park Maint. Total</b>					<b>45,906</b>				
331	145	4030	Mall Maint.	Special Departmental	647	Mall Maintenanc	331-145	Receiving	Y
331	145	4080	Mall Maint.	P.G & E.	2,038	Mall Maintenanc	331-145	Receiving	Y
331	145	4081	Mall Maint.	Water & Sewer Expense	6,926	Mall Maintenanc	331-145	Receiving	Y
331	145	4120	Mall Maint.	Professional Services - Mall Maint Fund	-	Mall Maintenanc	331-145	Receiving	Y
<b>Mall Maint. Total</b>					<b>9,610</b>				
301	146	4081	Museum Maint.	Water & Sewer Expense	2,005	General	301-146	Receiving	Y
301	146	4100	Museum Maint.	Building Maintenance	113	General	301-146	Receiving	Y
<b>Museum Maint. Total</b>					<b>2,119</b>				
301	150	4001	Fire	Salaries	287,410	General	301-150	Receiving	Y
301	150	4002	Fire	Overtime	33,823	General	301-150	Receiving	Y
301	150	4004	Fire	Part Time Wages	44,267	General	301-150	Receiving	Y
301	150	4005	Fire	Holiday Pay	9,936	General	301-150	Receiving	Y
301	150	4006	Fire	PERS	180,984	General	301-150	Receiving	Y
301	150	4007	Fire	Health Insurance	96,949	General	301-150	Receiving	Y
301	150	4008	Fire	FICA	26,218	General	301-150	Receiving	Y
301	150	4009	Fire	Workers Compensation	18,402	General	301-150	Receiving	Y
301	150	4010	Fire	Call Back	695	General	301-150	Receiving	Y
301	150	4013	Fire	Unemployment	839	General	301-150	Receiving	Y
301	150	4014	Fire	Life Insurance	910	General	301-150	Receiving	Y
301	150	4020	Fire	Office Expense	1,472	General	301-150	Receiving	Y
301	150	4021	Fire	Postage Expense	134	General	301-150	Receiving	Y
301	150	4030	Fire	Special Departmental	10,469	General	301-150	Receiving	Y
301	150	4040	Fire	Small Tools	7,432	General	301-150	Receiving	Y
301	150	4050	Fire	Uniform Expense	2,365	General	301-150	Receiving	Y
301	150	4060	Fire	Advertising	404	General	301-150	Receiving	Y
301	150	4071	Fire	Telephone	8,555	General	301-150	Receiving	Y
301	150	4080	Fire	P.G & E.	20,334	General	301-150	Receiving	Y
301	150	4081	Fire	Water & Sewer Expense	1,402	General	301-150	Receiving	Y
301	150	4100	Fire	Building Maintenance	15,458	General	301-150	Receiving	Y
301	150	4110	Fire	Veh. Allowance	1,067	General	301-150	Receiving	Y
301	150	4111	Fire	Vehicle Maintenance	10,653	General	301-150	Receiving	Y
301	150	4113	Fire	Fuel	8,996	General	301-150	Receiving	Y
301	150	4115	Fire	Equipment Maintenance	12,134	General	301-150	Receiving	Y
301	150	4120	Fire	Professional Services	268	General	301-150	Receiving	Y
301	150	4130	Fire	Contractual Services	44,859	General	301-150	Receiving	Y
301	150	4140	Fire	Insurance	24,575	General	301-150	Receiving	Y
301	150	4150	Fire	Travel & Meetings	2,105	General	301-150	Receiving	Y
301	150	4160	Fire	Dues	1,339	General	301-150	Receiving	Y
301	150	5304	Fire	Volunteer Pmt.	4,200	General	301-150	Receiving	Y
301	150	5306	Fire	Volunteer PERS	-	General	301-150	Receiving	Y
<b>Fire Total</b>					<b>878,655</b>				



City of Willows  
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Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund Name	Fund/Dept	Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp					
301	160	4030	Public Works/Streets	Special Departmental	324		General	301-160	Receiving	Y
301	160	4071	Public Works/Streets	Telephone	1,702		General	301-160	Receiving	Y
301	160	4080	Public Works/Streets	P.G & E. - General Traffic Signals	11,498		General	301-160	Receiving	Y
301	160	4081	Public Works/Streets	Water & Sewer Expense	1,659		General	301-160	Receiving	Y
314	160	4082	Public Works/Streets	Street Lighting	-	Gas Tax 2107		314-160	Receiving	Y
315	160	4082	Public Works/Streets	Street Lighting	19,519	Gas Tax 2109		315-160	Receiving	Y
316	160	4082	Public Works/Streets	Street Lighting	16,946	Gas Tax 2110		316-160	Receiving	Y
372	160	4082	Public Works/Streets	Street Lighting	4,883	Gas Tax 2103		372-160	Receiving	Y
301	160	4100	Public Works/Streets	Building Maintenance	67	General		301-160	Receiving	Y
301	160	4120	Public Works/Streets	Professional Services	538	General		301-160	Receiving	Y
301	160	4140	Public Works/Streets	Insurance	24,534	General		301-160	Receiving	Y
301	160	4185	Public Works/Streets	Claim Coverage	2,170	General		301-160	Receiving	Y
314	160	5431	Public Works/Streets	Gas Tax - Street Maintenance	9,865	Gas Tax 2107		314-160	Receiving	Y
306	160	5438	Public Works/Streets	Gas Tax - Traffic Signals	-	Traffic Cong Relie		306-160	Receiving	Y
301	160	5439	Public Works/Streets	Alley Maintenance	378	General		301-160	Receiving	Y
316	160	5438	Public Works/Streets	Gas Tax - Traffic Signals	-	Gas Tax 2110		316-160	Receiving	Y
<b>Public Works/Streets Total</b>					<b>94,083</b>					
313	161	4030	Lighting and Landscape District - Zone A	Special Departmental - L&L District- Zone A	1,237	Willows Lightin		313-161	Receiving	Y
313	161	4080	Lighting and Landscape District - Zone A	Water & Sewer Expense - Utility-Elec	77	Willows Lightin		313-161	Receiving	Y
313	161	4081	Lighting and Landscape District - Zone A	Water & Sewer Expense - L&L District	908	Willows Lightin		313-161	Receiving	Y
313	161	4082	Lighting and Landscape District - Zone A	Street Lighting - L&L District	912	Willows Lightin		313-161	Receiving	Y
<b>Lighting and Landscape District - Zone A Total</b>					<b>3,134</b>					
301	162	4030	Lighting and Landscape District - Zone B	Special Departmental	-	General		301-162	Receiving	Y
313	162	4030	Lighting and Landscape District - Zone B	Special Departmental - L&L District- Zone B	487	Willows Lightin		313-162	Receiving	Y
313	162	4080	Lighting and Landscape District - Zone B	Utility-Electric	1,293	Willows Lightin		313-162	Receiving	Y
<b>Special Departmental Total</b>					<b>1,780</b>					
313	163	4030	Lighting and Landscape District - Zone C	Special Departmental - L&L District- Zone C	4,385	Willows Lightin		313-163	Receiving	Y
313	163	4081	Lighting and Landscape District - Zone C	Water & Sewer	339	Willows Lightin		313-163	Receiving	Y
<b>Special Departmental - L&amp;L District- Zone C Total</b>					<b>4,724</b>					
301	170	4030	Storm Drain	Special Departmental	1,555	General		301-170	Receiving	Y
301	170	4080	Storm Drain	P.G. & E.	1,207	General		301-170	Receiving	Y
301	170	4115	Storm Drain	Equipment Maintenance	-	General		301-170	Receiving	Y
301	170	4120	Storm Drain	Professional Services	-	General		301-170	Receiving	Y
301	170	4140	Storm Drain	Insurance	2,463	General		301-170	Receiving	Y
<b>Storm Drain Total</b>					<b>5,224</b>					
325	200	4030	Water Enterprise	Special Departmental	1,812	Water Enterpris		325-200	Receiving	Y
325	200	4080	Water Enterprise	Utility-Electric	339	Water Enterpris		325-200	Receiving	Y
325	200	4115	Water Enterprise	Equipment Maintenance	4,000	Water Enterpris		325-200	Receiving	Y
301	200	4120	Water Enterprise	Professional Services	88	General		301-200	Receiving	Y
325	200	4120	Water Enterprise	Professional Services	3,948	Water Enterpris		325-200	Receiving	Y
325	200	4140	Water Enterprise	Insurance	142	Water Enterpris		325-200	Receiving	Y
325	200	5900	Water Enterprise	Depreciation	4,118	Water Enterpris		325-200	Receiving	Y
<b>Water Enterprise Total</b>					<b>14,447</b>					
346	216	4030	CDBG PI Activities	Special Departmental	79	Program Income		346-216	Receiving	N
347	216	4030	CDBG PI Activities	HOME Program - PI Reuse	93	HOME Program Incom		347-216	Receiving	N
398	216	4130	CDBG PI Activities	Home Grant Contract Services	2,447	Home Grant		398-216	Receiving	N
<b>CDBG PI Activities Total</b>					<b>2,619</b>					



City of Willows  
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Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20			Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp	Fund Name	Fund/Dept		
203	300	6000	Trust Funds	Donations - Library	862	Donations - Library Tr	203-300	Receiving	Y
206	300	6000	Trust Funds	Bayliss Library	160	Bayliss Trust Fund	206-300	Receiving	Y
209	300	6000	Trust Funds	Public Comp. Library	1,237	Public Comp. Lb	209-300	Receiving	Y
210	300	6000	Trust Funds	Smip	1,179	Smip	210-300	Receiving	Y
212	300	6000	Trust Funds	Children's Svc	4,488	Children'S Svc.	212-300	Receiving	Y
222	300	6000	Trust Funds	Softball Repair	94	Softball Trust Fund	222-300	Receiving	Y
234	300	6000	Trust Funds	Planning Total	84,089	Planning	234-300	Receiving	Y
235	300	6000	Trust Funds	Pers	2,100	Pers Trust	235-300	Receiving	Y
239	300	6000	Trust Funds	Jump Start	237	Jump Start	239-300	Receiving	Y
245	300	6000	Trust Funds	Bld. Standards	427	Bld. Standards	245-300	Receiving	Y
<b>Trust Funds Total</b>					<b>94,871</b>				
356	400	7101	Capital Outlay (FF&E)	Lease Purchase	6,559	Fire-Dif	356-400	Receiving	N
301	400	7168	Capital Outlay (FF&E)	Public Works Equipment	7,750	General	301-400	Receiving	N
301	400	7223	Capital Outlay (FF&E)	Upgrade Computer	2,050	General	301-400	Receiving	N
301	400	7234	Capital Outlay (FF&E)	Computer/Office Equipment	20,462	General	301-400	Receiving	N
344	400	7240	Capital Outlay (FF&E)	Fire Engine Vehicles	295,777	USDA	344-400	Receiving	N
301	400	7241	Capital Outlay (FF&E)	Fire-Equipment Replacement	7,631	General	301-400	Receiving	N
356	400	7241	Capital Outlay (FF&E)	Fire-Equipment Replacement	-	Fire-Dif	356-400	Receiving	N
<b>Capital Outlay (FF&amp;E) Total</b>					<b>340,230</b>				
301	400	7256	Capital Outlay	Street/Sidewalk Reconstruction SB 1	23,178	General	301-400	Receiving	N
306	400	7256	Capital Outlay	Street/Sidewalk Reconstruction SB 1	7,135	Traffic Cong Relie	306-400	Receiving	N
311	400	7256	Capital Outlay	Street/Sidewalk Reconstruction SB 1	-	SB 1	311-400	Receiving	N
310	400	7256	Capital Outlay	Street Reconstruction and Resurface	15,787	Rstp-Gas Tax	310-400	Receiving	N
372	400	7256	Capital Outlay	Street Reconstruction and Resurface	-	Gas Tax 2103	372-400	Receiving	N
301	400	7281	Capital Outlay	Loan Structure and Fees - South Willows GAP Financing	197,896	General	301-400	Receiving	N
301	400	7281	Capital Outlay	South Willows Project - Cal Water Engineering and Inspection	-	General	301-400	Receiving	N
321	400	7281	Capital Outlay	Infrastructure	-	Sewer Construct	321-400	Receiving	N
326	400	7281	Capital Outlay	Infrastructure	525,487	Cdbg-Otc	326-400	Receiving	N
327	400	7281	Capital Outlay	Infrastructure	508,507	Basin Street	327-400	Receiving	N
329	400	7281	Capital Outlay	Infrastructure	2,110,853	Eda Grant	329-400	Receiving	N
360	400	7281	Capital Outlay	Infrastructure	166,556	Storm Drainage	360-400	Receiving	N
321	400	7282	Capital Outlay	Infrastructure - Admin	2,144	Sewer Construct	321-400	Receiving	N
326	400	7282	Capital Outlay	Infrastructure - Admin	32,531	Cdbg-Otc	326-400	Receiving	N
327	400	7282	Capital Outlay	Infrastructure - Admin	2,144	Basin Street	327-400	Receiving	N
360	400	7282	Capital Outlay	Infrastructure - Admin	2,144	Storm Drainage	360-400	Receiving	N
301	400	7290	Capital Outlay	Public Works Equipment	1,636	General	301-400	Receiving	N
305	400	7299	Capital Outlay	Debt Service	111,977	Debt Service	305-400	Receiving	N
318	400	7307	Capital Outlay	Wastewater Equip	-	Sewer Maint.	318-400	Receiving	N
<b>Capital Outlay Total</b>					<b>3,707,976</b>				
301	400	7281	Debt Service	Debt Service - South Willows Infrastructure GAP loan	-	General	301-400	Receiving	N
356	400	7241	Debt Service	Debt Service - Fire Engine Lease	-	Fire-Dif	356-400	Receiving	N
363	400	7281	Debt Service	Debt Service - GAP Financing - OTC and Basin Street	-	I-5 DIF	363-400	Receiving	N
<b>Debt Service Total</b>					<b>-</b>				
318	180	4001	Sewer Maintenance - Personnel	Salaries	151,973	Sewer Maint.	318-180	Receiving	Y
318	180	4002	Sewer Maintenance - Personnel	Overtime	8,700	Sewer Maint.	318-180	Receiving	Y
318	180	4004	Sewer Maintenance - Personnel	Part Time Wages	639	Sewer Maint.	318-180	Receiving	Y
318	180	4006	Sewer Maintenance - Personnel	PERS	156,380	Sewer Maint.	318-180	Receiving	Y
301	180	4007	Sewer Maintenance - Personnel	Health Insurance	(102)	General	301-180	Receiving	Y
318	180	4007	Sewer Maintenance - Personnel	Health Insurance	56,614	Sewer Maint.	318-180	Receiving	Y
318	180	4008	Sewer Maintenance - Personnel	FICA	11,405	Sewer Maint.	318-180	Receiving	Y
318	180	4009	Sewer Maintenance - Personnel	Workers Compensation	10,566	Sewer Maint.	318-180	Receiving	Y
318	180	4013	Sewer Maintenance - Personnel	Unemployment	-	Sewer Maint.	318-180	Receiving	Y
318	180	4014	Sewer Maintenance - Personnel	Life Insurance	778	Sewer Maint.	318-180	Receiving	Y
<b>Sewer Maintenance - Personnel Total</b>					<b>396,953</b>				

City of Willows  
 Fiscal Year 2019-20  
 Actual Expenditures - Detail

Fund	Acct. No.	Object	Department	Description	FY 2019/20		Fund/Dept	Allocating/ Receiving	Next Exp Basis Y/N
					Actual Exp	Fund Name			
318	180	4020	Sewer Maintenance - Operations	Office Expense	418	Sewer Maint.	318-180	Receiving	Y
318	180	4021	Sewer Maintenance - Operations	Postage Expense	1,379	Sewer Maint.	318-180	Receiving	Y
318	180	4030	Sewer Maintenance - Operations	Special Departmental	5,192	Sewer Maint.	318-180	Receiving	Y
318	180	4040	Sewer Maintenance - Operations	Small Tools	-	Sewer Maint.	318-180	Receiving	Y
318	180	4050	Sewer Maintenance - Operations	Uniform Expense	2,696	Sewer Maint.	318-180	Receiving	Y
318	180	4071	Sewer Maintenance - Operations	Telephone	4	Sewer Maint.	318-180	Receiving	Y
318	180	4080	Sewer Maintenance - Operations	P.G. & E.	191,264	Sewer Maint.	318-180	Receiving	Y
318	180	4081	Sewer Maintenance - Operations	Water & Sewer Expense	2,185	Sewer Maint.	318-180	Receiving	Y
318	180	4100	Sewer Maintenance - Operations	Building Maintenance	-	Sewer Maint.	318-180	Receiving	Y
318	180	4111	Sewer Maintenance - Operations	Vehicle Maintenance	558	Sewer Maint.	318-180	Receiving	Y
318	180	4112	Sewer Maintenance - Operations	Vehicle Maintenance - Tires	-	Sewer Maint.	318-180	Receiving	Y
318	180	4113	Sewer Maintenance - Operations	Fuel	12,498	Sewer Maint.	318-180	Receiving	Y
318	180	4115	Sewer Maintenance - Operations	Equipment Maintenance	988	Sewer Maint.	318-180	Receiving	Y
318	180	4120	Sewer Maintenance - Operations	Professional Services	71,590	Sewer Maint.	318-180	Receiving	Y
318	180	4130	Sewer Maintenance - Operations	Contractual Services	666,805	Sewer Maint.	318-180	Receiving	Y
318	180	4140	Sewer Maintenance - Operations	Insurance	25,785	Sewer Maint.	318-180	Receiving	Y
318	180	4150	Sewer Maintenance - Operations	Travel & Meetings	-	Sewer Maint.	318-180	Receiving	Y
318	180	4160	Sewer Maintenance - Operations	Dues	875	Sewer Maint.	318-180	Receiving	Y
318	180	4170	Sewer Maintenance - Operations	Training	-	Sewer Maint.	318-180	Receiving	Y
318	180	5132	Sewer Maintenance - Operations	First Aid	-	Sewer Maint.	318-180	Receiving	Y
318	180	5432	Sewer Maintenance - Operations	First Aid	-	Sewer Maint.	318-180	Receiving	Y
318	180	5631	Sewer Maintenance - Operations	Discharge Permit	12,055	Sewer Maint.	318-180	Receiving	Y
318	180	5632	Sewer Maintenance - Operations	General Administration	-	Sewer Maint.	318-180	Receiving	Y
318	180	5900	Sewer Maintenance - Operations	Depreciation	272,830	Sewer Maint.	318-180	Receiving	Y
321	180	5900	Sewer Maintenance - Operations	Construction Depreciation	5,000	Sewer Construct	321-180	Receiving	Y
318	180	5950	Sewer Maintenance - Operations	Interest Expense	237,771	Sewer Maint.	318-180	Receiving	Y
<b>Sewer Maintenance - Operations Total</b>					<b>1,509,893</b>				
321	400	7210	Sewer Maintenance - Capital Outlay	Sewer Line Replacement/Sewer Capital Projects (Projected remaining carryover of South Willows Project)	-	Sewer Construct	321-400	Receiving	N
318	180	2522/5950	Sewer Maintenance - Capital Outlay	Sewer Loan Repayment - 2007 Renovation	-	Sewer Maint.	318-180	Receiving	N
<b>Sewer Maintenance - Capital Outlay Total</b>					<b>-</b>				
301	xxx	8000	No Name	Transfers Out	111,977	General	301-xxx	Receiving	N
305	xxx	8000	No Name	Transfers Out	985,902	Debt Service	305-xxx	Receiving	N
332	xxx	8000	No Name	Transfers Out	1,042	Cdbg 2003 Inc.	332-xxx	Receiving	N
335	xxx	8000	No Name	Transfers Out	4,684	1992 Cdbg Inc.	335-xxx	Receiving	N
339	xxx	8000	No Name	Transfers Out	2,717	2000 Cdbg Prog.	339-xxx	Receiving	N
346	xxx	8000	No Name	Transfers Out	2,977	Program Income	346-xxx	Receiving	N
<b>No Name Total</b>					<b>1,109,299</b>				
<b>Grand Total</b>					<b>13,524,858</b>				

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-10</b>	<b>City Council</b>	<b>\$</b>	<b>22,962</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
301-10	City Council	\$ 22,962	0.35%	\$ 80
301-20	City Attorney	45,202	0.69%	158
301-30	City Manager	44,977	0.69%	158
301-50	Finance	261,753	4.00%	918
301-60	Planning	70,476	1.08%	247
301-70	General Office	161,664	2.47%	567
301-75	Community Activities	1,048	0.02%	4
301-80	Civic Center	32,271	0.49%	113
301-90	Building	177,008	2.70%	620
301-100	Police	1,515,221	23.13%	5,311
301-110	Engineering	6,676	0.10%	23
301-120	Library	204,058	3.12%	715
301-121	Bayliss Library	86	0.00%	0
301-130	Recreation	89,907	1.37%	315
301-135	Swim Pool	38,837	0.59%	136
301-138	Parks and Public Works	377,279	5.76%	1,322
301-140	Park Maint.	45,906	0.70%	161
301-146	Museum Maint.	2,119	0.03%	7
301-150	Fire	878,655	13.41%	3,080
301-160	Public Works/Streets	42,870	0.65%	150
301-162	Lighting and Landscape District - Zone B	-	0.00%	-
301-170	Storm Drain	5,224	0.08%	18
301-180	Sewer Maintenance - Personnel	(102)	0.00%	(0)
301-200	Water Enterprise	88	0.00%	0
301-400	Capital Outlay (FF&E)	-	0.00%	-
301-xxx	No Name	-	0.00%	-
<b>GENERAL FUND TOTAL</b>		<b>\$ 4,024,183</b>	<b>61.43%</b>	<b>\$ 14,106</b>

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-10</b>	<b>City Council</b>	<b>\$</b>	<b>22,962</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
202-120	Lost/Damage Trst	700	0.01%	2
203-300	Donations - Library Trust Fund	862	0.01%	3
206-300	Bayliss Trust Fund	160	0.00%	1
209-300	Public Comp. Lb	1,237	0.02%	4
210-300	Smip	1,179	0.02%	4
212-300	Children'S Svc.	4,488	0.07%	16
222-300	Softball Trust Fund	94	0.00%	0
234-300	Planning	84,089	1.28%	295
235-300	Pers Trust	2,100	0.03%	7
239-130	Jump Start	12,779	0.20%	45
239-300	Jump Start	237	0.00%	1
245-300	Bld. Standards	427	0.01%	1
305-400	Debt Service	-	0.00%	-
305-xxx	No Name	-	0.00%	-
306-160	Traffic Cong Relie	-	0.00%	-
306-400	Traffic Cong Relie	-	0.00%	-
307-90	Certified Access	122	0.00%	0
310-400	Rstp-Gas Tax	-	0.00%	-
311-400	SB 1	-	0.00%	-
313-161	Willows Lightin	3,134	0.05%	11
313-162	Willows Lightin	1,780	0.03%	6
313-163	Willows Lightin	4,724	0.07%	17
314-160	Gas Tax 2107	9,865	0.15%	35
315-160	Gas Tax 2109	19,519	0.30%	68
316-138	Gas Tax 2110	21,329	0.33%	75
316-160	Gas Tax 2110	16,946	0.26%	59
317-110	Gas Tax 2107.5	203	0.00%	1
318-121	Sewer Maint.	(16)	0.00%	(0)
318-400	Sewer Maint.	-	0.00%	-
318-180	Sewer Maint.	1,901,948	29.03%	6,667

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-10</b>	<b>City Council</b>	<b>\$</b>	<b>22,962</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
319-70	Covid 19	67	0.00%	0
319-120	Covid 19	-	0.00%	-
319-121	Covid 19	16	0.00%	0
319-122	Covid 19	-	0.00%	-
321-180	Sewer Construct	5,000	0.08%	18
321-400	Sewer Construct	-	0.00%	-
322-130	Rec. Reimb.	17,814	0.27%	62
323-130	Rec. Cultural	186	0.00%	1
324-75	Usda Biomass	7,130	0.11%	25
325-200	Water Enterpris	14,359	0.22%	50
326-400	Cdbg-Otc	-	0.00%	-
327-400	Basin Street	-	0.00%	-
329-400	Eda Grant	-	0.00%	-
330-75	Community Discr	30,883	0.47%	108
331-75	Mall Maintenanc	35	0.00%	0
331-138	Mall Maintenanc	101	0.00%	0
331-145	Mall Maintenanc	9,610	0.15%	34
332-xxx	No Name	-	0.00%	-
333-75	Economic Dev	1,968	0.03%	7
335-xxx	1992 Cdbg Inc.	-	0.00%	-
338-120	County Library	50,504	0.77%	177
338-121	County Library	7,068	0.11%	25
338-122	County Library	7,418	0.11%	26
339-xxx	No Name	-	0.00%	-
341-120	Zip Books-State	3,784	0.06%	13
343-60	Sb 2 Grant	40,744	0.62%	143
343-75	Sb 2 Grant	-	0.00%	-
344-400	USDA	-	0.00%	-
345-120	Public Library	-	0.00%	-
346-216	Program Income	-	0.00%	-

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-10</b>	<b>City Council</b>	<b>\$</b>	<b>22,962</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
346-xxx	Program Income	-	0.00%	-
347-216	HOME Program Income	-	0.00%	-
350-120	Northnet-Train	452	0.01%	2
352-120	Clsa Delivery	20,658	0.32%	72
356-400	Fire-Dif	-	0.00%	-
359-120	Literacy Passthrough	60,062	0.92%	211
360-400	Storm Drainage	-	0.00%	-
363-400	I-5 DIF	-	0.00%	-
372-160	Gas Tax 2103	4,883	0.07%	17
372-400	Gas Tax 2103	-	0.00%	-
376-100	Slesf	155,948	2.38%	547
398-60	Home Grant	-	0.00%	-
398-216	Home Grant	-	0.00%	-
<b>NON GF TOTAL</b>		<b>\$ 2,526,591</b>	<b>38.57%</b>	<b>\$ 8,856</b>

<b>TOTAL Net OpEx</b>	<b>\$ 6,550,774</b>	<b>\$ 22,962</b>
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TRUE

**[Notes]**

[1] Sourced from: 2020dept.pdf

[2] See Actual Exp Summary worksheet for information source

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

301-20 City Attorney \$ 45,202 [3]

FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
301-10	City Council	\$ 22,962	0.35%	\$ 158
301-20	City Attorney	45,202	0.69%	312
301-30	City Manager	44,977	0.69%	310
301-50	Finance	261,753	4.00%	1,806
301-60	Planning	70,476	1.08%	486
301-70	General Office	161,664	2.47%	1,116
301-75	Community Activities	1,048	0.02%	7
301-80	Civic Center	32,271	0.49%	223
301-90	Building	177,008	2.70%	1,221
301-100	Police	1,515,221	23.13%	10,455
301-110	Engineering	6,676	0.10%	46
301-120	Library	204,058	3.12%	1,408
301-121	Bayliss Library	86	0.00%	1
301-130	Recreation	89,907	1.37%	620
301-135	Swim Pool	38,837	0.59%	268
301-138	Parks and Public Works	377,279	5.76%	2,603
301-140	Park Maint.	45,906	0.70%	317
301-146	Museum Maint.	2,119	0.03%	15
301-150	Fire	878,655	13.41%	6,063
301-160	Public Works/Streets	42,870	0.65%	296
301-162	Lighting and Landscape District - Zone B	-	0.00%	-
301-170	Storm Drain	5,224	0.08%	36
301-180	Sewer Maintenance - Personnel	(102)	0.00%	(1)
301-200	Water Enterprise	88	0.00%	1
301-400	Capital Outlay (FF&E)	-	0.00%	-
301-xxx	No Name	-	0.00%	-
<b>GENERAL FUND TOTAL</b>		<b>\$ 4,024,183</b>	<b>61.43%</b>	<b>\$ 27,768</b>

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

301-20 City Attorney \$ 45,202 [3]

FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
202-120	Lost/Damage Trst	700	0.01%	5
203-300	Donations - Library Trust Fund	862	0.01%	6
206-300	Bayliss Trust Fund	160	0.00%	1
209-300	Public Comp. Lb	1,237	0.02%	9
210-300	Smip	1,179	0.02%	8
212-300	Children'S Svc.	4,488	0.07%	31
222-300	Softball Trust Fund	94	0.00%	1
234-300	Planning	84,089	1.28%	580
235-300	Pers Trust	2,100	0.03%	14
239-130	Jump Start	12,779	0.20%	88
239-300	Jump Start	237	0.00%	2
245-300	Bld. Standards	427	0.01%	3
305-400	Debt Service	-	0.00%	-
305-xxx	No Name	-	0.00%	-
306-160	Traffic Cong Relie	-	0.00%	-
306-400	Traffic Cong Relie	-	0.00%	-
307-90	Certified Access	122	0.00%	1
310-400	Rstp-Gas Tax	-	0.00%	-
311-400	SB 1	-	0.00%	-
313-161	Willows Lightin	3,134	0.05%	22
313-162	Willows Lightin	1,780	0.03%	12
313-163	Willows Lightin	4,724	0.07%	33
314-160	Gas Tax 2107	9,865	0.15%	68
315-160	Gas Tax 2109	19,519	0.30%	135
316-138	Gas Tax 2110	21,329	0.33%	147
316-160	Gas Tax 2110	16,946	0.26%	117
317-110	Gas Tax 2107.5	203	0.00%	1
318-121	Sewer Maint.	(16)	0.00%	(0)
318-400	Sewer Maint.	-	0.00%	-
318-180	Sewer Maint.	1,901,948	29.03%	13,124



City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

301-20 City Attorney \$ 45,202 [3]

FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
319-70	Covid 19	67	0.00%	0
319-120	Covid 19	-	0.00%	-
319-121	Covid 19	16	0.00%	0
319-122	Covid 19	-	0.00%	-
321-180	Sewer Construct	5,000	0.08%	35
321-400	Sewer Construct	-	0.00%	-
322-130	Rec. Reimb.	17,814	0.27%	123
323-130	Rec. Cultural	186	0.00%	1
324-75	Usda Biomass	7,130	0.11%	49
325-200	Water Enterpris	14,359	0.22%	99
326-400	Cdbg-Otc	-	0.00%	-
327-400	Basin Street	-	0.00%	-
329-400	Eda Grant	-	0.00%	-
330-75	Community Discr	30,883	0.47%	213
331-75	Mall Maintenanc	35	0.00%	0
331-138	Mall Maintenanc	101	0.00%	1
331-145	Mall Maintenanc	9,610	0.15%	66
332-xxx	No Name	-	0.00%	-
333-75	Economic Dev	1,968	0.03%	14
335-xxx	1992 Cdbg Inc.	-	0.00%	-
338-120	County Library	50,504	0.77%	348
338-121	County Library	7,068	0.11%	49
338-122	County Library	7,418	0.11%	51
339-xxx	No Name	-	0.00%	-
341-120	Zip Books-State	3,784	0.06%	26
343-60	Sb 2 Grant	40,744	0.62%	281
343-75	Sb 2 Grant	-	0.00%	-
344-400	USDA	-	0.00%	-
345-120	Public Library	-	0.00%	-
346-216	Program Income	-	0.00%	-

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

301-20 City Attorney \$ 45,202 [3]

FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
346-xxx	Program Income	-	0.00%	-
347-216	HOME Program Income	-	0.00%	-
350-120	Northnet-Train	452	0.01%	3
352-120	Clsa Delivery	20,658	0.32%	143
356-400	Fire-Dif	-	0.00%	-
359-120	Literacy Passthrough	60,062	0.92%	414
360-400	Storm Drainage	-	0.00%	-
363-400	I-5 DIF	-	0.00%	-
372-160	Gas Tax 2103	4,883	0.07%	34
372-400	Gas Tax 2103	-	0.00%	-
376-100	Slesf	155,948	2.38%	1,076
398-60	Home Grant	-	0.00%	-
398-216	Home Grant	-	0.00%	-
<b>NON GF TOTAL</b>		<b>\$ 2,526,591</b>	<b>38.57%</b>	<b>\$ 17,434</b>

TOTAL Net OpEx \$ 6,550,774 \$ 45,202

TRUE

[Notes]

[1] Sourced from: 2020dept.pdf

[2] See Actual Exp Summary worksheet for information source

[3] Professional Services - Code Enforcement costs excluded from allocation basis

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-30</b>	<b>City Manager</b>	<b>\$</b>	<b>44,977</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
301-10	City Council	\$ 22,962	0.35%	\$ 158
301-20	City Attorney	45,202	0.69%	310
301-30	City Manager	44,977	0.69%	309
301-50	Finance	261,753	4.00%	1,797
301-60	Planning	70,476	1.08%	484
301-70	General Office	161,664	2.47%	1,110
301-75	Community Activities	1,048	0.02%	7
301-80	Civic Center	32,271	0.49%	222
301-90	Building	177,008	2.70%	1,215
301-100	Police	1,515,221	23.13%	10,403
301-110	Engineering	6,676	0.10%	46
301-120	Library	204,058	3.12%	1,401
301-121	Bayliss Library	86	0.00%	1
301-130	Recreation	89,907	1.37%	617
301-135	Swim Pool	38,837	0.59%	267
301-138	Parks and Public Works	377,279	5.76%	2,590
301-140	Park Maint.	45,906	0.70%	315
301-146	Museum Maint.	2,119	0.03%	15
301-150	Fire	878,655	13.41%	6,033
301-160	Public Works/Streets	42,870	0.65%	294
301-162	Lighting and Landscape District - Zone B	-	0.00%	-
301-170	Storm Drain	5,224	0.08%	36
301-180	Sewer Maintenance - Personnel	(102)	0.00%	(1)
301-200	Water Enterprise	88	0.00%	1
301-400	Capital Outlay (FF&E)	-	0.00%	-
301-xxx	No Name	-	0.00%	-
<b>GENERAL FUND TOTAL</b>		<b>\$ 4,024,183</b>	<b>61.43%</b>	<b>\$ 27,630</b>

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-30</b>	<b>City Manager</b>	<b>\$</b>	<b>44,977</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
202-120	Lost/Damage Trst	700	0.01%	5
203-300	Donations - Library Trust Fund	862	0.01%	6
206-300	Bayliss Trust Fund	160	0.00%	1
209-300	Public Comp. Lb	1,237	0.02%	8
210-300	Smip	1,179	0.02%	8
212-300	Children'S Svc.	4,488	0.07%	31
222-300	Softball Trust Fund	94	0.00%	1
234-300	Planning	84,089	1.28%	577
235-300	Pers Trust	2,100	0.03%	14
239-130	Jump Start	12,779	0.20%	88
239-300	Jump Start	237	0.00%	2
245-300	Bld. Standards	427	0.01%	3
305-400	Debt Service	-	0.00%	-
305-xxx	No Name	-	0.00%	-
306-160	Traffic Cong Relie	-	0.00%	-
306-400	Traffic Cong Relie	-	0.00%	-
307-90	Certified Access	122	0.00%	1
310-400	Rstp-Gas Tax	-	0.00%	-
311-400	SB 1	-	0.00%	-
313-161	Willows Lightin	3,134	0.05%	22
313-162	Willows Lightin	1,780	0.03%	12
313-163	Willows Lightin	4,724	0.07%	32
314-160	Gas Tax 2107	9,865	0.15%	68
315-160	Gas Tax 2109	19,519	0.30%	134
316-138	Gas Tax 2110	21,329	0.33%	146
316-160	Gas Tax 2110	16,946	0.26%	116
317-110	Gas Tax 2107.5	203	0.00%	1
318-121	Sewer Maint.	(16)	0.00%	(0)
318-400	Sewer Maint.	-	0.00%	-
318-180	Sewer Maint.	1,901,948	29.03%	13,059

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-30</b>	<b>City Manager</b>	<b>\$</b>	<b>44,977</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
319-70	Covid 19	67	0.00%	0
319-120	Covid 19	-	0.00%	-
319-121	Covid 19	16	0.00%	0
319-122	Covid 19	-	0.00%	-
321-180	Sewer Construct	5,000	0.08%	34
321-400	Sewer Construct	-	0.00%	-
322-130	Rec. Reimb.	17,814	0.27%	122
323-130	Rec. Cultural	186	0.00%	1
324-75	Usda Biomass	7,130	0.11%	49
325-200	Water Enterpris	14,359	0.22%	99
326-400	Cdbg-Otc	-	0.00%	-
327-400	Basin Street	-	0.00%	-
329-400	Eda Grant	-	0.00%	-
330-75	Community Discr	30,883	0.47%	212
331-75	Mall Maintenanc	35	0.00%	0
331-138	Mall Maintenanc	101	0.00%	1
331-145	Mall Maintenanc	9,610	0.15%	66
332-xxx	No Name	-	0.00%	-
333-75	Economic Dev	1,968	0.03%	14
335-xxx	1992 Cdbg Inc.	-	0.00%	-
338-120	County Library	50,504	0.77%	347
338-121	County Library	7,068	0.11%	49
338-122	County Library	7,418	0.11%	51
339-xxx	No Name	-	0.00%	-
341-120	Zip Books-State	3,784	0.06%	26
343-60	Sb 2 Grant	40,744	0.62%	280
343-75	Sb 2 Grant	-	0.00%	-
344-400	USDA	-	0.00%	-
345-120	Public Library	-	0.00%	-
346-216	Program Income	-	0.00%	-

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

301-30	City Manager	\$	44,977
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
346-xxx	Program Income	-	0.00%	-
347-216	HOME Program Income	-	0.00%	-
350-120	Northnet-Train	452	0.01%	3
352-120	Clsa Delivery	20,658	0.32%	142
356-400	Fire-Dif	-	0.00%	-
359-120	Literacy Passthrough	60,062	0.92%	412
360-400	Storm Drainage	-	0.00%	-
363-400	I-5 DIF	-	0.00%	-
372-160	Gas Tax 2103	4,883	0.07%	34
372-400	Gas Tax 2103	-	0.00%	-
376-100	Slesf	155,948	2.38%	1,071
398-60	Home Grant	-	0.00%	-
398-216	Home Grant	-	0.00%	-
<b>NON GF TOTAL</b>		<b>\$ 2,526,591</b>	<b>38.57%</b>	<b>\$ 17,347</b>

<b>TOTAL Net OpEx</b>	<b>\$ 6,550,774</b>	<b>\$ 44,977</b>
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TRUE

**[Notes]**

[1] Sourced from: *2020dept.pdf*

[2] See Actual Exp Summary worksheet for information source

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-50</b>	<b>Finance</b>	<b>\$ 261,753</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
301-10	City Council	\$ 22,962	0.35%	\$ 918
301-20	City Attorney	45,202	0.69%	1,806
301-30	City Manager	44,977	0.69%	1,797
301-50	Finance	261,753	4.00%	10,459
301-60	Planning	70,476	1.08%	2,816
301-70	General Office	161,664	2.47%	6,460
301-75	Community Activities	1,048	0.02%	42
301-80	Civic Center	32,271	0.49%	1,289
301-90	Building	177,008	2.70%	7,073
301-100	Police	1,515,221	23.13%	60,545
301-110	Engineering	6,676	0.10%	267
301-120	Library	204,058	3.12%	8,154
301-121	Bayliss Library	86	0.00%	3
301-130	Recreation	89,907	1.37%	3,592
301-135	Swim Pool	38,837	0.59%	1,552
301-138	Parks and Public Works	377,279	5.76%	15,075
301-140	Park Maint.	45,906	0.70%	1,834
301-146	Museum Maint.	2,119	0.03%	85
301-150	Fire	878,655	13.41%	35,109
301-160	Public Works/Streets	42,870	0.65%	1,713
301-162	Lighting and Landscape District - Zone B	-	0.00%	-
301-170	Storm Drain	5,224	0.08%	209
301-180	Sewer Maintenance - Personnel	(102)	0.00%	(4)
301-200	Water Enterprise	88	0.00%	4
301-400	Capital Outlay (FF&E)	-	0.00%	-
301-xxx	No Name	-	0.00%	-
<b>GENERAL FUND TOTAL</b>		<b>\$ 4,024,183</b>	<b>61.43%</b>	<b>\$ 160,796</b>

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-50</b>	<b>Finance</b>	<b>\$</b>	<b>261,753</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
202-120	Lost/Damage Trst	700	0.01%	28
203-300	Donations - Library Trust Fund	862	0.01%	34
206-300	Bayliss Trust Fund	160	0.00%	6
209-300	Public Comp. Lb	1,237	0.02%	49
210-300	Smip	1,179	0.02%	47
212-300	Children'S Svc.	4,488	0.07%	179
222-300	Softball Trust Fund	94	0.00%	4
234-300	Planning	84,089	1.28%	3,360
235-300	Pers Trust	2,100	0.03%	84
239-130	Jump Start	12,779	0.20%	511
239-300	Jump Start	237	0.00%	9
245-300	Bld. Standards	427	0.01%	17
305-400	Debt Service	-	0.00%	-
305-xxx	No Name	-	0.00%	-
306-160	Traffic Cong Relie	-	0.00%	-
306-400	Traffic Cong Relie	-	0.00%	-
307-90	Certified Access	122	0.00%	5
310-400	Rstp-Gas Tax	-	0.00%	-
311-400	SB 1	-	0.00%	-
313-161	Willows Lightin	3,134	0.05%	125
313-162	Willows Lightin	1,780	0.03%	71
313-163	Willows Lightin	4,724	0.07%	189
314-160	Gas Tax 2107	9,865	0.15%	394
315-160	Gas Tax 2109	19,519	0.30%	780
316-138	Gas Tax 2110	21,329	0.33%	852
316-160	Gas Tax 2110	16,946	0.26%	677
317-110	Gas Tax 2107.5	203	0.00%	8
318-121	Sewer Maint.	(16)	0.00%	(1)
318-400	Sewer Maint.	-	0.00%	-
318-180	Sewer Maint.	1,901,948	29.03%	75,997



City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

301-50	Finance	\$	261,753
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
319-70	Covid 19	67	0.00%	3
319-120	Covid 19	-	0.00%	-
319-121	Covid 19	16	0.00%	1
319-122	Covid 19	-	0.00%	-
321-180	Sewer Construct	5,000	0.08%	200
321-400	Sewer Construct	-	0.00%	-
322-130	Rec. Reimb.	17,814	0.27%	712
323-130	Rec. Cultural	186	0.00%	7
324-75	Usda Biomass	7,130	0.11%	285
325-200	Water Enterpris	14,359	0.22%	574
326-400	Cdbg-Otc	-	0.00%	-
327-400	Basin Street	-	0.00%	-
329-400	Eda Grant	-	0.00%	-
330-75	Community Discr	30,883	0.47%	1,234
331-75	Mall Maintenanc	35	0.00%	1
331-138	Mall Maintenanc	101	0.00%	4
331-145	Mall Maintenanc	9,610	0.15%	384
332-xxx	No Name	-	0.00%	-
333-75	Economic Dev	1,968	0.03%	79
335-xxx	1992 Cdbg Inc.	-	0.00%	-
338-120	County Library	50,504	0.77%	2,018
338-121	County Library	7,068	0.11%	282
338-122	County Library	7,418	0.11%	296
339-xxx	No Name	-	0.00%	-
341-120	Zip Books-State	3,784	0.06%	151
343-60	Sb 2 Grant	40,744	0.62%	1,628
343-75	Sb 2 Grant	-	0.00%	-
344-400	USDA	-	0.00%	-
345-120	Public Library	-	0.00%	-
346-216	Program Income	-	0.00%	-

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-50</b>	<b>Finance</b>	<b>\$</b>	<b>261,753</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
346-xxx	Program Income	-	0.00%	-
347-216	HOME Program Income	-	0.00%	-
350-120	Northnet-Train	452	0.01%	18
352-120	Clsa Delivery	20,658	0.32%	825
356-400	Fire-Dif	-	0.00%	-
359-120	Literacy Passthrough	60,062	0.92%	2,400
360-400	Storm Drainage	-	0.00%	-
363-400	I-5 DIF	-	0.00%	-
372-160	Gas Tax 2103	4,883	0.07%	195
372-400	Gas Tax 2103	-	0.00%	-
376-100	Slesf	155,948	2.38%	6,231
398-60	Home Grant	-	0.00%	-
398-216	Home Grant	-	0.00%	-
<b>NON GF TOTAL</b>		<b>\$ 2,526,591</b>	<b>38.57%</b>	<b>\$ 100,956</b>

<b>TOTAL Net OpEx</b>	<b>\$</b>	<b>6,550,774</b>	<b>\$</b>	<b>261,753</b>
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TRUE

**[Notes]**

[1] Sourced from: 2020dept.pdf

[2] See Actual Exp Summary worksheet for information source

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-70</b>	<b>General Office</b>	<b>\$</b>	<b>161,664</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
301-10	City Council	\$ 22,962	0.35%	\$ 567
301-20	City Attorney	45,202	0.69%	1,116
301-30	City Manager	44,977	0.69%	1,110
301-50	Finance	261,753	4.00%	6,460
301-60	Planning	70,476	1.08%	1,739
301-70	General Office	161,664	2.47%	3,990
301-75	Community Activities	1,048	0.02%	26
301-80	Civic Center	32,271	0.49%	796
301-90	Building	177,008	2.70%	4,368
301-100	Police	1,515,221	23.13%	37,394
301-110	Engineering	6,676	0.10%	165
301-120	Library	204,058	3.12%	5,036
301-121	Bayliss Library	86	0.00%	2
301-130	Recreation	89,907	1.37%	2,219
301-135	Swim Pool	38,837	0.59%	958
301-138	Parks and Public Works	377,279	5.76%	9,311
301-140	Park Maint.	45,906	0.70%	1,133
301-146	Museum Maint.	2,119	0.03%	52
301-150	Fire	878,655	13.41%	21,684
301-160	Public Works/Streets	42,870	0.65%	1,058
301-162	Lighting and Landscape District - Zone B	-	0.00%	-
301-170	Storm Drain	5,224	0.08%	129
301-180	Sewer Maintenance - Personnel	(102)	0.00%	(3)
301-200	Water Enterprise	88	0.00%	2
301-400	Capital Outlay (FF&E)	-	0.00%	-
301-xxx	No Name	-	0.00%	-
<b>GENERAL FUND TOTAL</b>		<b>\$ 4,024,183</b>	<b>61.43%</b>	<b>\$ 99,311</b>

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-70</b>	<b>General Office</b>	<b>\$</b>	<b>161,664</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
202-120	Lost/Damage Trst	700	0.01%	17
203-300	Donations - Library Trust Fund	862	0.01%	21
206-300	Bayliss Trust Fund	160	0.00%	4
209-300	Public Comp. Lb	1,237	0.02%	31
210-300	Smip	1,179	0.02%	29
212-300	Children'S Svc.	4,488	0.07%	111
222-300	Softball Trust Fund	94	0.00%	2
234-300	Planning	84,089	1.28%	2,075
235-300	Pers Trust	2,100	0.03%	52
239-130	Jump Start	12,779	0.20%	315
239-300	Jump Start	237	0.00%	6
245-300	Bld. Standards	427	0.01%	11
305-400	Debt Service	-	0.00%	-
305-xxx	No Name	-	0.00%	-
306-160	Traffic Cong Relie	-	0.00%	-
306-400	Traffic Cong Relie	-	0.00%	-
307-90	Certified Access	122	0.00%	3
310-400	Rstp-Gas Tax	-	0.00%	-
311-400	SB 1	-	0.00%	-
313-161	Willows Lightin	3,134	0.05%	77
313-162	Willows Lightin	1,780	0.03%	44
313-163	Willows Lightin	4,724	0.07%	117
314-160	Gas Tax 2107	9,865	0.15%	243
315-160	Gas Tax 2109	19,519	0.30%	482
316-138	Gas Tax 2110	21,329	0.33%	526
316-160	Gas Tax 2110	16,946	0.26%	418
317-110	Gas Tax 2107.5	203	0.00%	5
318-121	Sewer Maint.	(16)	0.00%	(0)
318-400	Sewer Maint.	-	0.00%	-
318-180	Sewer Maint.	1,901,948	29.03%	46,937

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-70</b>	<b>General Office</b>	<b>\$</b>	<b>161,664</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
319-70	Covid 19	67	0.00%	2
319-120	Covid 19	-	0.00%	-
319-121	Covid 19	16	0.00%	0
319-122	Covid 19	-	0.00%	-
321-180	Sewer Construct	5,000	0.08%	123
321-400	Sewer Construct	-	0.00%	-
322-130	Rec. Reimb.	17,814	0.27%	440
323-130	Rec. Cultural	186	0.00%	5
324-75	Usda Biomass	7,130	0.11%	176
325-200	Water Enterpris	14,359	0.22%	354
326-400	Cdbg-Otc	-	0.00%	-
327-400	Basin Street	-	0.00%	-
329-400	Eda Grant	-	0.00%	-
330-75	Community Discr	30,883	0.47%	762
331-75	Mall Maintenanc	35	0.00%	1
331-138	Mall Maintenanc	101	0.00%	2
331-145	Mall Maintenanc	9,610	0.15%	237
332-xxx	No Name	-	0.00%	-
333-75	Economic Dev	1,968	0.03%	49
335-xxx	1992 Cdbg Inc.	-	0.00%	-
338-120	County Library	50,504	0.77%	1,246
338-121	County Library	7,068	0.11%	174
338-122	County Library	7,418	0.11%	183
339-xxx	No Name	-	0.00%	-
341-120	Zip Books-State	3,784	0.06%	93
343-60	Sb 2 Grant	40,744	0.62%	1,006
343-75	Sb 2 Grant	-	0.00%	-
344-400	USDA	-	0.00%	-
345-120	Public Library	-	0.00%	-
346-216	Program Income	-	0.00%	-

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-70</b>	<b>General Office</b>	<b>\$</b>	<b>161,664</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
346-xxx	Program Income	-	0.00%	-
347-216	HOME Program Income	-	0.00%	-
350-120	Northnet-Train	452	0.01%	11
352-120	Clsa Delivery	20,658	0.32%	510
356-400	Fire-Dif	-	0.00%	-
359-120	Literacy Passthrough	60,062	0.92%	1,482
360-400	Storm Drainage	-	0.00%	-
363-400	I-5 DIF	-	0.00%	-
372-160	Gas Tax 2103	4,883	0.07%	121
372-400	Gas Tax 2103	-	0.00%	-
376-100	Slesf	155,948	2.38%	3,849
398-60	Home Grant	-	0.00%	-
398-216	Home Grant	-	0.00%	-
<b>NON GF TOTAL</b>		<b>\$ 2,526,591</b>	<b>38.57%</b>	<b>\$ 62,353</b>

<b>TOTAL Net OpEx</b>	<b>\$</b>	<b>6,550,774</b>	<b>\$</b>	<b>161,664</b>
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TRUE

**[Notes]**

[1] Sourced from: 2020dept.pdf

[2] See Actual Exp Summary worksheet for information source

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-80</b>	<b>Civic Center</b>	<b>\$</b>	<b>32,271</b>
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<b>FUND/ DEPT</b>	<b>Department Name</b>	<b>Allocation Basis - Net OpEx [2]</b>	<b>Allocation Percentage</b>	<b>Share of Allocated Costs</b>
301-10	City Council	\$ 22,962	0.35%	\$ 113
301-20	City Attorney	45,202	0.69%	223
301-30	City Manager	44,977	0.69%	222
301-50	Finance	261,753	4.00%	1,289
301-60	Planning	70,476	1.08%	347
301-70	General Office	161,664	2.47%	796
301-75	Community Activities	1,048	0.02%	5
301-80	Civic Center	32,271	0.49%	159
301-90	Building	177,008	2.70%	872
301-100	Police	1,515,221	23.13%	7,464
301-110	Engineering	6,676	0.10%	33
301-120	Library	204,058	3.12%	1,005
301-121	Bayliss Library	86	0.00%	0
301-130	Recreation	89,907	1.37%	443
301-135	Swim Pool	38,837	0.59%	191
301-138	Parks and Public Works	377,279	5.76%	1,859
301-140	Park Maint.	45,906	0.70%	226
301-146	Museum Maint.	2,119	0.03%	10
301-150	Fire	878,655	13.41%	4,329
301-160	Public Works/Streets	42,870	0.65%	211
301-162	Lighting and Landscape District - Zone B	-	0.00%	-
301-170	Storm Drain	5,224	0.08%	26
301-180	Sewer Maintenance - Personnel	(102)	0.00%	(1)
301-200	Water Enterprise	88	0.00%	0
301-400	Capital Outlay (FF&E)	-	0.00%	-
301-xxx	No Name	-	0.00%	-
<b>GENERAL FUND TOTAL</b>		<b>\$ 4,024,183</b>	<b>61.43%</b>	<b>\$ 19,824</b>

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-80</b>	<b>Civic Center</b>	<b>\$</b>	<b>32,271</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
202-120	Lost/Damage Trst	700	0.01%	3
203-300	Donations - Library Trust Fund	862	0.01%	4
206-300	Bayliss Trust Fund	160	0.00%	1
209-300	Public Comp. Lb	1,237	0.02%	6
210-300	Smip	1,179	0.02%	6
212-300	Children'S Svc.	4,488	0.07%	22
222-300	Softball Trust Fund	94	0.00%	0
234-300	Planning	84,089	1.28%	414
235-300	Pers Trust	2,100	0.03%	10
239-130	Jump Start	12,779	0.20%	63
239-300	Jump Start	237	0.00%	1
245-300	Bld. Standards	427	0.01%	2
305-400	Debt Service	-	0.00%	-
305-xxx	No Name	-	0.00%	-
306-160	Traffic Cong Relie	-	0.00%	-
306-400	Traffic Cong Relie	-	0.00%	-
307-90	Certified Access	122	0.00%	1
310-400	Rstp-Gas Tax	-	0.00%	-
311-400	SB 1	-	0.00%	-
313-161	Willows Lightin	3,134	0.05%	15
313-162	Willows Lightin	1,780	0.03%	9
313-163	Willows Lightin	4,724	0.07%	23
314-160	Gas Tax 2107	9,865	0.15%	49
315-160	Gas Tax 2109	19,519	0.30%	96
316-138	Gas Tax 2110	21,329	0.33%	105
316-160	Gas Tax 2110	16,946	0.26%	83
317-110	Gas Tax 2107.5	203	0.00%	1
318-121	Sewer Maint.	(16)	0.00%	(0)
318-400	Sewer Maint.	-	0.00%	-
318-180	Sewer Maint.	1,901,948	29.03%	9,370



City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-80</b>	<b>Civic Center</b>	<b>\$</b>	<b>32,271</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
319-70	Covid 19	67	0.00%	0
319-120	Covid 19	-	0.00%	-
319-121	Covid 19	16	0.00%	0
319-122	Covid 19	-	0.00%	-
321-180	Sewer Construct	5,000	0.08%	25
321-400	Sewer Construct	-	0.00%	-
322-130	Rec. Reimb.	17,814	0.27%	88
323-130	Rec. Cultural	186	0.00%	1
324-75	Usda Biomass	7,130	0.11%	35
325-200	Water Enterpris	14,359	0.22%	71
326-400	Cdbg-Otc	-	0.00%	-
327-400	Basin Street	-	0.00%	-
329-400	Eda Grant	-	0.00%	-
330-75	Community Discr	30,883	0.47%	152
331-75	Mall Maintenanc	35	0.00%	0
331-138	Mall Maintenanc	101	0.00%	0
331-145	Mall Maintenanc	9,610	0.15%	47
332-xxx	No Name	-	0.00%	-
333-75	Economic Dev	1,968	0.03%	10
335-xxx	1992 Cdbg Inc.	-	0.00%	-
338-120	County Library	50,504	0.77%	249
338-121	County Library	7,068	0.11%	35
338-122	County Library	7,418	0.11%	37
339-xxx	No Name	-	0.00%	-
341-120	Zip Books-State	3,784	0.06%	19
343-60	Sb 2 Grant	40,744	0.62%	201
343-75	Sb 2 Grant	-	0.00%	-
344-400	USDA	-	0.00%	-
345-120	Public Library	-	0.00%	-
346-216	Program Income	-	0.00%	-

City of Willows  
City Council Department  
Overhead Allocation FY 2019-20

<b>301-80</b>	<b>Civic Center</b>	<b>\$</b>	<b>32,271</b>
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FUND/ DEPT	Department Name	Allocation Basis - Net OpEx [2]	Allocation Percentage	Share of Allocated Costs
346-xxx	Program Income	-	0.00%	-
347-216	HOME Program Income	-	0.00%	-
350-120	Northnet-Train	452	0.01%	2
352-120	Clsa Delivery	20,658	0.32%	102
356-400	Fire-Dif	-	0.00%	-
359-120	Literacy Passthrough	60,062	0.92%	296
360-400	Storm Drainage	-	0.00%	-
363-400	I-5 DIF	-	0.00%	-
372-160	Gas Tax 2103	4,883	0.07%	24
372-400	Gas Tax 2103	-	0.00%	-
376-100	Slesf	155,948	2.38%	768
398-60	Home Grant	-	0.00%	-
398-216	Home Grant	-	0.00%	-
<b>NON GF TOTAL</b>		<b>\$ 2,526,591</b>	<b>38.57%</b>	<b>\$ 12,447</b>

<b>TOTAL Net OpEx</b>	<b>\$</b>	<b>6,550,774</b>	<b>\$</b>	<b>32,271</b>
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TRUE

**[Notes]**

[1] Sourced from: 2020dept.pdf

[2] See Actual Exp Summary worksheet for information source

City of Willows  
Fiscal Year 2019-20  
Overhead Allocation - Summary

Fund/Dept	Department	Allocable Departments						DEPT OVHD TOTAL
		City Council	City Attorney	City Manager	Finance	General Office	Civic Center	
301-10	City Council	\$ 80	\$ 158	\$ 158	\$ 918	\$ 567	\$ 113	\$ 1,994
301-20	City Attorney	158	312	310	1,806	1,116	223	3,925
301-30	City Manager	158	310	309	1,797	1,110	222	3,906
301-50	Finance	918	1,806	1,797	10,459	6,460	1,289	22,729
301-60	Planning	247	486	484	2,816	1,739	347	6,120
301-70	General Office	567	1,116	1,110	6,460	3,990	796	14,038
301-75	Community Activities	4	7	7	42	26	5	91
301-80	Civic Center	113	223	222	1,289	796	159	2,802
301-90	Building	620	1,221	1,215	7,073	4,368	872	15,370
301-100	Police	5,311	10,455	10,403	60,545	37,394	7,464	131,573
301-110	Engineering	23	46	46	267	165	33	580
301-120	Library	715	1,408	1,401	8,154	5,036	1,005	17,719
301-121	Bayliss Library	0	1	1	3	2	0	7
301-130	Recreation	315	620	617	3,592	2,219	443	7,807
301-135	Swim Pool	136	268	267	1,552	958	191	3,372
301-138	Parks and Public Works	1,322	2,603	2,590	15,075	9,311	1,859	32,761
301-140	Park Maint.	161	317	315	1,834	1,133	226	3,986
301-146	Museum Maint.	7	15	15	85	52	10	184
301-150	Fire	3,080	6,063	6,033	35,109	21,684	4,329	76,297
301-160	Public Works/Streets	150	296	294	1,713	1,058	211	3,723
301-162	Lighting and Landscape District - Zone B	-	-	-	-	-	-	-
301-170	Storm Drain	18	36	36	209	129	26	454
301-180	Sewer Maintenance - Personnel	(0)	(1)	(1)	(4)	(3)	(1)	(9)
301-200	Water Enterprise	0	1	1	4	2	0	8
301-400	Capital Outlay (FF&E)	-	-	-	-	-	-	-
301-xxx	No Name	-	-	-	-	-	-	-
<b>GENERAL FUND TOTAL</b>		<b>\$ 14,106</b>	<b>\$ 27,768</b>	<b>\$ 27,630</b>	<b>\$ 160,796</b>	<b>\$ 99,311</b>	<b>\$ 19,824</b>	<b>\$ 349,435</b>
202-120	Lost/Damage Trst	2	5	5	28	17	3	61
203-300	Donations - Library Trust Fund	3	6	6	34	21	4	75
206-300	Bayliss Trust Fund	1	1	1	6	4	1	14
209-300	Public Comp. Lb	4	9	8	49	31	6	107
210-300	Smip	4	8	8	47	29	6	102
212-300	Children'S Svc.	16	31	31	179	111	22	390
222-300	Softball Trust Fund	0	1	1	4	2	0	8
234-300	Planning	295	580	577	3,360	2,075	414	7,302
235-300	Pers Trust	7	14	14	84	52	10	182
239-130	Jump Start	45	88	88	511	315	63	1,110
239-300	Jump Start	1	2	2	9	6	1	21
245-300	Bld. Standards	1	3	3	17	11	2	37
305-400	Debt Service	-	-	-	-	-	-	-

City of Willows  
Fiscal Year 2019-20  
Overhead Allocation - Summary

Fund/Dept	Department	Allocable Departments						DEPT OVHD TOTAL
		City Council	City Attorney	City Manager	Finance	General Office	Civic Center	
305-xxx	No Name	-	-	-	-	-	-	-
306-160	Traffic Cong Relie	-	-	-	-	-	-	-
306-400	Traffic Cong Relie	-	-	-	-	-	-	-
307-90	Certified Access	0	1	1	5	3	1	11
310-400	Rstp-Gas Tax	-	-	-	-	-	-	-
311-400	SB 1	-	-	-	-	-	-	-
313-161	Willows Lightin	11	22	22	125	77	15	272
313-162	Willows Lightin	6	12	12	71	44	9	155
313-163	Willows Lightin	17	33	32	189	117	23	410
314-160	Gas Tax 2107	35	68	68	394	243	49	857
315-160	Gas Tax 2109	68	135	134	780	482	96	1,695
316-138	Gas Tax 2110	75	147	146	852	526	105	1,852
316-160	Gas Tax 2110	59	117	116	677	418	83	1,471
317-110	Gas Tax 2107.5	1	1	1	8	5	1	18
318-121	Sewer Maint.	(0)	(0)	(0)	(1)	(0)	(0)	(1)
318-400	Sewer Maint.	-	-	-	-	-	-	-
318-180	Sewer Maint.	6,667	13,124	13,059	75,997	46,937	9,370	165,154
319-70	Covid 19	0	0	0	3	2	0	6
319-120	Covid 19	-	-	-	-	-	-	-
319-121	Covid 19	0	0	0	1	0	0	1
319-122	Covid 19	-	-	-	-	-	-	-
321-180	Sewer Construct	18	35	34	200	123	25	434
321-400	Sewer Construct	-	-	-	-	-	-	-
322-130	Rec. Reimb.	62	123	122	712	440	88	1,547
323-130	Rec. Cultural	1	1	1	7	5	1	16
324-75	Usda Biomass	25	49	49	285	176	35	619
325-200	Water Enterpris	50	99	99	574	354	71	1,247
326-400	Cdbg-Otc	-	-	-	-	-	-	-
327-400	Basin Street	-	-	-	-	-	-	-
329-400	Eda Grant	-	-	-	-	-	-	-
330-75	Community Discr	108	213	212	1,234	762	152	2,682
331-75	Mall Maintenanc	0	0	0	1	1	0	3
331-138	Mall Maintenanc	0	1	1	4	2	0	9
331-145	Mall Maintenanc	34	66	66	384	237	47	835
332-xxx	No Name	-	-	-	-	-	-	-
333-75	Economic Dev	7	14	14	79	49	10	171
335-xxx	1992 Cdbg Inc.	-	-	-	-	-	-	-
338-120	County Library	177	348	347	2,018	1,246	249	4,385
338-121	County Library	25	49	49	282	174	35	614
338-122	County Library	26	51	51	296	183	37	644

City of Willows  
Fiscal Year 2019-20  
Overhead Allocation - Summary

Fund/Dept	Department	Allocable Departments						DEPT OVHD TOTAL
		City Council	City Attorney	City Manager	Finance	General Office	Civic Center	
339-xxx	No Name	-	-	-	-	-	-	-
341-120	Zip Books-State	13	26	26	151	93	19	329
343-60	Sb 2 Grant	143	281	280	1,628	1,006	201	3,538
343-75	Sb 2 Grant	-	-	-	-	-	-	-
344-400	USDA	-	-	-	-	-	-	-
345-120	Public Library	-	-	-	-	-	-	-
346-216	Program Income	-	-	-	-	-	-	-
346-xxx	Program Income	-	-	-	-	-	-	-
347-216	HOME Program Income	-	-	-	-	-	-	-
350-120	Northnet-Train	2	3	3	18	11	2	39
352-120	Clsa Delivery	72	143	142	825	510	102	1,794
356-400	Fire-Dif	-	-	-	-	-	-	-
359-120	Literacy Passthrough	211	414	412	2,400	1,482	296	5,215
360-400	Storm Drainage	-	-	-	-	-	-	-
363-400	I-5 DIF	-	-	-	-	-	-	-
372-160	Gas Tax 2103	17	34	34	195	121	24	424
372-400	Gas Tax 2103	-	-	-	-	-	-	-
376-100	Slesf	547	1,076	1,071	6,231	3,849	768	13,542
398-60	Home Grant	-	-	-	-	-	-	-
398-216	Home Grant	-	-	-	-	-	-	-
<b>NON GF TOTAL</b>		<b>\$ 8,856</b>	<b>\$ 17,434</b>	<b>\$ 17,347</b>	<b>\$ 100,956</b>	<b>\$ 62,353</b>	<b>\$ 12,447</b>	<b>\$ 219,394</b>
<b>TOTAL Net OpEx</b>		<b>22,962</b>	<b>45,202</b>	<b>44,977</b>	<b>261,753</b>	<b>161,664</b>	<b>32,271</b>	<b>568,829</b>
<b>Cross Check (Variance) [2]</b>		<b>-</b>	<b>8,972</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>TRUE</b>

[Notes]

[1] Sourced from: *Budget-2020-2021-Adopted.pdf*

[2] Professional Services - Code Enforcement costs excluded from allocation basis



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Toll free: 800.676.7516

nbsgov.com

David Ritchie, Partner  
Cole Huber LLP  
City of Willows

July 21, 2021

Re: Alternative Scenarios for Sewer Rate Study

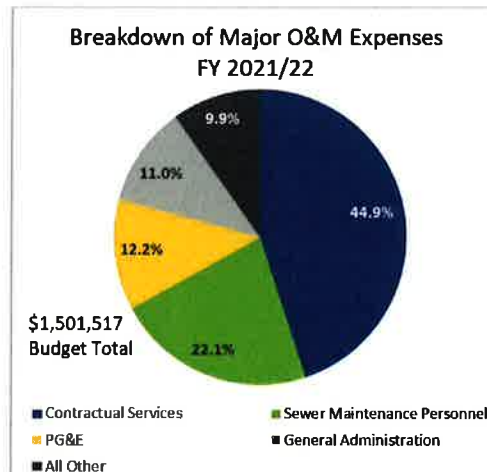
David,

At the City Council presentation on the proposed sewer rates on June 21, there were two areas where the Council wanted some additional information. This first item was wanting to understand what level of City administrative costs were included in the proposed budget. The second information request was to look at the impact of smaller rate increases than the proposed rates. This memo provides this background information.

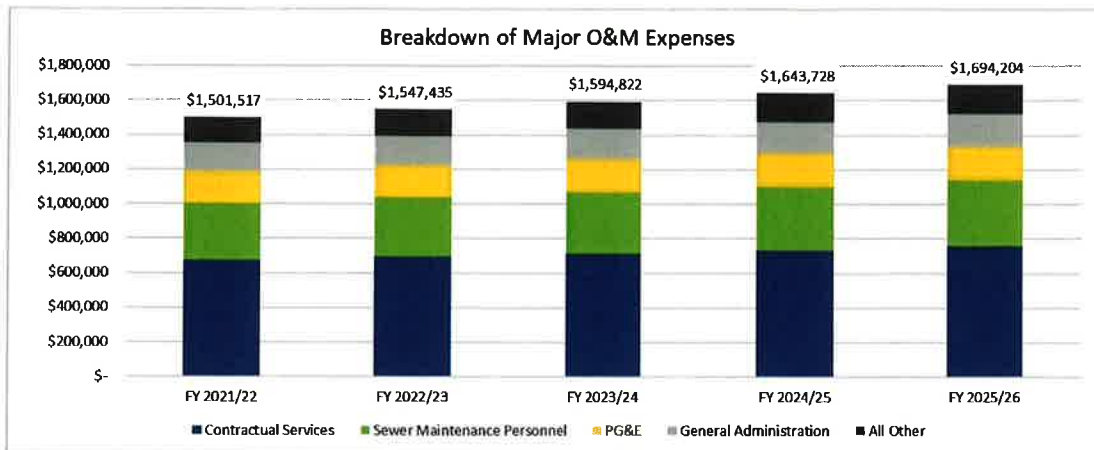
**CITY ADMINISTRATIVE COSTS AS A SHARE OF THE TOTAL OPERATING EXPENSES**

The City sewer operating expenses are summarized into 5 major categories of expenses:

- Contractual Services – 44.9%
- Sewer Maintenance Personnel – 22.1%
- PG&E – 12.2%
- General Administration – 11%
- All Other – 9.9%



For FY 21/22, the City administrative costs to be recovered from sewer rates were approximately 11 percent of the total operating expenses. The projected operating expenses for the next five years are also shown. The City administrative costs are expected to stay relatively the same going forward.



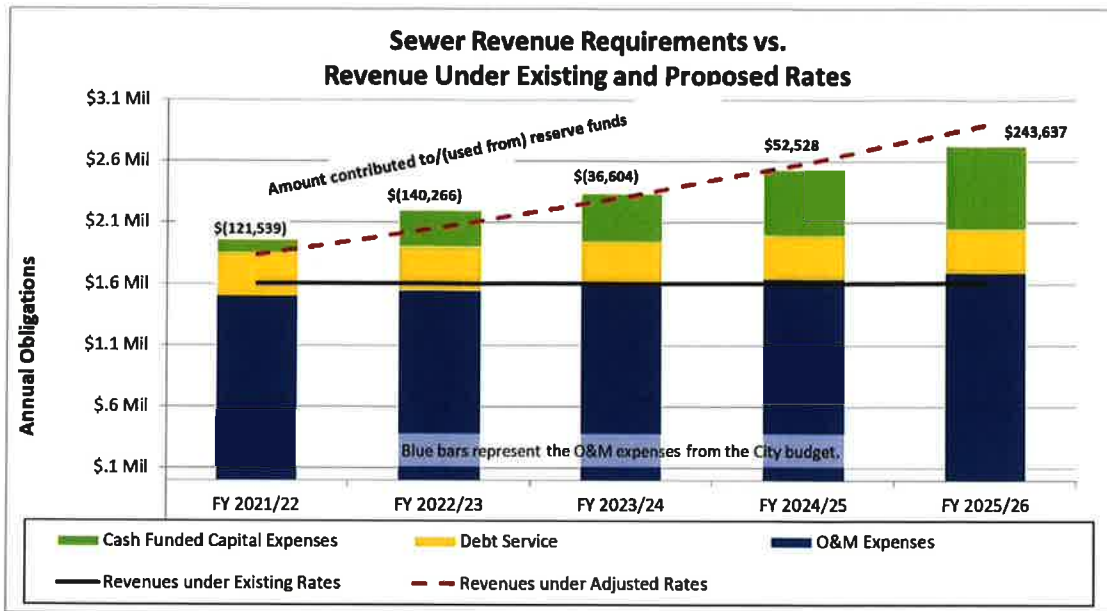
### THE IMPACT OF SMALL SEWER RATE INCREASES

The rationale behind the proposed rates is summarized here, followed by a discussion of the impacts of two lower rate increase scenarios.

The proposed rates presented in the rate study and shown in the proposition 218 notice sent to customers includes increases to the revenue requirement (amount needed to recover expenses less non-rate revenue) of,

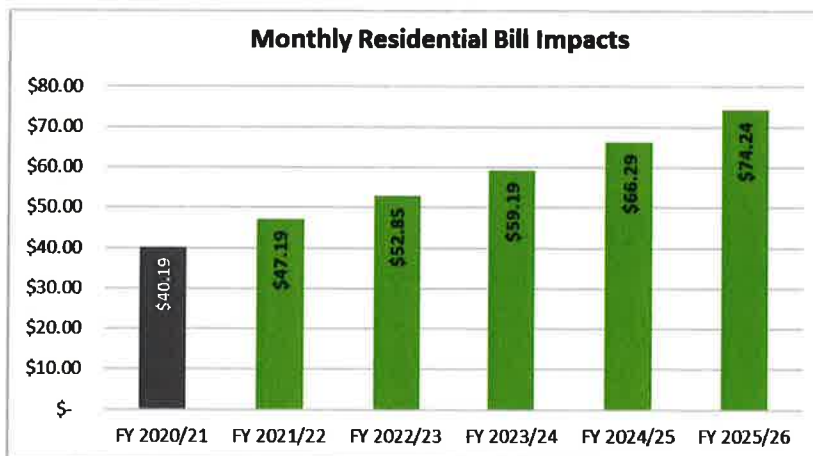
- 15% in FY 2021/22
- 12% in FY 2022/23
- 12% in FY 2023/23
- 12% in FY 2023/24
- 12% in FY 2024/25

These rate increases are needed to recover not only operation and maintenance expenses, but also current debt obligations, necessary capital improvement projects, and to start to build up reserves necessary for the long term financial viability of the enterprise. From the chart below, the red dotted line represents the proposed rates vs. the total expenses by category. The amount contributed, or used from, reserve funds is noted above each fiscal year. Even under the proposed rates, the City will draw down reserves for three years to mitigate the needed rate increase. Under these rates, the City will not hit the reserve target requirements until FY 2026/27 as the reserve funds will be drawn down until FY 2024/25. Once a surplus begins, the City will begin to replenish the reserve funds to the set target reserve funds.

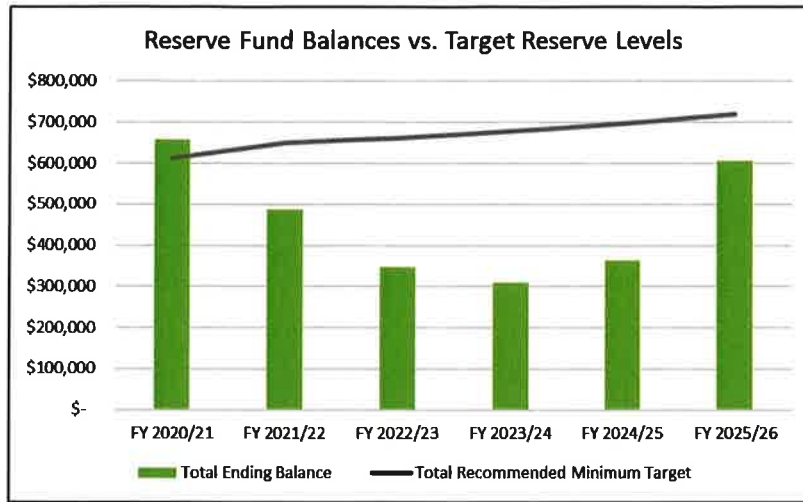


For single family residential customers, there will be an increase to monthly bills. These rates are based on the cost of service analysis, which allocates expenses to customer class to comply with State requirements in Proposition 218.

Under the annual proposed increases, the City is expected to draw reserve funds below target levels to fund the capital improvement projects. The year following the proposition 218 period, the City will have finally met the target reserve fund levels.



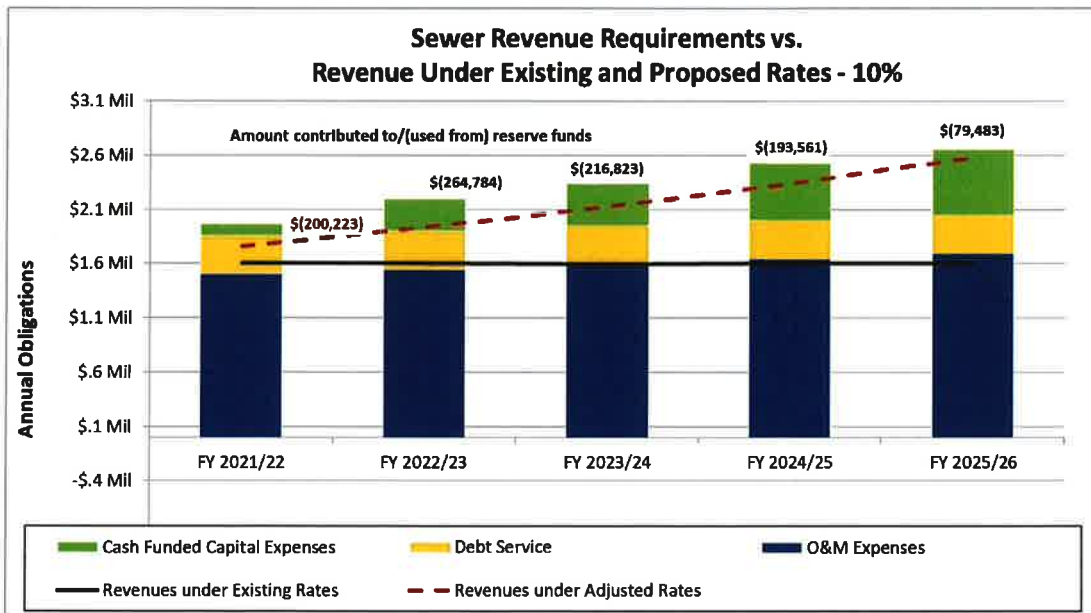




### ALTERNATIVE RATE STRUCTURE – 10% ANNUAL SFR RATE INCREASE

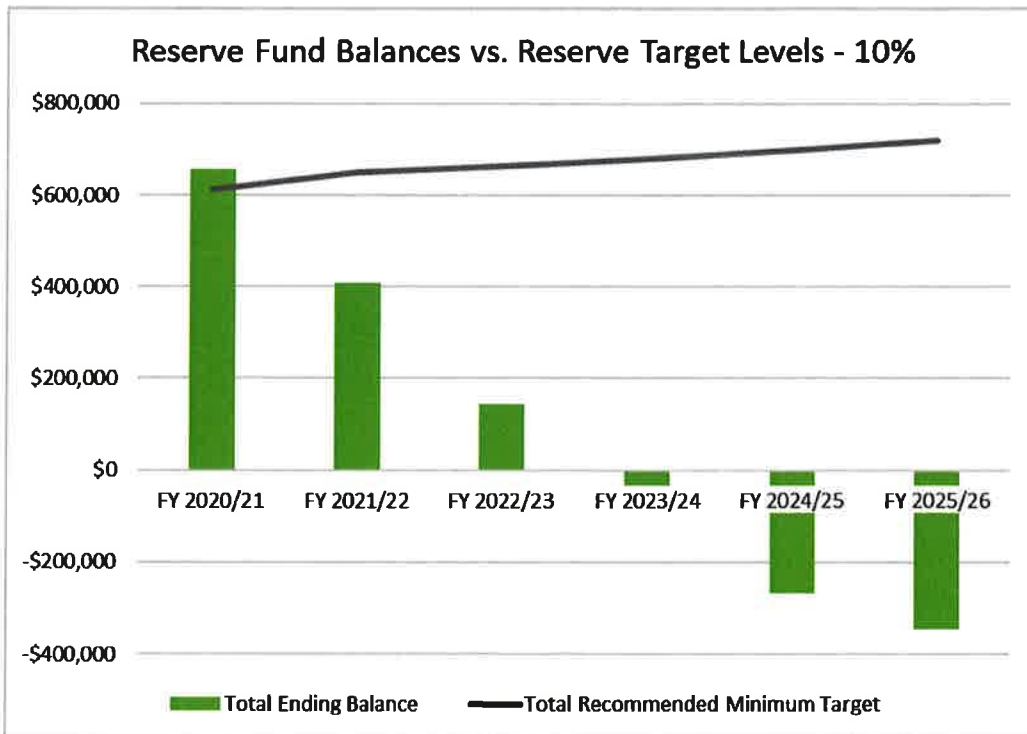
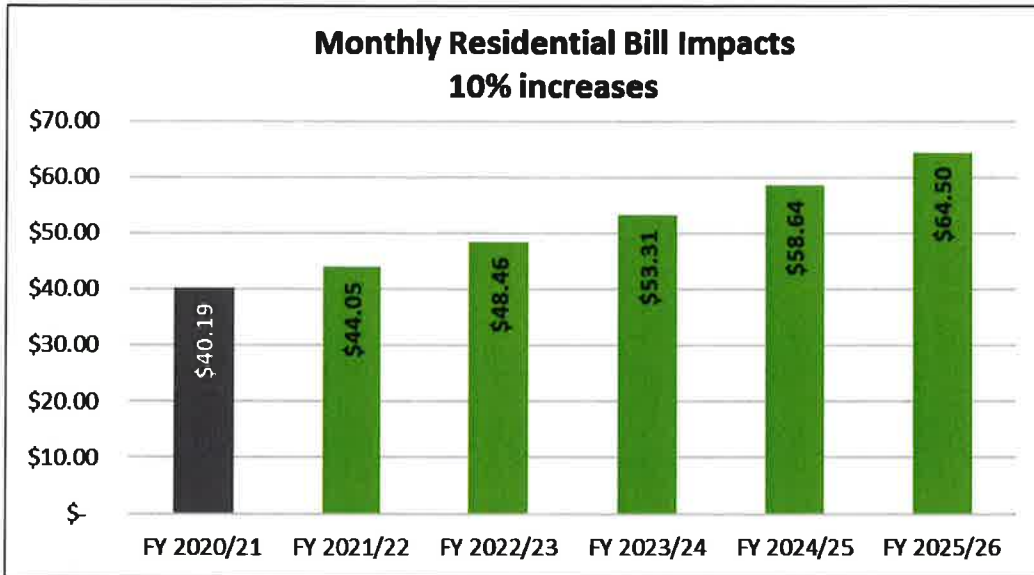
An alternative rate structure that City staff has requested includes increasing the SFR user charge ten percent annually.

Under this scenario, the City will be able to fund Operation and maintenance expenses and most of the current debt service payments, but will not be able to pay for the pay as you go capital projects and there will be no contributions to reserve funds for the next two years.. Even with 10% increases, the City will not be able to contribute to reserve funds to meet target levels.



For single family residential customers, there will be an increase to monthly bills. It's notable to mention the cost of service analysis performed in the rates calculated in FY 2021/22, which allocates expenses to relative customer class to comply with State requirements in Proposition 218.

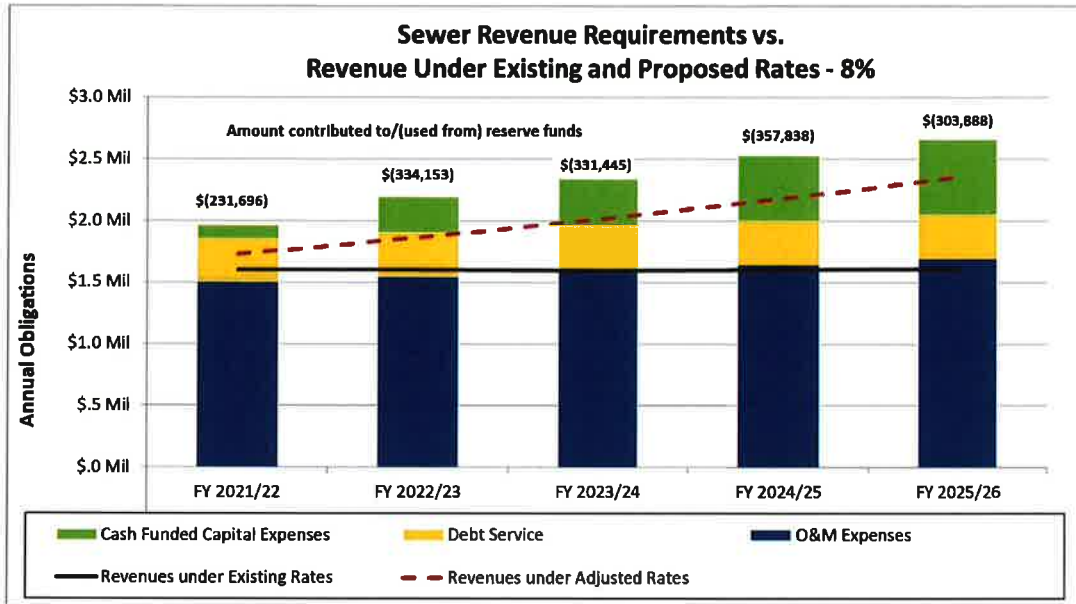
Under the annual 10% increases, the City is expected to fully draw reserve funds negative starting in FY 2023/24 if the City moved forward with the pay as you go capital projects.



**ALTERNATIVE RATE STRUCTURE – 8% ANNUAL**

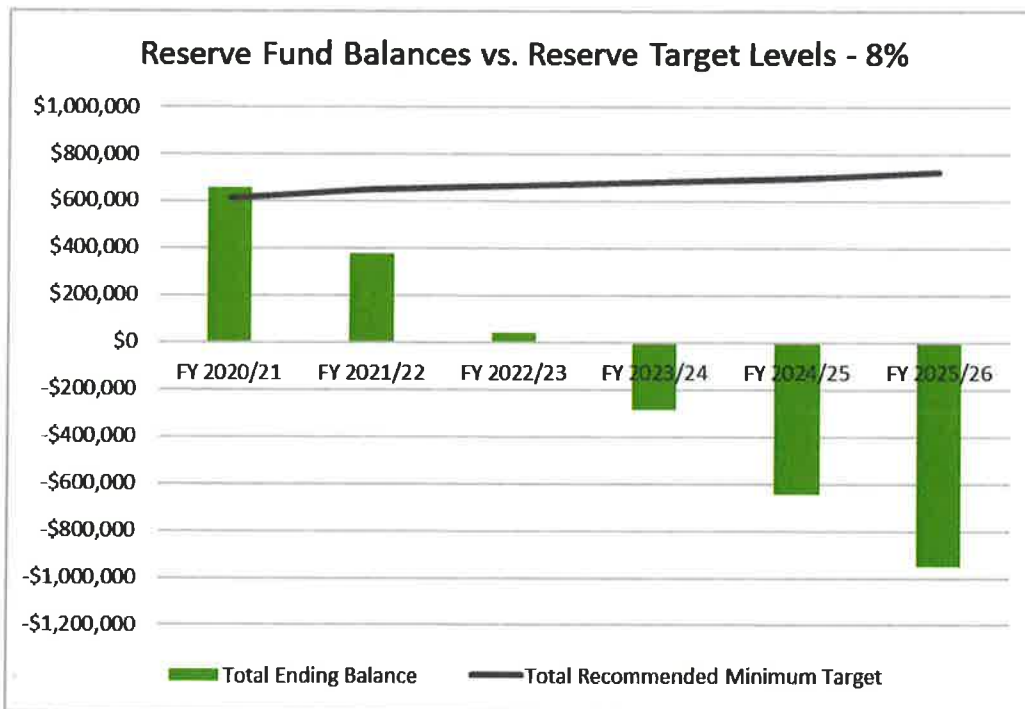
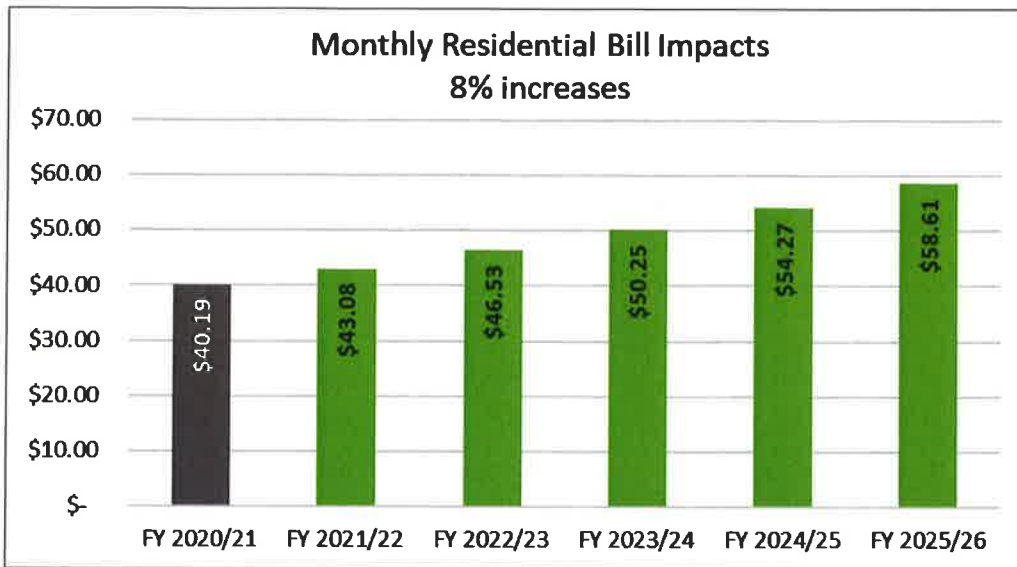
A second alternative rate structure that City staff has requested includes increasing the SFR user charge eight percent per year.

With annual 8% increases to the SFR user charges, the City can pay for O&M expenses, most of the current debt service payments, but will not have funding for the capital improvement projects. The City will not be able to contribute to reserve funds to meet target levels.



For single family residential customers, there will be an increase to monthly bills. It's notable to mention the cost of service analysis performed in the rates calculated in FY 2021/22, which allocates expenses to relative customer class to comply with State requirements in Proposition 218.

Under the annual 8% increases, if the City did the proposed capital improvements, the City would deplete reserve funds in three years.



**Why is a sewer rate increase necessary?**

The City imposes its sewer service charges to fund the City’s costs of operating and maintaining the sewer collection and sewage treatment systems, as well as to pay off the costs of constructing that system. The proposed increases will generate the funding needed to provide wastewater service according to permit requirements and State Water Board mandates. The revised rates will also provide reliable future revenue for financing the City’s Capital Improvement Plan. All rates are designed to evenly spread costs among sewer users according to the cost of providing service to that user. Even with the proposed rate increase in place, the City will draw upon reserves for the first three years to cover the full costs and will not hit the target reserves needed until FY 2026/27, at which point the City will begin to replenish the reserve funds to begin coming into compliance with the City Reserves Policy.

**What is our current rate? What will it be increased to?**

The City’s current and future proposed rates are listed below. These rates are the maximum rates that can be implemented in each year.

Sewer Rate Schedule	Current Rates ('20/21)	Proposed Sewer Rates <sup>1</sup>				
		FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26
<b>Fixed Service Charge</b>						
Single Family Residential	\$40.19	\$47.19	\$52.85	\$59.19	\$66.29	\$74.24
Multi-Family Residential (per unit)	\$40.19	\$27.28	\$30.55	\$34.22	\$38.33	\$42.93
Commercial	\$40.19	\$55.69	\$62.37	\$69.85	\$78.23	\$87.62
<b>Volumetric Charge (\$/hcf)</b>						
Commercial (Applied to Average Winter Water Use)						
Car Wash	\$3.05	\$2.32	\$2.60	\$2.91	\$3.26	\$3.65
Hospital & Rest Home	\$3.17	\$2.78	\$3.11	\$3.48	\$3.90	\$4.37
Jail	\$3.54	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50
Laundry	\$3.42	\$2.58	\$2.89	\$3.24	\$3.63	\$4.07
Market & Morgue	\$3.94	\$5.65	\$6.33	\$7.09	\$7.94	\$8.89
Motel & Hotel	\$3.22	\$3.01	\$3.37	\$3.77	\$4.22	\$4.73
Restaurant & Bakery	\$4.18	\$6.06	\$6.79	\$7.60	\$8.51	\$9.53
Other Commercial	\$3.01	\$3.49	\$3.91	\$4.38	\$4.91	\$5.50

<sup>1</sup> Implementation date for FY 2021/22 rates is July 1, 2021, then July in 2022 through 2025.

**What justifies such a sizable rate increase for Single-Family Residential and Commercial Users?**

Rates are set based on usage, and for commercial users an additional volumetric charge based on industry. The current rates are the same as they have been since 2007, *fourteen years ago*. While the rates have been fixed since 2007, costs have risen (the Consumer Price index has risen by 76.85% between 2007 and April of 2021, average pace of more than 5.4% per full year over that span of time.) A copy of the chart showing the consumer price index increases since 1955 to the present can be found at: <https://www.dir.ca.gov/OPRL/CPI/EntireCCPI.PDF>. The current proposed rate increase is not out of line with the increases in CPI over that span and reaching into the future to FY 2025/26. These rate increases are graduated increases of 15% in 2021/22, then 12% in each of the four years following.

### **What happens if we do not raise the rates or increase rates at a lower level?**

The City of Willows requested that the authors of the Waste Water Rate Study provide alternatives to raising the rates to meet the needs identified by the Rate Study. They have provided a summary of those. This summary is available to the public through the City's website as a file called "Alternative Scenarios for Sewer Rate Study".

One scenario is a rate increase of 10% for single-family residential users in each of the next five years. Under that rate increase amount, the City would be able to fund the Operation and current maintenance expenses and most of the current debt service obligations. The Study authors concluded that at rate increases of 10% per year the City would not be able to cover the costs of "pay as you go" capital projects and would not be able to bring reserves to meet target levels in the City's Reserve Policy. If the City did move forward with Capital projects under this scenario, reserves would be entirely depleted and go into the negative on or before Fiscal Year 2023/24.

Another scenario is a rate increase plan of 8% for single-family residential users in each of the next five years. Under that rate increase amount, the City would be able to fund operations and current maintenance and most of the current debt service obligations, similar to the 10% scenario. However the City's Waste Water reserve would be even more severely impacted, running into the negative in FY2023/24 and over \$900,000 into the negative by the end of FY 2025/26 along with capitol project will not be funded.

If the City does not raise wastewater rates and maintains current rates, it will be able to continue to fund operation and current maintenance costs until FY 2023/24. After FY 2023/24 the current rates will not fully cover the basic cost of operation and current maintenance. The City will not be able to fund the full costs of current debt service beginning in this Fiscal Year (2021/22) and will be unable to cover any of the debt service costs by FY 2023/24. The City would also be unable to contribute to capital improvement projects or reserves in any of the next five years and on into the future.

The practical effects of not increasing rates to the necessary degree are that the City will be unable to maintain or complete a Capital Improvement Plan, which includes projects to fix aging infrastructure and meeting mandated requirements from the State Water Resources Control Board. Overall, sewer infrastructure will continue to deteriorate without the funding needed to maintain it. The sewer system may face system failures such as sanitary sewer overflows onto the streets, which will further increase costs for all users.

### **Is the sewer system in deep disrepair or financially unstable?**

No. The current rates, however are not sufficient to prevent the system from experiencing fiscal instability as we move forward, nor would the current rates allow appropriate maintenance, repairs or replacement of aging parts of the sewer infrastructure and collection system. If not maintained, the system will fall into disrepair as we move forward. This is why the rate increases are needed and why they are proposed at the levels the study identified as necessary to cover the costs of delivering the service.

**What will the new charge be for a “typical” household?**

All residential users will receive a minimum annual charge according to the above chart,

Currently	\$482.28 yearly or \$40.19 per month	
Proposed 21/22 15%	\$566.28 yearly or \$47.19 per month	\$7.00 increase per month.
Proposed 22/23 12%	\$634.29 yearly or \$52.85 per month	\$5.66 increase per month
Proposed 23/24 12%	\$710.28 yearly or \$59.19 per month	\$6.34 Increase Per month
Proposed 24/25 12%	\$795.48 yearly or \$66.29 per month	\$7.10 increase Per Month
Proposed 25/26 12%	\$890.88 yearly or \$74.24 per month	\$7.95 increase Per Month

Bills are placed on the property tax bill and are typically paid by the property owner.

**Why is Multi Family Cheaper than Single Family?**

Rates are set, for residential users, based on usage. Usage is determined by evaluating winter water consumption by type of user (single-family, or multi-family). Multi-family users consume less per residential unit than single-family users and therefore they pay a lesser share of costs that is proportionate (per unit) to their usage.

**When were rates last raised? What was the percent increase?**

The last increases happened in 2005-2007, annual sewer rates increased 28% 27% & 15% in each of those respective years. Between 2007-2021, there has been no change to the sewer rate. On average in those years CPI has increased by 76.85% (2007 through April of 2021). Note that rates are projected a further five additional years into the future, out to 2025/26. A copy of the chart showing the consumer price index increases since 1955 to the present can be found at:

<https://www.dir.ca.gov/OPRL/CPI/EntireCCPI.PDF>. The current proposed rate increase is consistent with the increases in CPI over that span and reaching into the future to FY 2025/26.

**Was the sewer enterprise fund misused in the past?**

City council has given direction to request an audit of the prior five years of the Sewer Enterprise Fund from the California State Controller’s Office. Once the audit is complete, the City would respond to the results with appropriate corrective action based on the recommendations. The current proposed rate increases are based on a current comprehensive sewer rate study conducted by an outside professional firm, and included a study that reviews the City’s cost allocation plan so that indirect costs are correctly shared between each fund based on the City’s present status. Both the Rate Study and Cost Allocation Plan are available on the City’s website for public review.

**What is the City’s Reserve Policy? Does the sewer fund meet the City reserve policy requirements?**

The City maintains a general fund reserve policy at a minimum of 15% Catastrophic Reserves and 10% budget stabilization reserves (a total of 25%). Capital and special projects reserves may be set aside in addition to these designated reserves that are used to address unforeseen emergencies or disasters, significant changes in the economic environment and key infrastructure and capital projects. The reserves are evaluated each year during the budget preparation process. When a fund is used or depleted below the 25% threshold, Council is to develop a 1-5 year reserve replenishment plan. The



sewer funds currently meet the minimum City reserve policy requirements for the General Fund but will be depleted and not in compliance without rate increases to support the fund. The reserves will continue to erode for the next three fiscal years under the proposed graduated rate increase plan to mitigate the graduated nature of the increases – meaning essentially that while the rates gradually rise to meet the system needs, the reserves will be used until the rates catch up a few years from now. It is not known whether the reserves will, in each year, remain in compliance with the policy requirement, however the proposed rates, if adopted, are expected to begin to restore the reserves into a healthy position in FY 2026/27

### **What is the process for implementing these rates?**

In compliance with California law, the City sent notices to all property owners regarding the potential rate increase and identifying the proposed rates from the rate study. Following a 45-day waiting period, the City then will hold a public hearing, scheduled for August 12, 2021 to consider the proposed rates. If a majority of property owners or a tenant from a property submit written protests (maximum of one protest per parcel) against the new sewer rate before the close of the hearing, the City will not implement the new rate. Otherwise, the new rate will be considered by the City Council and, if approved, placed on the property tax bills issued later in 2021.

### **What if I don't agree with the proposed rates?**

Property owners who do not agree with the proposed rates can submit a written protest to the City. Protests are limited to one per parcel (whether that protest is received from an owner or tenant) and must be actually received prior to the close of the public hearing on August 12, 2021. Actual receipt is required – postmarks are not acceptable to establish the date of receipt.

### **Can multiple owners or multiple tenants or a combination of owners and tenants file a protest vote?**

Written protest votes may be filed by an owner or a tenant of an affected parcel. Only one protest per parcel is counted (for example if both an owner and a tenant, or multiple tenants or owners file protests for the same parcel, these are counted as one single protest vote). However, everyone is invited to present oral or written testimony to the City Council at the public hearing.

### **How do the sewer rate adjustment benefit my family and I?**

You benefit from the assurance your wastewater will be conveyed to the wastewater treatment plant, maintenance will be performed to minimize sewer backups and overflows that can damage your property, structures, and contents. The prudent operations and maintenance of the sewer utilities protect you, the environment, public safety, and our sewer resources. The rate increases also allow for the city to maintain the current level of service by allowing for the replacement of aging infrastructure. This will minimize the need for larger future rate increases as a result of deferring infrastructure improvements.

### **Where can I find more information on the proposed rate and cost justification?**

The full sewer rate study conducted by NBS Associates and other related documents can be found on the City's website at [www.cityofwillows.org/news/sewer-rate-presentation](http://www.cityofwillows.org/news/sewer-rate-presentation). If you have any questions about the proposed rates, feel free to contact City Hall at (530) 934-7041



**RESOLUTION NO. \_\_\_-2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS  
ESTABLISHING SEWER USER FEES.**

**WHEREAS**, the City of Willows owns, operates and maintains a wastewater collection system serving the residents and commercial establishments within the City of Willows; and

**WHEREAS**, the City of Willows owns, operates and maintains a wastewater treatment facility in accordance with water quality standards set forth by the State of California (the “Plant”); and

**WHEREAS**, the Plant treats the sewage effluent created by the residential and commercial property owners in the City of Willows; and

**WHEREAS**, these wastewater collection and treatment facilities require funding for operation, maintenance and improvements; and

**WHEREAS**, funds are derived from sewer user fees established by the City of Willows in accordance with guidelines set forth by the State of California to ensure equitable cost sharing by all benefitted property owners; and

**WHEREAS**, the sewer user fees assessed and collected by the City of Willows are “property-related fees” as defined in the California constitution Article XIII D; and

**WHEREAS**, current sewer user fees are no longer sufficient to sustain the operation, maintenance and improvement of the wastewater collection and treatment system; and

**WHEREAS**, the City of Willows has not adjusted sewer user fees since 2007; and

**WHEREAS**, the City of Willows gave written notice by mail of the proposed fees or charge to the record owner of each identified parcel upon which the fee or charge is proposed for imposition, the amount of the fee or charge proposed to be imposed upon each, the reason for the fee or charge, together with the date, time, and location of a public hearing on the proposed fee or charge; and

**WHEREAS**, the City Council of the City of Willows conducted a noticed public hearing upon the proposed sewer fees more than 45 days after mailing the notice of the proposed fees to the record owners of each identified parcel upon which the fee or charge is proposed to be collected; and

**WHEREAS**, at the public hearing the City Council of the City of Willows heard and considered all protests objecting to the proposed fee or charge; and

**WHEREAS**, a majority of owners of the identified parcels subject to the assessment of the proposed sewer fees did not file or submit written protests objecting to the imposition of the proposed fees,

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The above recitals are true and correct, and incorporated herein.
2. The sewer service fees established herein are necessary to assure continued effective operation, maintenance and improvement of the City of Willows' wastewater collection and treatment system.
3. The revenues derived from collection of the sewer service fees established herein do not exceed the funds required to provide the property-related service.
4. The revenues derived from collection of the sewer service fees established herein shall not be used for any purpose other than that for which the fee is imposed.
5. The sewer service fees established herein as an incident of property ownership do not exceed the proportional cost of the service attributable to the respective parcels of property.
6. The sewer service fees established herein shall be collected only from parcels at which sewer service is actually used by, or immediately available to, the owner of the property in question.
7. The sewer service fees set forth below are hereby established effective August 12<sup>th</sup>, 2021, through June 30, 2026:

**City of Willows  
Sewer Fees**

		15.0%	12.0%	12.0%	12.0%	12.0%
	Current	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
Single Family Residential	\$40.19	\$47.19	\$52.85	\$59.19	\$66.29	\$74.24
Mutli-Family Residential (per Unit)	\$40.19	\$27.28	30.55	34.22	38.33	42.93
Commercial	\$40.19	55.69	62.38	69.85	78.23	87.62
Volumetric Charge (\$/hcf)	Commercial (Applied to Average Winter Water Use)					
Car Wash	3.05	2.32	2.60	2.91	3.26	3.65
Hospital & Rest Home	3.17	2.78	3.11	3.48	3.90	4.37
Jail	3.54	3.49	3.91	4.38	4.91	5.50
Laundry	\$3.42	2.58	2.89	3.24	3.63	4.07
Market & Morgue	\$3.94	5.65	6.33	7.09	7.94	8.89
Motel & Hotel	3.22	3.01	3.37	3.77	4.22	4.73
Restaurant & Bakery	4.18	6.06	6.79	7.60	8.51	9.53
Other Commercial	3.01	3.49	3.91	4.38	4.91	5.50

**Notes & General Conditions:**

- a. Residential rates apply to each dwelling unit, including apartment and trailer units.
- b. Commercial, Industrial and Governmental metered users are billed monthly based on CCF—100 cubic feet of water. The person or entity named on the water bill is responsible for payment of sewer usage fees.
- c. Industrial users are charged on the basis of individual flow and strength of wastewater characteristics in CCF per month.
- d. The rates set forth above do not include any additional charges for debt service or other charges imposed by the Northeast Willows Community Services District.

**PASSED AND ADOPTED** by the Willows City Council this 12<sup>th</sup> day of August 2021 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

ATTESTED:

\_\_\_\_\_  
Larry Domenighini, Mayor

\_\_\_\_\_  
Tara Rustenhoven, City Clerk



# COMMENTS AND REPORTS



**CLOSED SESSION**