CITY COUNCIL
Gary Hansen, Mayor
Vincent Holvik, Vice Mayor
Jeff Cobb, Council Member
Sandie Hobbs, Council Member
Jim Yoder, Council Member

CITY MANAGER
Steve Holsinger

CITY CLERK
Natalie Butler

201 North Lassen Street
Willows, CA 95988
(530) 934-7041
www.cityofwillows.org

CITY COUNCIL ADJOURNED REGULAR MEETING AGENDA

Wednesday, June 1, 2011
(Adjourned from the May 24, 2011, City Council Meeting which was cancelled due to lack of quorum)
7:00 p.m.

1. **Call to Order Willows City Council Adjourned Regular Meeting 7:00 p.m.**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Review: (Requested Changes by Council or Staff)**
   a.) Consider acceptance, by motion, of City Council June 1, 2011, Agenda.
5. **Presentations & Proclamations:** None
6. **Public Comment/Written Communications:** Persons wishing to speak on a matter not on the agenda may be heard at this time, however, no action will be taken unless placed on a future agenda. ***(Public Comment is generally restricted to three minutes).***
7. **Consent Agenda:** Consent items are considered to be routine by the City Council and will be enacted in one motion. There will be no separate discussion on these items unless a Councilperson or citizen requests, in which event the item will be removed from the consent agenda.
   a) Consider approval of General Check Register.
   b) Consider approval of Payroll & Direct Deposit Check Registers.
   c) Consider approval of Minutes of the City Council May 17, 2011 Special Meeting.
   d) Consider re-appointment of Russell Melquist as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2011 through June 30, 2013.
   e) Consider adoption of a Resolution consenting to the extension of service charges imposed on improved real property within the incorporated area of the City of Willows for FY 2011/2012 for the use and/or ability to use the Glenn county Solid Waste System.
   f) Consider adoption of a Resolution authorizing the Police Chief to act on behalf of the City of Willows to accept a grant from the California Department of Alcohol Beverage Control.
8. **Public Hearings:** *(Persons wishing to speak on a Public Hearing item are asked to approach the microphone to address the Council and limit comments to three minutes. It is also requested that you please state your name for the record).*

a) Conduct a Public Hearing to provide property owners an opportunity to offer comments regarding receipt of "Notice to Abate" notices and upon conclusion, by motion, order those properties that have not self-abated to be abated by the City Abatement Contractor.

a) 1. RELATED ITEM: (Not a Public Hearing)
Consider awarding the 2011 Abatement Contract to the lowest responsive responsible bidder.

9. **Ordinances:** None

10. **Items introduced by City Council or Administrative Staff for discussion purposes only:**

11. **New Business:**

a) Consider adoption of a Resolution of intention to levy and collect annual assessments, preliminarily approving the Engineer's Report for FY 2011/2012 for the City of Willows Landscaping and Lighting Assessment District Zone A – Birch Street Village, and set the time and date of the Public Protest Hearing for June 14, 2011.

b) Consider authorizing the Police Chief to apply for the Community Oriented Policing Services (COPS) Hiring Recovery Program (CHRP) Grant.

12. **Council Member Reports:**

13. **Executive Session:** None

14. **Adjournment:**

CERTIFICATION: Pursuant to Government Code §54954.2 (a), the agenda for this meeting was properly posted on or before May 26, 2011.

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

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. 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

MINUTES OF THE WILLOWS CITY COUNCIL SPECIAL MEETING HELD May 17, 2011

1. The meeting was called to order at 7:02 p.m. by Mayor Hansen.

2. **PLEDGE OF ALLEGIANCE:** Stino Bassetti led the Pledge of Allegiance.

3. **ROLL CALL:**

   Present: Yoder, Cobb, Hobbs, Holvik & Hansen
   Absent: None

4. **Agenda Review:**

   a) It was **moved** by Council Member Yoder and **seconded** by Council Member Holvik to accept the Special City Council Meeting Agenda for May 17, 2011, as presented. The motion unanimously passed.

5. **Consent Agenda:**

   It was **moved** by Council Member Yoder and **seconded** by Council Member Holvik to accept the Consent Agenda as presented. The motion unanimously passed and the following items were approved/adopted:

   a) Approval of Minutes of the Regular City Council Meeting held April 12, 2011.

   b) Approval of Minutes of the Regular City Council Meeting held April 26, 2011.

   c) Approval for the renewal of the 2011/2012 Contract for Services between the City of Willows and 3CORE, Inc.

   d) Adoption of a Resolution extending the Professional Services Agreement with Wildan Engineering to provide General Planning & Environmental Services to the City of Willows throughout Fiscal Year 2011/2012.

6. **Public Hearings:**

   a) Public Hearing to seek public input and consider adoption of a Resolution approving an application for funding & the execution of a grant agreement and any amendments thereto from the General Planning & Technical Assistance (PTA) allocation of the State CDBG program for a Senior Needs Assessment Study:

   b) Public Hearing to seek public input and consider adoption of a Resolution approving an application for funding & the execution of a grant agreement and any amendments thereto from the General Planning and Technical Assistance (PTA) allocation of the State CDBG program for a Tower Theater Commercial Renovation/Reuse & Revitalization Strategy:

Senior Planner Karen Mantele presented the staff report for the two Public Hearings. The State of California Department of Housing & Community Development administers a Federal program

known as the State Community Development Block Grant (CDBG) Program. The Department receives funds annually from the Federal Department of Housing & Urban Development (HUD). The Department sets aside part of each annual funding allocation received from HUD for Planning and Technical Assistance (PTA) grants.

The State Housing and Community Development Department's 2010-11 CDBG PTA grants can assist with a wide range of studies, pre-development, design and engineering costs, including economic development and revitalization efforts.

In issuing this Notice of Funding Availability, the Department is announcing the availability of funding under the 2010-2011 CDBG PTA General & Economic Development applications. The allocations provide funding in the form of grants to small cities and rural counties for planning and feasibility studies related to CDBG eligible activities and project specific activities such as affordable housing, public improvements and public facilities. This is a combined application for general and economic development activities, where each applicant can request funds for up to three activities, including no more than two general or economic development activities. These grants are generally awarded on a "first come – first serve" basis and applications will be funded until the available funding is exhausted. Applications will be accepted May 25, 2011 through June 16, 2011, on a continuous basis. As long as funds are available, all the applications received will be considered for funding. Jurisdictions will be notified when all PTA funds have been awarded or by June 30, 2011, whichever date occurs first.

Limits on Grant Applications are up to $35,000 for one or more non-project specific studies. One application will be for $35,000 to conduct a Senior Housing Needs Assessment Study and the second application will be for $35,000 to conduct a Tower Theater Commercial Renovation/Reuse and Revitalization Strategy. State CDBG statute requires each applicant to contribute a percentage of cash match. Commitment of the required cash match must be included in the authorizing resolution. The approval of the resolutions this evening commits the City to $4550, or 13%, of the total project cost of each grant application. The funding commitment of the City if both grants were to be approved would be $9100 and the source of funding is available through Community Discretionary Funding that the City has available for such purposes.

With that, Ms. Mantele requested that the Mayor conduct the Public Hearings, and upon conclusion, consider adopting the proposed Resolutions to allow the submission of the grant applications.

Mayor Hansen opened a Public Hearing at 7:11 to receive public comments about the General Planning & Technical Assistance (PTA) allocation of the State CDBG program for a Senior Housing Needs Assessment Study grant application:

Phillip Zabell, Pastor of the First Lutheran Church and Executive Director of Glenn Communities Working Together, Darlene Thur, and Leon Thur all spoke in strong favor of the grant application to conduct a Senior Needs Assessment Study and believed it is a very worth while application and they encouraged the Council to approve the application and continue to move forward with looking at the needs of Seniors. They indicated that there is a strong support

in the community for housing for Seniors who may need extra care and for those who can no longer fully care for themselves without assistance, so they don't have to relocate to another City in order to receive that type of care. No additional comments were made and Mayor Hansen closed the Public Hearing at 7:19 p.m.

It was **moved** by Council Member Holvik and **seconded** by Council Member Yoder to adopt a Resolution allowing a 2010/2011 Grant Application for funding and the execution of a Grant Agreement from the Planning and Technical Assistance General Allocation of the State CDBG Program for Senior Housing Needs Assessment Study and to commit to the $4550 cash match towards the project costs. The motion unanimously passed.

Mayor Hansen then opened a Public Hearing at 7:22 p.m. to receive public comments about the General Planning & Technical Assistance (PTA) allocation of the State CDBG program for a Tower Theater Commercial Renovation/Reuse and Revitalization Strategy grant application.

Rick Thomas, Barbara Gummow and Karen Roberts spoke during the public hearing in opposition of the City applying for the project. Although they all seemed to be in agreement that the building is nothing more than an eyesore to the downtown district, Mr. Thomas believes the City's cash match of $4550 would be better served to be spent on the development and operation of an Economic Development Commission or for some other Economic Development project. At best, Mr. Thomas believed if the City were to apply for the grant, the property owner should be responsible to pay the cash match amount. He believes the owner should be notified and be given an order to abate the environmental hazards. Mrs. Gummow agreed that the owner of the property should be the responsible party to abate the nuisance and hazards. Mrs. Roberts indicated that her son had an interest in purchasing the building some time in the past and he hired a special inspector to assess the condition of the building and was told that the structure contained asbestos and all persons within a 1 mile radius could potentially be affected and are in danger. The quote her son received in order to remove the asbestos was between $250,000 and $300,000. Mrs. Roberts also agreed that something definitely needs to be done with the building, but she agreed with Mr. Thomas and Mrs. Gummow that it should be the responsibility of the property owner and not the City to solve the problem.

The Mayor closed the Public Hearing at 7:29 p.m. The City Manager addressed the concerns brought up by Mr. Thomas, Mrs. Gummow and Mrs. Roberts, stating that the Fire Chief has inspected the building and he has found that there is no substantial risk of asbestos being a danger. The building has been boarded up by the City on more than one occasion, as squatters and transients have been known to use this building as a shelter. It has also been broken into by children and teenagers having parties. He added that the Owner has had at least one serious offer to purchase the property, and perhaps more than one, but the interested party did not believe the property was worth what the owner was asking and therefore the sale never came to fruition. The owner has expressed no interest in spending any money to make any improvements to the building, so the building just sits as a vacant eyesore in the middle of the historic downtown business district. The City Manager believes that unless the City makes some effort to have a study to reuse or revitalize the building, it will just continue to sit there for years to come. If the study were conducted and it was determined that the property could be revitalized or re-used, it may very well spark more of an interest in people wanting to purchase the building for

commercial use. If the study determined that the building had asbestos to the extent that it was a public health hazard and needed to be removed, then at that time the City could seek grants for that type of project. The first step though is to have a verifiable study of the building conducted so that the City at least has a starting point to build from.

Lengthy discussion ensued among the Council and Council Members Cobb, Holvik and Mayor Hansen all stated that they believed the grant would be advantageous and that the City needs to do something about the building since the property owner appears to be doing nothing.

Council Member Yoder agreed with Mr. Thomas' comments and he doesn't like the idea of a grant for "Reuse or Revitalization" of the building and believes it should simply be abated. Council Member Hobbs also stated she was having difficulty with the way the grant is worded with the use of the words "Reuse or Revitalization" of the property.

The City Manager reiterated that if the study determines that the structure is not suitable for any kind of reuse or revitalization, at that point the City would at least have a valid study to prove that and could move on from there and seek out additional grant funding to assist with removal of the building. On the flip side, if the City has a valid report that states the building could be reused and/or revitalized, the City could seek grant funding for a project to assist to revitalize the structure. Either way it is an advantage to the City and to the property owner.

Council Member Yoder pointed out to Mayor Hansen that it appeared that there were more members of the audience that may want to comment and asked if the Mayor would allow them an opportunity to speak. Mayor Hansen asked if there were any more members of the audience that wished to comment on this topic, they were welcome to do so.

Dean Gummow spoke in favor of the City going through with the Grant application. He believes that the only way to get rid of the building is to apply for the grant, assess the findings of the study and move forward from there.

Rick Thomas, spoke once again in opposition to applying for the grant. He believes that if, as Mrs. Roberts indicated, there is in fact a study that has been conducted on the building that states that there is asbestos in that building, and whether or not their structural engineer says that it is a viable building structurally, that the building will still never be renovated simply due to economics. He believes that if they could obtain a copy of that study that proves there is asbestos in the building, the building could be declared a public health issue and the City could seek immediate grants for removing it based on the asbestos, without having to spend $39,000 of taxpayer dollars to prove what everybody already knows, which is that the structure is not an economical viable building. Everybody is in agreement that something needs to be done about the building, and he would like to see something happen with that parcel, but he doesn't believe that spending $39,000 to conduct a study is the right direction to go.

Council Member Holvik stated that if there was a study that showed there was asbestos in the building and that it was a hazard, something should have been done about it at that time.

The City Manager stated that he respects everything that has been said but he explained that just because a structure contains asbestos, it does not automatically constitute a hazard or emergency. If the asbestos isn't being disturbed or moved, it does not constitute a health risk or a community concern. He stated that there are likely many residences and buildings in the City that contain asbestos, quite possibly City Hall being among them.

Hollie Myers offered her thoughts, stating that she believes the property owner should at least be contacted and asked what her opinion is about the City possibly applying for this grant.

Jeff Williams then inquired why the City can't just go in and abate the property if it is such an eyesore, when City Staff has entered onto other people's properties and performed abatement without the property owners' permission. Council Member Holvik stated that he doesn't believe that the City can just go onto somebody's private property and abate it without their permission. Mr. Williams argued that the City does exactly that as part of the weed abatement process. Council Member Holvik explained that those properties are surveyed and determined to be a nuisance, to which Mayor Hansen added that Weed Abatement is a Health and Safety issue. Council Member Cobb added that it has not been determined that the Tower Theatre is a Health and Safety issue. Mr. Williams asked who makes such a determination. The City Manager responded that it is the Fire Chief that makes the determination whether it is a safety hazard or a risk to the Community and that the Chief has gone out and evaluated the building and it was his determination that it is not a safety hazard or a risk to the community. Mr. Williams expressed that he thought that was amazing.

Once all comments and discussions ceased it was **moved** by Council Member Holvik and **seconded** by Council Member Cobb to adopt a Resolution allowing a 2010/2011 Grant Application for funding and the execution of a Grant Agreement from the Planning and Technical Assistance Economic Development Allocation of the State CDBG Program for a Tower Theater Commercial Renovation/Reuse and Revitalization Strategy and to commit to the $4550 cash match towards the project costs. The motion passed with 3 Ayes (Holvik, Cobb & Hansen) and 2 Noes (Hobbs & Yoder).

7. **Public Comment:** Finance Director Sailsbery announced that at the Budget Meeting prior to this meeting, the Council decided to schedule the next Budget Meeting to take place on June 2, however, he since realized that he has a conflict on that date and suggested the Council meet at 7:00 on June 1. The Consensus of the Council was to change the meeting to 7:00 p.m. on June 1.

8. **Adjournment:** Mayor Hansen adjourned the meeting at 9:50.

Dated: April 26, 2011

NATALIE BUTLER

_____

City Clerk

The City of Willows is an Equal Opportunity Provider

AGENDA ITEM May 24, 2011

TO: Honorable Mayor Hansen and Members of City Council

FROM: Steve Holsinger, City Manager

SUBJECT: Mosquito and Vector Control District Board of Trustees – biennial appointment

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RECOMMENDATION

Re-appoint Russell Melquist as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2011 through June 30, 2013.

SUMMARY

The attached letter from the Glenn County Mosquito and Vector Control District indicates it is time to appoint a representative from the City of Willows to serve a two-year term on the Glenn County Mosquito and Vector Control District Board of Trustees.

Mr. Russell Melquist has been the City's representative for the past ten years, and he has indicated his desire and willingness to once again serve as the City's representative.

FINANCIAL CONSIDERATIONS

None at this time

NOTIFICATION

Jack F Cavier, Glenn County Mosquito and Vector Control District

RECOMMENDATION

Re-appoint Russell Melquist as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2011 through June 30, 2013.

Respectfully submitted,

Stephen A Holsinger
City Manager

Attachments: Letter from Glenn County Mosquito and Vector Control District

GLENN COUNTY MOSQUITO & VECTOR CONTROL DISTRICT
165 Co. Road G – Willows Airport
Willows, CA 95988

Phone: 530-934-4025 **Fax: 530-934-5971**
E-Mail –gcmvcd@northvalley.net

May 16, 2011

To: Steve Holsinger – City Manager
City of Willows, CA. 95988

From: Glenn County Mosquito and Vector Control District

Subject: Re-affirm Board Member

Please re-affirm Board of Trustee Member, Russ Melquist representing the City of Willows, on the Glenn County Mosquito and Vector Control Board of Trustees to serve from July 1, 2011 to June 30, 2013.

Mr. Russ Melquist has expressed a willingness to serve at the pleasure of the Willows City Council, as a City of Willows Representative.

Thank you for your consideration in this matter.
If you have any questions, please feel free to contact me at my office at (530) 934-4025.

Sincerely,

Jack F. Cavier

Jack F. Cavier - Manager

GLENN COUNTY
PLANNING & PUBLIC WORKS AGENCY

Willows, California 95988
John Linhart, Director

COUNTY OF GLENN
BOARD REPORT

Submitted by **Planning & Public Works Agency**
(Department)

EXECUTIVE SUMMARY

Each year the Board of Supervisors must vote to approve or disapprove parcel tax assessments in support of solid waste services at the landfill. The amount of the assessment is currently $42.74 per developed unit. These funds are used for acquisition, construction, maintenance, and operation of the Glenn County Sanitary Landfill.

RECOMMENDATION(S):

1. Recognize the attached resolutions from the incorporated cities of Orland and Willows in support of the fees
2. Approve Resolution 2011-__ directing the County Assessor to extend the service charges to residential and commercial properties and directing the County Assessor and the Finance Director to collect all funds in accordance with Government Code 25830-25831, as described in the resolution.

HISTORY AND BACKGROUND:

California Health and Safety Code Section 5471 provides for the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation. Section 5473 of the California Health and Safety Code provides for said fees to be collected on the tax roll. The Glenn County Board of Supervisors has established the assessment and collection of these fees in Title 7, Chapter 8, Section 810 of the Glenn County Code, which authorizes the collection of solid waste disposal fees and establishes that the assessment be renewed annually prior to July 1 by resolution of the Board of Supervisors.

FISCAL/PERSONNEL IMPACT(S):

The assessment funds solid waste services at the landfill which serves all residents and businesses in Glenn County.

ANALYSIS/DISCUSSION

The assessment has been passed annually by Resolution of the Board of Supervisors since prior to1993. The assessment has remained at $42.74 since FY 1997/98. Revenues generated through these fees represent approximately 20% of the annual solid waste department revenues.

Although the recently ratified fee increase helps boost revenue, much of the increase will be allocated to debt service relating to the property acquisition and compliance orders. The increase in the obligation to the Closure/Post Closure Maintenance Fund requires an annual deposit in the area of nearly $450,000, or virtually the entire balance of revenue gained from the parcel tax. Extension of the fee is vital to the County's ability to keep the closure fund growing at a rate that will allow the fund to be used as soon as possible to pay the costs of closing and maintaining the present filling area.

RESOLUTION ___-2011

ANNUAL RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS CONSENTING TO THE EXTENSION OF SERVICE CHARGES IMPOSED ON IMPROVED REAL PROPERTY WITHIN THE INCORPORATED AREA OF THE CITY OF WILLOWS FOR FISCAL YEAR 2011/2012 FOR THE USE AND/OR ABILITY TO USE THE GLENN COUNTY SOLID WASTE SYSTEM

WHEREAS, California Health and Safety Code Section 5471 authorizes the setting and collection of charges for services and facilities furnished by the County in connection with water, sewer, and/or sanitation; and

WHEREAS, California Health and Safety Code Section 5471 dictates that revenues derived from the collection of charges for services shall be used only for the acquisition, construction, reconstruction, maintenance, operation of those water, sewer, and/or sanitation systems; and

WHEREAS, California Health and Safety Code Section 5473 provides for said fees to be collected on the tax roll; and

WHEREAS, the Glenn County Board of Supervisors has determined that it is in the best interest of the residents, businesses, and property owners in the County to have the ability to use the Glenn County Solid Waste System; and

WHEREAS, the Willows City Council, as a member of the Glenn County Waste Management Agency, supports the operation of the Glenn County Solid Waste System; and

WHEREAS, the City of Willows does not have a City solid waste disposal site;

NOW THEREFORE, BE IT RESOLVED that the Willows City Council does hereby consent to the extension of an annual fee of $42.74 to be imposed upon each dwelling unit and commercial/industrial establishment located on the real improved property within the incorporated areas of the City for the purpose of using or having the ability to use the Glenn County Solid Waste Disposal System.

THIS RESOLUTION was passed by the Willows City Council this 1st day of June, 2011 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:	ATTEST:
_____	_____
Gary Hansen, Mayor	Natalie Butler, City Clerk

June 1, 2011

AGENDA ITEM

TO: Steve Holsinger, City Manager

FROM: William Spears, Chief of Police

SUBJECT: 2011 ALCOHOL BEVERAGE CONTROL GRANT

RECOMMENDATION

To authorize, by Resolution, the Chief of Police to act on behalf of the City of Willows to accept a grant from the California Department of Alcohol Beverage Control.

SITUATION

The regulation of businesses licensed to sell alcohol in the State of California is the responsibility of the Department of Alcohol Beverage Control (ABC). In that ABC can not adequately conduct appropriate over site over all licensed premises throughout the state the California Legislature established the empowerment and responsibility of local law enforcement to enforce the Alcohol Beverage Control Act.

To assist offset expenses associated with the special types of monitoring required ensuring all (alcohol sales) licensees adhere to state law, the state has authorized the creation of financial grants to local law enforcement agencies.

The Willows Police Department previously operated an ABC grant in the 2007/2008 fiscal year. For the 2008/2009 fiscal year no agency within Glenn County received an ABC grant. In the current, 2009/2010, fiscal year the Orland Police Department is the grant agency.

The Willows Police Department with authorization of Council sought a 1 year ABC task force grant. The task force would involve personnel from Orland Police, Glenn County Sheriff's Department, Glenn County Probation Department, and the California Department of Alcohol Beverage Control. Willows Police Department would be the lead agency for the task force.

Operations associated with the 1 year grant would include; Minor Decoy stings, Shoulder taps, Licensee training and Lamb Derby/County Fair monitoring and enforcement operations.

The total grant package is for $ 16,477.00. These funds would pay for personnel overtime, equipment (1 computer, and PAS device mouthpieces), personnel training (1 conference in July in Sacramento) and operational or purchase funds.

All equipment obtained through the grant would become property of the Willows Police Department. There are no matching fund requirements.

FINANCIAL CONSIDERATIONS

Should the grant application be successful the department shall receive $16,477.00 in funding.

Should the grant application be unsuccessful, the department will not lose any current funding.

NOTIFICATION

Orland Police Department
Glenn County Sheriff's Department
Glenn County Probation Department
WPSA

ALTERNATE ACTIONS

1. To authorize, by Resolution, the Chief of Police to act on behalf of the City of Willows to accept a grant from the California Department of Alcohol Beverage Control.
2. To authorize, by Resolution, as amended, the Chief of Police to act on behalf of the City of Willows to accept a grant from the California Department of Alcohol Beverage Control.
3. To not authorize the Chief of Police to accept a grant from the California Department of Alcohol Beverage Control.
4. To return the proposed project back to staff for further development to be presented again at a later time.

RECOMMENDATION

To authorize, by Resolution, the Chief of Police to act on behalf of the City of Willows to accept a grant from the California Department of Alcohol Beverage Control.

Respectfully submitted,

William Spears,
Chief of Police

Approved by,

Steve Holsinger,
City Manager

Attachments:

EXHIBIT A: RESOLUTION

RESOLUTION NO. _____

CITY COUNCIL
OF THE
CITY OF WILLOWS

A RESOLUTION APPROVING THE SOLICITION BY THE WILLOWS POLICE DEPARTMENT OF A GRANT WITH THE CALIFORNIA DEPARTMENT OF ALCOHOL BEVERAGE CONTROL AND IF SUCCESSFUL TO AUTHORIZE THE CHIEF OF POLICE TO ENTER INTO AN AGREEMENT FOR THE EXECUTION OF SUCH GRANT.

WHEREAS, THE Willows Police Department desires to solicit for and if selected undertake a certain project designated as 2011 Glenn County Alcoholic Beverage Control Grant to be funded in part from funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the Chief of Police of the City of Willows Police Department is authorized to direct the solicitation and if approved to execute on behalf of the City of Willows a contract for the implementation of a grant between ABC and the City of Willows, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

IT IS AGREED that any liability arising out the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

IT IS ALSO AGREED that this award is not subject to local hiring freezes.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California, this _____ day of _____, 2011, by the following vote:

AYES:
NOES:
ABSENT:

_____
GARY HANSEN , MAYOR

Attest:

_____
NATALIE BUTLER, CITY CLERK

AGENDA ITEM May 24, 2011

TO: Steve Holsinger, City Manager

FROM: Wayne Peabody, Fire Chief

SUBJECT: 2011 Weed Abatement-Public Hearing

RECOMMENDATION:

This is a public hearing and it is in order at this time for the Council to declare that the parcels indicated on Exhibit "A" to be abated by the City contractor. Those persons returning self-abatement notices are allowed a time extension of 12 days to complete the work themselves. If after this date these parcels have not been abated, the City contractor will perform the work.

SITUATION (or BACKGROUND):

On April 26, 2011 the City Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance. The City Fire Department has made a survey of the areas in the City that are a nuisance and has notified the property owners that they must remove this nuisance or the City will perform this task and bill the property owner accordingly.

It is required by the Government Code 39560 thru 39588 that there is to be set a fixed time for any appeals to be considered by the Council from any of the property owners. The time fixed for this appeal was 7:00 p.m., Tuesday May 24, 2011. At this time the Council shall hear any objections from the property owner, and by motion, upon the conclusion of the hearing, the Council shall allow or overrule any objections. The Council may continue the hearing if they desire any additional information on any particular site. If no objections have been made, or after the City Council has disposed of those made, it shall order the Fire Chief to abate the nuisance.

FINCIAL CONSIDERATIONS:

Properties that the City Contractor abates will be billed to the property owner. For the property owners that do not pay, there will be a lien placed against their property and it will appear on their tax statement from the county.

NOTIFICATION:

Affected property owners.
Weed Abatement Sub Committee.
Public Hearing Notice published in Sacramento Valley Mirror on May 14, 2011.

ALTERNATE ACTIONS:

1: Request additional information from staff.

2: Reject staff recommendation and/or direct item to be returned.

RECOMMENDATION:

This is a public hearing and it is in order at this time for the Council to conduct the public hearing and upon its conclusion, by motion, declare the parcels indicated on Exhibit "A" to be abated by the City contractor. Those persons returning self-abatement notices are allowed a time extension of 12 days to complete the work themselves. If after this date these parcels have not been abated, the City contractor will perform the work.

Respectfully Submitted

Wayne Peabody
Fire Chief

Approved By

Steve Holsinger
City Manager

ATTACHMENT:

Exhibit A: 2011 Weed Abatement Parcel list (Attachment to be distributed on the night of the meeting).

AGENDA ITEM May 24, 2011

TO: Steve Holsinger, City Manager
FROM: Wayne Peabody, Fire Chief

Subject: Award of Bid for 2011 Abatement Contractor

RECOMMENDATION:

Award bid for 2011 Abatement Contractor to lowest responsive, responsible bidder Myers Construction.

SITUATION (or BACKGROUND):

The Sub-Committee prepared specifications for a weed abatement contractor and published notices inviting bids to determine if there would be an interest in bidding for the removal of rubbish, refuse, and weeds throughout the City. The official bid closing date was Thursday, May 12, 2011, at 1:30 p.m. Two bids were received, and staff has reviewed the bids from Ronald Riisager and Dale Myers. Myers Construction bid has met the minimum requirements and is the lowest responsive, responsible bidder.

FINCIAL CONSIDERATIONS:

Unknown, it is dependant upon responsiveness of the public. The contract shall not exceed $15,000 without written authorization of the City of Willows.

NOTIFICATIONS:

Weed Abatement Sub Committee.

ALTERNATE ACTIONS:

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

RECOMMENDATION:

Award bid for 2011 Abatement Contractor to lowest responsive, responsible bidder Myers Construction.

Respectfully Submitted

Wayne Peabody
Fire Chief

Approved By

Steve Holsinger,
City Manager

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Myers Construction

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT"C"

COMPENSATION

Total maximum compensation for the services outlined in this Agreement shall not exceed $15,000.00.

COMPENSATION

1.1 Contractor shall be compensated for the work outlined herein pursuant to the attached Contractor's Abatement Pricing (as submitted by contractor) and dated April 25, 2011. Compensation shall not exceed $15,000,00 without written authorization of City upon receipt of 30 days advance notice provided by Contractor.

TERMS OF PAYMENT

1.2 Contractor must provide two (2) copies of an invoice for each parcel cleared by Contractor. Invoices must be submitted to the City of Willows Fire Chief or Designee no later than fifteen (15) days following completion of the last parcel to be cleared. Invoices shall state date of service, Assessor's Parcel Number, location of parcel, and actual work done by Contractor, i.e.; areas done, method of work done (discing, scraping, mowing, debris removal, etc.) and cost of work performed by Contractor at that location.

City of Willows Fire Department will furnish Contractor with a list of Assessor's Parcel Numbers and locations of parcels where clearing is required.

CONTRACTOR'S ABATEMENT PRICING

DUMP BOX SERVICES: (requires written notification from city) **Price Per Parcel**

0-3	Cubic Yards	$ 225.00
4-6	Cubic Yards	$ 450.00
7-10	Cubic Yards	$ 750.00

Price @ 75.00 Per Yard

DEBRIS REMOVAL: (requires written notification from city) **Price Per Parcel**

0-3	Cubic Yards	$ 225.00
4-6	Cubic Yards	$ 450.00
7-10	Cubic Yards	$ 750.00

PARCEL MOWING: **Price Per Parcel**

0 -2,500	Square Feet	$50.00
2,501 -5000	Square Feet	$60.00
5,001 -7,500	Square Feet	$65.00
7,501 -10,000	Square Feet	$75.00
10,001 -21,840	Square Feet	$85.00
½-1	Acre	$95.00
1-2	Acre	$160.00
3-4	Acre	$300.00
4-5	Acre	$400.00

FIREBREAKS:

Price Per Parcel

Length of Fire Break		30 ft Width of Fire Break
0	-100	$ 75.00
101	-300	$ 100.00
301	-500	$ 110.00
501	-800	$ 120.00
801	-1,000	$ 130.00
1,001	-1,200	$ 150.00
1,200	-1,400	$ 165.00
1,401	-1,600	$ 190.00
1,801	-2,000	$ 220.00
2,001	-2,500	$ 265.00
2,501	-3,000	$ 300.00
3,001	-3,500	$ 340.00
3,501	-5,000	$ 500.00

CITY OF WILLOWS - CONTRACTUAL SERVICES AGREEMENT

Contractor

Ronald Risnger

Project Title

WEED ABATEMENT SERVICES

Budget Account Number

301-4130.150

EXHIBIT"C"

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City of Willows Fire Department will furnish Contractor with a list of Assessor's Parcel Numbers and locations of parcels where clearing is required.

CONTRACTOR'S ABATEMENT PRICING

DUMP BOX SERVICES: (requires written notification from city) **Price Per Parcel**

0-3	Cubic Yards	$
4-6	Cubic Yards	$
7-10	Cubic Yards	$

REVIEW ATTACHED Supplement

DEBRIS REMOVAL: (requires written notification from city) **Price Per Parcel**

0-3	Cubic Yards	$
4-6	Cubic Yards	$
7-10	Cubic Yards	$

PARCEL MOWING: **Price Per Parcel**

0	-2,500	Square Feet	$75.00
2,501	-5000	Square Feet	$75.00
5,001	-7,500	Square Feet	$75.00
7,501	-10,000	Square Feet	$75.00
10,001	-21,840	Square Feet	$75.00
	½ -1	Acre	$75.00
	1-2	Acre	$150.00
	3-4	Acre	$200.00
	4-5	Acre	$250.00

Ronald Riisager
75 Caruthers Lane
Chico,Ca. 95973
530-521-9519
rhinorer@sbcglobal.net

May 9,2011
CITY OF WILLOWS

Weed Abatement Bid Supplement to Page # 12 of bid invitation

As Contractor I agree to provide for the compensation of $125.00 per yard of debris EXCLUDING HAZARDOUS MATERIALS for each individual parcel with prior approval by city official in writing the following.

Hand labor
Machine and Equipment operating labor
All equipment required to load , transport and dispose of debris
Any and all fees related to debris removal at the local land fill

Equipment
Kubota tractor with flail mower
Bobcat loader with rotary mower
Mowers
Saws , hand tools ,weed eaters etc.
13 yard dump trailer
Ford F 350 truck

Ronald Riisager

Ronald Riisager

FIREBREAKS: **Price Per Parcel**

Length of Fire Break		30 ft Width of Fire Break
0	-100	$25.00
101	-300	$35.00
301	-500	$45.00
501	-800	$55.00
801	-1,000	$65.00
1,001	-1,200	$75.00
1,200	-1,400	$85.00
1,401	-1,600	$95.00
1,601	-2,000	$105.00
2,001	-2,500	$115.00
2,501	-3,000	$125.00
3,001	-3,500	$150.00
3,501	-5,000	$200.00

AGENDA ITEM May 24, 2011

TO: Honorable Mayor Hansen and Members of City Council

FROM: John Wanger, City Engineer

SUBJECT: Landscape and Lighting Assessment District – Receive the annual Engineer's Report for FY 2011-12, adopt the Resolution of Intent to Levy Assessments and set the time and date for the Public Protest hearing.

RECOMMENDATION

Receive the Annual Engineer's Report as prepared by Coastland Civil Engineering; adopt the Resolution of Intention to levy assessments; and set the required public protest hearing for the City of Willows Landscaping and Lighting Assessment District.

SUMMARY

The Willows Landscaping and Lighting Assessment District (District) was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision; (Zone A), in accordance with the Landscaping and Lighting Act of 1972 (1972 Act).

The 1972 Act requires that the City undertake certain proceeding for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished at three separate Council meetings with the following actions:

1) Adopt a resolution appointing the Engineer of Work and directing the preparation of the annual Engineer's Report.
2) Approve the Engineer's Report, declare the City Council's intent to levy assessments and set a date for a public hearing.
3) Conduct a public hearing and authorize the levying and collection of assessments for the upcoming fiscal year.

The first action was completed by the Council on February 8, 2011. This report and resolution accomplishes the second part of the proceedings for FY 2011-12.

Attached to this staff report is the Preliminary Annual Engineer's Report as prepared by Coastland Civil Engineering. The City Council should review the report and let staff know if there are any desired changes to be made to the report. In brief, the attached report outlines cost from FY 2010-11, summarizes the cost projected for FY 2011-12 and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessment is proposed for increase by the allowable annual CPI (year 2010) of +1.4%. This raises the maximum annual assessment to $406.17. <u>While the estimated maximum annual assessment will increase, the actual amount that will be levied and collected during FY 2011-12 be reduced from $385.82 in FY 2010-11 to $258.00.</u> This reduced assessment is due to the 5 year developer payback period being completed in

FY 2010-11. Starting with this fiscal year, only ongoing annual maintenance and administrative costs need to be assessed. This assessment will provide projected revenue of $8,772.00 to cover the estimated expenses.

During FY 2009-10, the Council implemented a minimum reserve balance of 10% to 20%. It is noted that the projected Assessment District reserve balance at the end of FY 2011-12 is slightly above that target. If it is found that an excess reserve balance does exist at the end of FY 2011-12, the assessments may be reduced the following year.

The preliminary Engineer's Report is for your information and comment. The next step in the process is to hold a public protest hearing (required by the Streets and Highways Code for this type of an assessment district.) At the public protest hearing, any person within the assessment district can provide comments for the Council's consideration. At the close of the hearing, if the Council finds the report acceptable, the Council will adopt a resolution authorizing the levying of assessments per the Engineer's Report. The Final Engineer's Report should be approved by the City no later than the end of June of each year so that the information can be transmitted to the County for the inclusion on the tax roles. The County needs to have all information transmitted and correct no later than August 10th of each year.

FINANCIAL CONSIDERATIONS

All costs associated with this assessment district are recovered through the assessments.

NOTIFICATION

None required at this time.

ALTERNATE ACTIONS

None recommended.

RECOMMENDATION

Receive the Annual Engineer's Report as prepared by Coastland Civil Engineering; adopt the Resolution of Intention to levy assessment; and set the required public protest hearing for the City of Willows Landscape and Lighting Assessment District.

Respectfully submitted,

Stephen A Holsinger
City Manager

Attachments: Resolution of Intention to Levy Assessments Associated with the City of Willows
Preliminary Engineer's Report

CITY OF WILLOWS
CITY COUNCIL
RESOLUTION NO. -2011

A RESOLUTION OF INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR FY 2011/2012 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT ZONE A – BIRCH STREET VILLAGE, AND SETTING THE TIME AND DATE OF THE PUBLIC HEARING (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)

WHEREAS, on October 11, 2005 the City Council adopted Resolution #22-2005 authorizing the formation of the City of Willows Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council intends to levy and collect assessments within the Assessment District during FY 2011-12; and

WHEREAS, pursuant to the Landscaping and Lighting Act of 1972, an annual Engineer's Report is required to be prepared and filed outlining estimated costs, methods of spreading costs, a description of properties in the Assessment District and their proposed assessments in order to levy and collect assessments in any following fiscal year; and

WHEREAS, on February 8, 2011, the City Council adopted Resolution No. 05-2011 appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY 2011-12 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, the annual operation, maintenance and other incidental costs associated with Zone A of the Assessment District includes landscaping and lighting improvements within the Birch Street Village development; and

WHEREAS, Coastland Civil Engineering has prepared and filed with the City the annual Engineer's Report for FY 2011-12 as required by the Landscaping and Lighting Act of 1972; and

WHEREAS, all interested persons are referred to the Engineer's Report for a full and detailed description of the improvements, the proposed operation and maintenance costs, the boundaries of Zone A of the Assessment District and the proposed FY 2011-12 assessments upon assessable lots and parcels of land within the Assessment District; and

WHEREAS, for Zone A, the FY 2011-12 maximum annual assessment will be adjusted up by the allowable CPI to $406.17; and

WHEREAS, for Zone A, the proposed FY 2011-12 annual assessment to levy and collect is proposed to be reduced from the FY 2009-10 level of $397.78 to $258.00;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby intends to levy and collect assessments during FY 2011-12 and preliminarily approves the filed FY 2011-12 Engineer's Report with the estimate of the costs and expenses to operate and maintain the said improvements and their incidental expenses and the allowable CPI increase of the maximum annual assessment as it pertains to Zone A of the Assessment District for FY 2011-12; and

BE IT FURTHER RESOLVED that this Resolution is adopted pursuant to Sections 22620 et al of the California Streets and Highway Code; and

BE IT FURTHER RESOLVED that a public protest hearing will be held on June 14 at 7:00 p.m. at City Hall, 201 N. Lassen Street, Willows. At the public protest hearing, the City Council will conduct a public hearing on the question of the levy and collection of annual assessments for FY 2011-12; and

BE IT FURTHER RESOLVED that the City Clerk is authorized and directed to give the Notice of Hearing required by the Landscaping and Lighting Act of 1972 for said public protest hearing.

It is hereby certified that the foregoing Resolution No. –2011 was duly introduced and duly adopted by the City Council of the City of Willows at its regular meeting held on this 1st day of June, 2011 by the following Roll Call vote:

AYES in favor of:
NOES:
ABSENT:
ABSTAIN:
APPROVED:

ATTESTED:

_____
Mayor Gary Hansen

_____
Natalie Butler, City Clerk

FY 2011-12

ANNUAL ENGINEER'S REPORT
FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
ZONE A – BIRCH STREET VILLAGE

PRELIMINARY

CITY OF WILLOWS
COUNTY OF GLENN
STATE OF CALIFORNIA

May, 2011

Prepared By:
Coastland Civil Engineering, Inc.

FY 2011-12

WILLOWS LANDSCAPING AND LIGHTING SPECIAL ASSESSMENT DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits, as directed by the City Council of the City of Willows on February 8, 2011, the enclosed Engineer's Report on the _____ day of _____, 2011.

COASTLAND CIVIL ENGINEERING INC.

By: _____
John L. Wanger, RCE 43148, Exp. 3/31/12

REGISTERED PROFESSIONAL ENGINEER
JOHN L. WANGER
No. C043148
Exp. 3/31/12
CIVIL
STATE OF CALIFORNIA

I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2011.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Willows, California, on the _____ day of _____, 2011.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Glenn on the _____ day of _____, 2011.

By: _____
Stephen Holsinger, City Manager, City of Willows
Glenn County, California

FY 2011-12 ANNUAL ENGINEER'S REPORT FOR
WILLOWS LANDSCAPING & LIGHTING SPECIAL ASSESSMENT DISTRICT
(Pursuant to the Landscaping & Lighting Act of 1972)

Annual Assessment For FY 2011-12

Coastland Civil Engineering, Engineer of Work for the Willows Landscaping & Lighting Special Assessment District, City of Willows, Glenn County, California, makes this annual Engineer's Report, as directed by the City Council on February 8, 2011, pursuant to Sections 22565 and 22620 of the California Streets & Highways Code for the Willows Landscaping & Lighting Special Assessment District for Fiscal Year (FY) 2011-12.

Background

The Willows Landscaping & Lighting Assessment District (Assessment District) was formed in October 2005 by the City of Willows to recover costs associated with the operation and maintenance of landscaping and streetlights within the public right-of-way for the Birch Street Village development. In order to levy and collect assessments each subsequent fiscal year, the Landscaping & Lighting Act of 1972 requires the preparation and filing of annual Engineer's Reports. During these annual proceedings, new cost estimates are developed to determine the costs to operate and maintain the Assessment District improvements for the upcoming fiscal year. Further, as new subdivisions are created within the Willows City limits, they can be annexed into the Assessment District on an annual basis.

For FY 2011-12, the maximum annual assessment is proposed to be adjusted up by the allowable CPI of +1.4%. The assessments proposed to be levied and collected for FY 2011-12 are reduced from those collected in FY 2010-11. The total proposed Assessment District budget for FY 2011-12 is $8,772.00.

No subdivision development, land use changes to existing parcels or proposed annexations into the Assessment District are proposed for this fiscal year. The proposed changes, budgets, assessments and Proposition 218 impacts to the Assessment District are included below:

Zone A – Birch Street Village

Zone A covers the costs associated with operation and maintenance of turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls or other fencing, entryway monuments, street lights and associated appurtenances located within the Birch Street Village subdivision. Additionally, when the Birch Street Village development was originally constructed, the City agreed to fund construction of the installation of improvements within the areas to be maintained within this assessment district, with the understanding that the installation costs would be assessed to the parcels benefiting from the improvements equally over a five (5) year period. FY 2010-11 was the fifth and final year of assessing for these original construction costs. This allows the assessment for FY 2011-12 to be reduced to annual, ongoing costs only.

The FY 2011-12 assessment is to be reduced from $397.78 in FY 2010-11 to $258.00 per parcel. The total proposed Zone A budget for FY 2011-12 is $8,772.00. FY 2011-12 assessment revenue will be used to cover the budget. No reserve contribution is required. The proposed funding will be from the following sources:

Zone A Assessment Revenues:	$8,772.00
Total:	$8,772.00

The estimated reserve fund balance for Zone A is projected to be just above the desired reserve budget range of 10%-20% at the end of FY 2011-12.

FY 2011-12 Engineer's Report Format

This Engineer's Report consists of 6 Parts as follows:

PART A - **Plans and Specifications (Page 6)** - This portion of the Engineer's Report describes any plans and specifications that may be needed for the installation of the improvements. If plans and specifications exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.

PART B - **Budget Cost Estimates (Page 7)** – Budget cost estimates associated with the operations and maintenance of the described improvements for Zone A are described in Part B of this report. In addition to an overall budget summary for Zone A, a detailed FY 2011-12 Budget sheet and a FY 2011-12 Summary of Fund Balance sheet is provided.

PART C - **Assessment Roll (Page 10)** – A listing of the annual assessment on each benefited parcel of land in Zone A within the Assessment District. The assessment amount is the estimated cost each parcel will contribute during FY 2011-12 towards the operation and maintenance of their respective Zone within the Assessment District, as well as their portion of the 5-year installment payment for the installation of the improvements.

PART D - **Method of Apportionment of Assessment (Page 12)** - A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within Zone A of the Assessment District. Additionally, this section describes the maximum assessment allowable and any inflationary adjustments.

PART E - **Property Owners List (Page 14)** - A list of the names and addresses of the owners of real property within this Assessment District, as shown on the last equalized assessment roll for taxes. The Assessor Parcel Number (A.P.N.) keys the list into the Assessment Roll of Part C.

PART F - **Assessment Diagrams (Page 16)** – The Assessment Diagrams (maps) showing all of the parcels of real property within Zone A of the Assessment District. The assessment number keys the diagram Part C – Assessment Roll.

PART A

PLANS AND SPECIFICATIONS

The Assessment District provides funds for the operation and maintenance of landscaping and streetlights located in the public rights-of-way in Zone A. Maintenance may include repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, maintenance of street lights and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code for the life of the Assessment District. Because the installation of the improvements are funded by this assessment district, the plans and specifications showing the improvements are on file at the City offices for the Birch Street Village development.

PART B
FY 2011-12 Budget Cost Estimate

Part B includes the detailed budget for FY 2011-12 for all those costs associated with the operation and maintenance of Zone A within the Assessment District. Also included is the Summary of Fund Balance sheet for FY 2011-12. The total budget summary for FY 2011-12 for Willows Landscaping & Lighting Assessment District is as follows:

	As Filed With the City	**As Preliminarily Approved**	**As Finally Approved At the Public Hearing**
Zone A:	$ 8,772.00	$	$

Table 1

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2011-12
Zone A - Birch Street Village
Budget

Item	2010-11 Budget	2011-12 Budget
Architecture**	$540.00	$0.00
Engineers Report	$4,230.00	$4,020.00
Legal Services	$400.00	$250.00
Landscape Construction**	$1,900.00	$0.00
Landscape Maintenance	$2,700.00	$3,242.00
Lighting Installation**	$2,350.00	$0.00
Lighting Utilities & Maintenance	$916.00	$909.00
Formation Fees**	$1,500.00	$0.00
County Assessor Fees (3.5% of Revenue)	$459.13	$307.02
Contingency	$0.00	$43.98
Total Expenses	**$14,995.13**	**$8,772.00**
Contribution from Reserves	$1,877.25	$0.00
Total Assessment Costs	**$13,117.88**	**$8,772.00**
Total Assessment Revenue	**$13,117.88**	**$8,772.00**
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment for Zone A*	**$397.78**	**$258.00**

* See Maximum Allowable Assessment Analysis

** These items were reimbursed to developer. Reimbursement was paid in full FY 2010-11

Table 2

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2011-12
Zone A - Birch Street Village
Summary of Fund Balance

	2011-12
Estimated Starting Reserve Fund as of July 1, 2011	**$2,000.00**
Estimated Interest Earned	**$60.00**
Estimated Revenue	**$8,772.00**
Total Estimated Funds Available	**$10,832.00**
Total Estimated Expenditures**	**$8,772.00**
Estimated Reserve Fund Balance at End of Fiscal Year	**$2,060.00**

Note: Of the original $31,450 installation and construction costs to be reimbursed to the developer, all $31,450 (5 years * $6,290) were reimbursed by the end of the 2010-11 Fiscal Year.

PART C

FY 2011-12 ASSESSMENT ROLL

As described in Part B, the total proposed Assessment District revenues of $8,772.00 for FY 2011-12 consist entirely of assessments associated with Zone A of this district. As other zones are annexed into this assessment district, separate line items will be shown for each zone.

The breakdown of FY 2011-12 annual assessment per parcel is shown in Table 3 of this report. The lines and dimensions of each parcel are shown on the maps in the office of the County Assessor of the County of Glenn.

Table 3

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2011-12
Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Assessment Amount	Owner Name	Address
001-07-1-009	26	R1XX	Single Family	$258.00	Kindy Eugene M Jr & Kindy Roberta A	8600 Mecca Rd, Elk Grove, CA 95624
001-07-1-010	27	R1XX	Single Family	$258.00	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011	28	R1XX	Single Family	$258.00	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012	29	R1XX	Single Family	$258.00	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013	30	R1XX	Single Family	$258.00	Wells Fargo Bank	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-014	31	R1XX	Single Family	$258.00	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015	32	R1XX	Single Family	$258.00	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016	33	R1XX	Single Family	$258.00	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017	34	R1XX	Single Family	$258.00	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018	16	R1XX	Single Family	$258.00	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019	15	R1XX	Single Family	$258.00	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020	14	R1XX	Single Family	$258.00	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021	17	R1XX	Single Family	$258.00	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022	18	R1XX	Single Family	$258.00	Raygoza Orlando P & Raygoza Lourdes F	421 El Dorado Ave, Willows, CA 95988
001-07-1-023	19	R1XX	Single Family	$258.00	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-024	20	R1XX	Single Family	$258.00	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025	21	R1XX	Single Family	$258.00	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026	22	R1XX	Single Family	$258.00	Olmos Steven A & Olmos Charissa M	351 El Dorado Ave, Willows, CA 95988
001-07-1-027	23	R1XX	Single Family	$258.00	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028	24	R1XX	Single Family	$258.00	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029	25	R1XX	Single Family	$258.00	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030	13	R1XX	Single Family	$258.00	Cook Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-031	12	R1XX	Single Family	$258.00	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032	11	R1XX	Single Family	$258.00	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033	10	R1XX	Single Family	$258.00	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034	9	R1XX	Single Family	$258.00	Fannie Mae	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-035	8	R1XX	Single Family	$258.00	Haman Galen & Monica M	360 El Dorado Ave, Willows, CA 95988
001-07-1-036	7	R1XX	Single Family	$258.00	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037	6	R1XX	Single Family	$258.00	Cook, Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-038	5	R1XX	Single Family	$258.00	Carrillo Fernando & Rodriguez Yadira	410 El Dorado Ave, Willows, CA 95988
001-07-1-039	4	RVXX	Single Family (vacant)	$258.00	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040	3	R1XX	Single Family	$258.00	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041	2	R1XX	Single Family	$258.00	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042	1	R1XX	Single Family	$258.00	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	$0.00	Null	Null
Total Units:	**34**		**Total Assessment:**	**$8,772.00**		

PART D

METHOD OF APPORTIONMENT OF ASSESSMENT

The following is a brief description of the manner that the annual assessment has been apportioned (spread) to each parcel in Zone A in the Assessment District:

Zone A – Birch Street Village

With the Birch Street Village development, both lighting and landscaping were installed as part of the improvements. Special benefit derived by each of the parcels within this Zone for these improvements are as follows:

Street Lights: Because the improvements have met the City's lighting requirements, the lights within the subdivision are spaced per adopted City standards, thereby providing the direct and special benefits of safety for vehicular traffic and pedestrian travel at night and safety lighting of the neighborhood in general for all parcels within this zone. Therefore each parcel receives approximately equal and special benefit. Accordingly, the method by which each parcel is proposed to be assessed for costs associated with Zone A is a total estimated cost of maintenance and operation of street lighting and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Landscaping: The type of street landscaping and subsequent required operation and maintenance costs associated with this street landscaping gives approximate equal benefit to all of those parcels in this Zone. Each parcel benefits directly from the pleasing aesthetics of the landscaping for the subdivision as well as increased air quality from additional plant life. Accordingly, the method by which the assessment is spread to each of the parcels within Zone A is by taking the total estimated cost of the operation and maintenance of the street landscaping and for the appropriate administrative costs associated with this zone divided by the total number of lots within Zone A.

Developer Installed Improvements Funded by this Assessment District: The City and developer agreed that during the formation of this assessment district in 2005, that the costs for the design and installation of the landscaping and lighting improvements, as well as the costs associated with formation of the assessment district would be funded through the assessment district and would be paid back by this assessment district over a 5 year period. These costs, totaling $31,450, were scheduled to be paid back over a 5 year period (with the 2010-11 fiscal year being the fifth and final year of the five years.) The portion of the assessment associated with the landscaping, lighting and formation of the district gives approximate equal benefit to all of those parcels in this Zone. Accordingly, the total installation costs (along with the incidental and administrative costs) were divided by the total number of lots within Zone A to derive the increased portion of the assessment for each parcel associated with paying back the costs for installation of the improvements. These costs were paid in full at the end of FY 2010-11 and are no longer being assessed.

Government Owned Parcels: No charges associated with Zone A shall be imposed upon a federal, state or local government agency, upon a parcel without a dwelling used exclusively for greenbelt, or

open space. In future years however, a federal, state or local government agency receiving special benefit from Zone A shall be assessed by virtue of Proposition 218. Article XIIID, Section 4(a) states that public agencies, "shall not be exempt from assessment".

MAXIMUM ALLOWABLE ASSESSMENT AND INFLATIONARY FACTORS

In 2005, the original Engineer's Report stated that assessments may be adjusted each year to account for inflation of costs and services in accordance with the Bay Area (San Francisco-Oakland-San Jose) Consumer Price Index (CPI) for all urban consumers, or 3%, whichever is greater. An Annual CPI increase has been applied for each year. A history of the CPI adjustments and the FY 2011-12 Maximum Allowed Assessment per Parcel are shown as follows:

Maximum Allowable Assessment Analysis				
	Allowed Annual CIP Increase			Total Assessment Maximum
	Year	%	Amount	
FY 2006-07 Original Assessment per Parcel	n/a	n/a		**$361.92**
FY 2007-08 Maximum Allowed Assessment per Parcel	2006	3.20%	$11.58	**$373.50**
FY 2008-09 Maximum Allowed Assessment per Parcel	2007	3.30%	$12.32	**$385.82**
FY 2009-10 Maximum Allowed Assessment per Parcel	2008	3.10%	$11.96	**$397.78**
FY 2010-11 Maximum Allowed Assessment per Parcel	2009	0.70%	$2.78	**$400.56**
FY 2011-12 Maximum Allowed Assessment per Parcel	2010	1.40%	$5.61	**$406.17**

Actual assessments amounts to be collected do not have to be set at the maximum assessment. Establishing the maximum available assessment each year and keeping up with inflation allows the assessments to be increased to this maximum amount sometime in the future if costs associated with this Assessment District increase (e.g. if in any year there are unanticipated expenditures due to such things as vandalism) and will preclude having to go through electorate approval per California Constitution Article XIIIC, Section 2(b) (Proposition 218 requirements.)

PART E

FY 2011-12 PROPERTY OWNERS LIST

The names and addresses of each of the property owners as shown on the County of Glenn Assessor's Tax Assessment Roll are shown below. The names and addresses have been keyed to the special assessment number (the assessor parcel number) as shown in Part C of this Engineer's Report.

Table 4

CITY OF WILLOWS
Landscaping and Lighting Assessment District
Fiscal Year 2011-12
Zone A - Birch Street Village

APN	Assessment Diagram Number	Owner Name	Address
001-07-1-009	26	Kindy Eugene M Jr & Kindy Roberta A	8600 Mecca Rd, Elk Grove, CA 95624
001-07-1-010	27	Patel Deepak A & Bina D	330 S Humboldt Ave, Willows, CA 95988
001-07-1-011	28	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-07-1-012	29	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-07-1-013	30	Wells Fargo Bank	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-014	31	Singh Kulwinder	521 Greg Thacth Cir, Sacramento, CA 95835
001-07-1-015	32	Ross Jack & Ross Candace J/T	6141 W 4th St, Rio Linda, CA 95673
001-07-1-016	33	Holsinger Stephen A	P.O. Box 2021, Willows, 95988
001-07-1-017	34	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-018	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-07-1-019	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-07-1-020	14	Lombard Tyler	461 El Dorado Ave, Willows, CA 95988
001-07-1-021	17	Birch Street Village LP	3323 Knollridge Dr., El Dorado Hills, CA 95762
001-07-1-022	18	Raygoza Orlando P & Raygoza Lourdes F	421 El Dorado Ave, Willows, CA 95988
001-07-1-023	19	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-024	20	Ngo Cuong Bach & Tra Thuy Thanh Thi	371 El Dorado Ave, Willows, CA 95988
001-07-1-025	21	Vang Chao & Vang Khou S/S	361 El Dorado Ave, Willows, CA 95988
001-07-1-026	22	Olmos Steven A & Olmos Charissa M	351 El Dorado Ave, Willows, CA 95988
001-07-1-027	23	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-07-1-028	24	Murillo Lorena	331 El Dorado Ave, Willows, CA 95988
001-07-1-029	25	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-07-1-030	13	Cook Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-031	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-07-1-032	11	Askeland Kevin	PO Box 310, Willows, CA 95988
001-07-1-033	10	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-07-1-034	9	Fannie Mae	3476 Stateview Blvd, Fort Mill, SC 29715
001-07-1-035	8	Haman Galen & Monica M	360 El Dorado Ave, Willows, CA 95988
001-07-1-036	7	McDonald David S	370 El Dorado Ave, Willows, CA 95988
001-07-1-037	6	Cook, Kenneth & Jamie	1981 Co Rd B, Willows, CA 95988
001-07-1-038	5	Carrillo Fernando & Rodriguez Yadira	410 El Dorado Ave, Willows, CA 95988
001-07-1-039	4	Birch Street Village LP	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-040	3	Neuhardt Floyd Jr & Neuhardt Carol	430 El Dorado Ave, Willows, CA 95988
001-07-1-041	2	Dover Jerome W	3323 Knollridge Dr, El Dorado Hills, CA 95762
001-07-1-042	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A		Null	Null

PART F

FY 2011-12 ASSESSMENT DIAGRAM

Attached, you will find an Assessment Diagram (map) for Zone A within the Assessment District. Please note that the lines and dimensions of each parcel, as well as the distinctive assessment number, are shown on the Assessor's Maps for the City of Willows available at the County of Glenn Assessor's Office. The attached pages also provide the reference to the appropriate Assessor Books at the County for the subdivision.

Zone A

All the land lying within the Birch Street Village Subdivision, filed in the Recorder's Office of the County of Glenn in Book 13, Page 64.

CITY OF WILLOWS

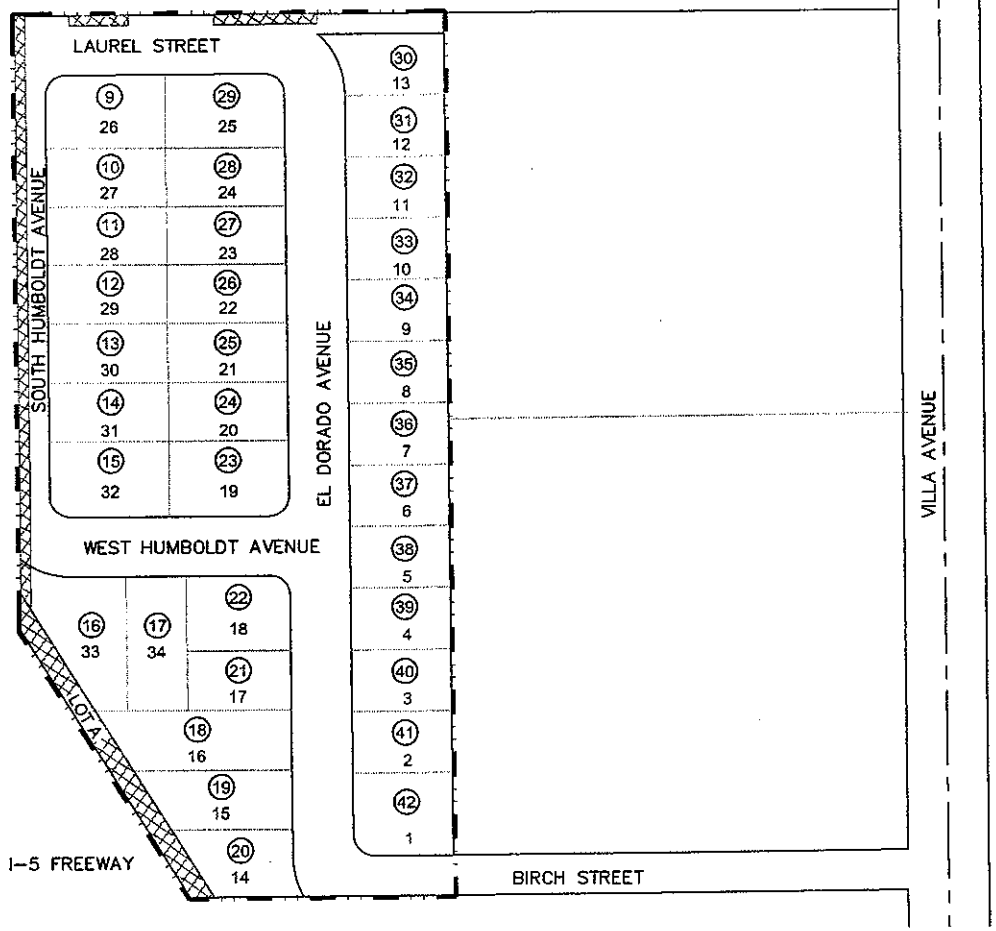
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

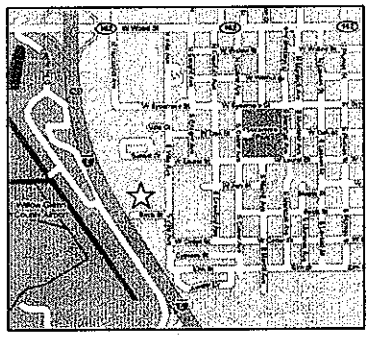
ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE

APN: BOOK 001, PAGE 07, BLOCK 1.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER

SCALE: 1"=180'





VICINITY MAP

Landscape Maintenance Area

Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS OFFICE.

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

PREPARED FOR
CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2011–2012 Fiscal Year

Images: Loc-map.jpg; Xrefs:
Path: F:\BMAP-STD\Willows\LLAD\Birch Street Village.dwg Layout Name: Zone A Plot Date: Apr 27, 2011 at 02:42 pm

May 24, 2011

AGENDA ITEM

TO: Steve Holsinger, City Manager

FROM: William Spears, Chief of Police

SUBJECT: **United States Department of Justice** Office of Community Oriented Policing Services (COPS) Hiring Recovery Program (CHRP) Grant.

RECOMMENDATION

Approve, by motion, to authorize the Chief of Police to apply for the COPS CHRP - 2 Grant.

SITUATION

The City of Willows currently has one officer funded under the COPS CHRP grant. This grant was funded in 2009 and is currently entering its third year of funding.

The City of Willows along with many other municipal governments is still facing the budget dilemmas brought by the poor economy and crumbling state and federal budgets. Currently the City of Willows has 2 frozen Police Officer and one frozen CSO positions. Although restructured as a part time position, the department as part of its cost savings has not filled the remaining CSO position for fiscal year 2010-2011.

There is the potential of the loss of an additional police officer and the CSO position(s) being in jeopardy in the 2011-2012 budget.

These actions being force upon the council are driven by the continuance of state's failure to provide for the loss of the VLF funding source or the creation of a state funding replacement for Supplemental Law Enforcement Funding and the booking fees.

I have just received information regarding another Community Oriented Policing grant under the Hiring Recovery Program (CHRP), CHRP – 2. We have contacted the COPS Office and been advised we are eligible to apply for this grant. Our current grant is not impacted by the new application. If successful neither grant will impact the other during their operational period. The CHRP-2 Grant would be for a total of $267,647 over the 3 year period.

Like our current CHRP grant, the COPS Office will receive the funds from the American Recovery and Reinvestment Act of 2009 to address the personnel needs of state, local, and tribal law enforcement. Application materials have been made available. The application must be submitted before May 27th.

CHRP-2 is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to create and preserve jobs and to increase their community policing capacity and crime-prevention efforts. Up to $1 billion in grant funding is available for the hiring and rehiring of additional career law enforcement officers. **There is no local match requirement for CHRP- 2, but grant funding will be based on current entry-level salary and benefits packages and therefore any additional costs for higher salaries or benefits for particular individuals hired will be the responsibility of the grantee agency.**

We are seeking permission to request a 2nd position under CHRP-2. This position would be to maintain the School Resource Officer/Day Shift position currently under review of elimination because of budget shortfalls. I have attached the application package for your review. .

FINANCIAL CONSIDERATIONS

If successful the City of Willows would receive a grant to cover salary and benefits for an entry level officer for 36 months. This grant would total $267,649. Any additional step raises and benefits beyond entry level (12 months) would be the responsibility of the city.

Should the City elect to use this funding to retain or rehire an officer at a higher than entry level, the additional cost would be that of the City's.

The grant is for 36 months. Upon acceptance of the grant the city would have to agree to retain the officer for at least one budget cycle beyond the grant period.

NOTIFICATION

WPSA

ALTERNATE ACTIONS

1. Approve, by motion, to authorize the Chief of Police to apply for the COPS CHRP-2 Grant.
2. Deny authorizing the Chief of Police to apply for the COPS CHRP Grant.
3. Return to staff for further information, to be returned to council at a future date.

RECOMMENDATION

Approve, by motion, to authorize the Chief of Police to apply for the COPS CHRP - 2 Grant.

Respectfully submitted,

William Spears,
Chief of Police

Approved by,

Steve Holsinger,
City Manager

Attachments:

EXHIBIT A: COPS CHRP -2 Grant Package.

EXHIBIT A

OMB Control Number: 1103-0098
Expiration Date: 05/31/2013

COPS Application Attachment to SF-424

SECTION 1: COPS PROGRAM REQUEST

Federal assistance is being requested under the following COPS program:
Select the COPS grant program for which you are requesting federal assistance. ***A separate application must be completed for each COPS program for which you are applying.*** *Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.*

CHECK ONE PROGRAM OPTION ONLY

COPS Hiring Program

SECTION 2: Agency Eligibility Information

A. Type of Agency (select one)

[X] **Law Enforcement** [ ] **Non-Law Enforcement**

From the list below, please select the type of agency which best describes the applicant.

Law Enforcement Entities Municipal Police

$267,649

SECTION 2: Agency Eligibility Information

2A: CHP Eligibility Questions

In this section, we will ask you several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) grant. Please note that CHP applicants must have a police department which is operational as of the 05/25/2011 date of this application, or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

Additionally, if funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the government agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider later).

Part I. Law Enforcement Agency Operations

A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.

Q1) Is your agency established and currently operational?

Yes

Q2) Which of the following best describes your agency (check one)?

☐ We are planning to establish or begin operations as a newly authorized law enforcement agency

☐ We are planning to re-establish and resume operations for a previously operational law enforcement agency

Q3 Has your jurisdiction passed legislation which authorizes the creation of a new law enforcement agency?

Part II. Contracting to Receive Law Enforcement Services

A law enforcement agency is established and operational if the jurisdiction has passed authorizing legislation and it has a current operating budget.

Q1) If awarded, does your agency plan to use funds awarded under this grant to establish or supplement a written contract for law enforcement services (e.g., a town contracting for services with a nearby sheriff's department)?

No

SECTION 2: Agency Eligibility Information

[proceed to next section]

Part III. Law Enforcement Agency Authority
An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only: respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

Q1) Based on the definition above, does your agency have primary law enforcement authority? [Or, if contracting to receive services, does the agency that will be providing law enforcement services have primary law enforcement authority for the population to be served?]

Yes

Questions for a subset of applicants [Sheriff, County Police, State Police, Regional PD, Public University, Private University, Natural Resources Police, Transit Police, Public Housing Police, Attorney/Court, Multijurisdictional Task Force, Consortium, Constable, Marshals, Corrections]

Is your agency the first responder to all types of criminal incidents within your jurisdiction?

No

Is your agency the first responder to citizen-initiated calls for service outside of a correctional institute and/or courthouse setting?

No

Section 3: GENERAL AGENCY INFORMATION

A. Applicant ORI Number: CA01102

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

B.Applicant Data Universal Numbering System (DUNS) Number: 040474397

A Data Universal Numbering System (DUNS) Number is required. A DUNS number is a unique nine or thirteen digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of the COPS Application Guide.

C.Central Contractor Registration (CCR)

All applicants (other than individuals) are required to maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. For more information about how to register with the CCR, please refer to the "How to Apply"ection of the COPS Application Guide. Please note that applicants must update or renew their CCR at least once per year to maintain an active status.

Your CCR Registration is set to expire on 04/10/2012

Note: This information was received directly from the CCR database. If this information is incorrect, please contact the CCR Service Desk at 866-606-8220 or view/update your registration information at https://www.bpn.gov/ccr/default.aspx. If your CCR registration is set to expire prior to 09/30/2011, please renew your CCR Registration prior to completing this application.

D. Geographic Names Information System (GNIS) ID: 2412272

Please enter your Geographic Names Information System (GNIS) Identification Number. This is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to the website: http://geonames.usgs.gov/domestic/index.html . For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of the COPS Application Guide.

E. Cognizant Federal Agency: *Department of Justice*

Select the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "Department of Justice" as the Cognizant Federal Agency.

F. Fiscal Year: 7/1/2011 **to** 06/30/2012 **(mm/dd)**

Enter the month and day of the legal applicant's fiscal year.

Section 3: GENERAL AGENCY INFORMATION

G. Service Population

1. Enter the total population of the government entity applying for this grant using the latest census estimate available in the American Fact Finder at http://FactFinder.census.gov.

6223

2. Check here if the population of the entity applying for this grant is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, etc.). ☐

2a. If the population of the entity applying for this grant is not represented by U.S. Census figures, please indicate the size of the population as of the latest available estimate:

0

2b. Please indicate the source of this population estimate: _____

(e.g., website address)

3. What is the actual population your department serves as the primary law enforcement entity?

This may or may not be the same as the population specified above. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). An agency with primary law enforcement authority is defined as having first responder responsibility to calls for service for all types of criminal incidents within its jurisdiction.

6223

3a. If applicable, please explain why the service population differs from the census population:

_____

H. Law Enforcement Agency Sworn Force Information

1. Enter the Fiscal Year Budgeted Sworn Force Strength for the current fiscal year below. The budgeted number of sworn officer positions is the number of sworn positions funded in your agency's budget,including funded but frozen positions, as well as state, Bureau of Indian Affairs, and/or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

a. Number of officers funded in agency's current fiscal year budget:

Full-Time: 10 Part-Time: 0

2. Enter the Fiscal Year Actual Sworn Force Strength as of the date of this application. *The actual number of sworn officer positions is the actual number of sworn positions employed by your agency as of the date of this application. Do not include funded but currently vacant positions or unpaid positions.*

a. Number of officers employed by your agency as of the date of this application:

Full-Time: 10 Part-Time: 0

SECTION 4: EXECUTIVE INFORMATION

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

A. Law Enforcement Executive/Agency Executive Information:

For Law Enforcement Agencies: *Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction(e.g., Chief of Police, Sheriff, or equivalent).*
For Non-Law Enforcement Agencies: *Enter the highest ranking individual in the applicant agency (e.g., CEO, President, Chairperson, Director)who has the authority to apply for this grant on behalf of the applicant agency. If the grant is awarded, this position would ultimately be responsible for the programmatic implementation of the award.*

Your agency previously indicated that if awarded, this grant would be used in a written contracting arrangement to receive law enforcement services (e.g., a town which is contracting with a neighboring sheriff's department to receive services). Therefore, for question 4A, please provide the executive information for the agency which will be providing the law enforcement services under this grant (e.g., Sheriff). For question 4B, please provide executive information for the government agency which will be receiving the law enforcement services under this grant (i.e., Mayor, City Manager, etc.).

Title: Chief of Police Interim/Acting: ☐

First Name: William MI: R Last Name: Spears Suffix:

Agency Name: Willows Police Department

Street Address1: 201 North Lassen Street

Street Address2:

City: Willows State: CA Zipcode: 95988

Telephone: 5309343456 Fax: 5309344964

Email: wspears@cityofwillows.org

B. Government Executive/Financial Official Information:

For Government Agencies: *Enter the government executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent).*
For Non-Government Agencies: *Enter the name and contact information of the financial official who has the authority to apply for this grant on behalf of the applicant agency (e.g., Treasurer). If the grant is awarded, this position would ultimately be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerks, trustees, etc.) is not acceptable.*

Title: City Manager Interim: ☐

First Name: Steve MI: Last Name: Holsinger Suffix:

Agency Name: Willows, City of

Street Address1: 201 North Lassen Street

Street Address2:

City: Willows State: CA Zipcode: 95988

Telephone: 5309347041 Fax: 5329347402

Email: sholsinger@cityofwillows.org

SECTION 5A: COPS HIRING PROGRAM OFFICER REQUEST

For FY 2011, COPS Hiring Program (CHP) applicants are eligible to apply for the number of officers equal to 5% of their actual sworn force strength up to a maximum of 50 officers with a minimum of one (1) officer per agency. Based on the information provided in this application, your agency is eligible to apply for up to **0** officer position(s).

How many entry-level, full-time officer positions is your agency requesting in this applicaton? **1**

Next, your agency must allocate the number of positions requested under each of the three hiring categories described below based on your agency's current needs at the time of this application. Please be mindful of the initial three-year grant period, and your agency's ability to fill and retain the officer positions awarded, while following your agency's established hiring policies and procedures. CHP grant awards will be made for officer positions requested in each of the three hiring categories, and grantees are required to use awarded funds for the specific categories awarded.

It is imperative that your agency understand that the COPS statutory nonsupplanting requirement mandates that grant funds may only be used to supplement (increase) a grantee's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or tribal funds that a grantee otherwise would have spent on officer positions if it had not received a grant award. This means that if your agency plans to:

(a) Hire new officer positions (including filling existing officer vacancies that are no longer funded in your agency's budget): It must hire these additional positions on or after the official grant award start date, above its current budgeted (funded) level of sworn officer positions, and otherwise comply with the nonsupplanting requirements as described in detail in the Grant Owner's Manual.

(b) Rehire officers who have already been laid off (at the time of application) as a result of state, local, or tribal budget cuts: It must rehire the officers on or after the official grant award start date, maintain documentation showing the date(s) that the positions were laid off and rehired, and otherwise comply with the nonsupplanting requirement as described in detail in the Grant Owner's Manual.

(c) Rehire officers who are (at the time of application) currently scheduled to be laid off on a future date as a result of state, local, or tribal budget cuts: It must continue to fund the officers with its own funds from the grant award start date until the date of the scheduled lay-off (for example, if the CHP award start date is September 1 and the lay-offs are scheduled for November 1, then the CHP funds may not be used to fund the officers until November 1, the date of the scheduled lay-off); identifying the number and date(s) of the scheduled lay-off(s) in this application (see below); maintain documentation showing the date(s) and reason(s) for the lay-off; and otherwise comply with the nonsupplanting requirement as described in detail in the Grant Owner's Manual. [Please note that as long as your agency can document the date that the lay-off(s) would occur if CHP funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for each individual officer.]

Documentation that may be used to prove that scheduled lay-offs are occurring for local economic reasons that are unrelated to the availability of CHP grant funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the lay-offs; notices provided to the individual officers regarding the date(s) of the lay-offs; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your agency's CHP grant records during the grant period and for three years following the official closeout of the CHP grant in the event of an audit, monitoring, or other evaluation of your grant compliance.

If your agency's request is funded, it will have the opportunity after the award announcement to request a grant modification to move awarded funding into the category or categories that meet your agency's law enforcement needs at that time (including updating the dates of future scheduled lay-offs).
If you need additional information regarding requesting a modification, please contact the COPS Office Response Center at 1-800-421-6770.

Category A: New, additional officer positions (including to fill existing vacancies no longer funded in your agency's budget).

Category A Request: **1**

Category B: Rehire officers already laid off (at the time of the application) as a result of state or budget reductions.

Category B Request: **0**

Category C: Rehire officers scheduled to be laid off (at the time of the application) on a specific future date as a result of state or local budget reductions.

Category C Request: (total)

We also need some information about when the layoff of officers in this category is scheduled to occur. In the space below, please indicate when the officer(s) specified in this category are scheduled to be laid off.

Number of officers	Date these officers are scheduled to be laid off:

Part II

Since your agency plans to use CHP funds to rehire officers who are currently scheduled to be laid off on a future date (under Category C above), please certify (by checking the appropriate boxes) to the following:

Certification:

☐ My agency has and will maintain documentation showing the date(s) of the scheduled lay-off(s) and demonstrating that the scheduled lay-off(s) is/are occurring for fiscal reasons that are unrelated to the availability or receipt of CHP grant funds.

☐ My agency will use its own funds to continue funding these officers until the scheduled date(s) of the lay-off(s) and will use CHP funds to rehire these officers only on or after the scheduled date of the lay-off(s).

☐ My agency recognizes that the CHP program provides funding based on our entry-level salary and benefits package and that any additional costs for rehired officers beyond entry-level are our responsibility to pay with other sources of funding.

If an applicant receives an award, and needs to change the hiring categories after receiving the award, it must request a post-award grant modification to change the categories of hiring and receive prior approval before spending CHP funding by calling the COPS Office Response Center at 1-800-421-6770.

Part III

1. In FY 2011, up to $30 million is available for the hiring or rehiring of officers who will be assigned to Internet Crimes Against Children (ICAC) task forces. Will any of the officers requested above be assigned on a full-time basis to an ICAC task force?

☐ Yes ☒ No

2. How many of the officers requested above will be assigned to an ICAC task force?

0

Part IV

As noted previously, the number of officers an applicant can request under the COPS Hiring Program in 2011 is capped. However, the COPS Office is interested in learning more about the overall need for officer positions within your department. Therefore, if no officer caps were in place, what is the total number of officers that your agency would be requesting in this application?

3

SECTION 6B: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

Community Policing Strategy

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies through initiating community policing or enhancing their involvement in community policing. If awarded funds, your responses to sections II(a) and II(b) that follow will constitute your agency's community policing plan under this grant. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan. The COPS Office may also use this information to understand the needs of the field, and potentially provide for training, technical assistance, problem solving and community policing implementation tools. Please note that the COPS Office recognizes that your COPS-funded officer(s) (or an equal number of veteran officers who are redeployed after hiring the entry-level COPS-funded officers) will engage in a variety of community policing activities and strategies, including participating in some or all aspects of your identified community policing plan. Your community-policing plan may be influenced and impacted by others within and outside of your organization; this is considered beneficial to your community policing efforts

At any time during your grant, you should be prepared to demonstrate (1) the community policing activities engaged in prior to the grant award that are detailed in section I of this application and (2) how the grant funds were specifically used to enhance (increase) or initiate community policing activities according to your community policing plan contained in sections II(a) and II(b) of this application.

Finally, we also understand that your community policing needs may change during the life of your grant. **Minor changes to this plan may be made without prior approval of the COPS Office; however, if your agency's community policing plan changes significantly, you must submit those changes in writing to the COPS Office for approval.** Changes are "significant" if they deviate from the specific crime problem(s) identified and/or the type of community policing strategies identified and approved in the original community policing plan submitted with this application. Minor changes to the scope or nature of a proposed strategy that do not materially alter the strategy itself do not require pre-approval of the COPS Office.

SECTION 6B: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

Community Policing Definition Framework

The following is the COPS Office definition of community policing that emphasizes the primary components of
community partnerships, organizational transformation, and problem solving. Please refer to the COPS Office website (www.cops.usdoj.gov) for further information regarding this definition.

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office website (www.cops.usdoj.gov) for further information regarding these sub-elements.

Community Partnerships:
Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

Organizational Transformation:
The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

Problem Solving:
The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

Agency Management

Other Government Agencies
Community Members/Groups
Non-Profits/Service Providers
Private Businesses
Media

Climate and culture
Leadership
Labor relations
Decision-making
Strategic planning
Policies
Organizational evaluations
Transparency

Scanning: Identifying and prioritizing
Analysis: Analyzing problems
Response: Responding to problems
Assessment: Assessing problem-solving initiatives
Using the Crime Triangle to focus on immediate conditions (Victim/ Offender/Location)

Organizational Structure

Geographic assignment of officers
Despecialization
Resources and finances

Personnel

Recruitment, hiring and selection
Personnel supervision/evaluations
Training

Information Systems (Technology)

Communication/access to data
Quality and accuracy of data

SECTION 6B: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

I. Current Organizational Commitment to Community Policing

1) For each of the following statements, please answer in terms of existing agency policies and practices as they relate to collaborative partnerships and problem solving activities (please check all that apply).

Activity	Community Partnerships	Problem Solving
Q1a. The agency mission statement, vision, and/or goals includes references to:	X	X
Q1b. The agency strategic plan includes specific goals and/or objectives relating to:	X	X
Q1c. The agency recruitment, selection and hiring processes include elements relating to:	X	X
Q1d. Annual line officers valuations assess performance in:	X	X
Q1e. Supervisor and manager evaluations assess performance in:	X	X
Q1f. Line officers receive regular (at least once every two years) training in:		

2) Which of the following internal management practices does your agency currently employ?

- [ ] Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens
- [ ] In-service training for officers on basic and advanced community policing principles
- [ ] Defined community policing roles and expectations for officers
- [ ] Early Intervention Systems that help identify officers who may be showing signs of stress, personal problem, and questionable work conduct
- [x] Alternatives to formal disciplinary practices that encourage ethical behavior
- [ ] Police officers ethical conduct initiative
- [ ] Use of a departmental values statement to establish officer standards of behavior and guide disciplinary processes
- [ ] None of the above

3) Which of the following do you count/measure to **annually** assess your agency's overall performance (please
check all that apply):

- [X] Response times
- [X] Reported crimes
- [X] Reported incidents
- [X] Arrests and citations
- [ ] Problem solving outcomes
- [ ] Department employee satisfaction
- [ ] Clearance rates
- [X] Complaints of officer behavior
- [ ] Repeat calls for service
- [ ] Social disorder/nuisance problems (e.g. graffiti, panhandling, loitering, etc.)
- [X] Satisfaction with police services
- [ ] Fear of crime
- [ ] Victimization (i.e. non-reported crime)
- [X] Community meetings held/attended
- [X] Use of force incidents
- [ ] Meeting the priorities as identified in your agency strategic plan
- [ ] My agency does not conduct annual assessments of overall performance

4) Through which of the following does your agency routinely share information with community members (please check all that apply):

- [X] Neighborhood, beat, and/or school meetings
- [X] Local media outlets
- [ ] Agency newsletter
- [ ] Neighborhood newsletters
- [X] Agency website
- [ ] Social networking (Blogs, Twitterfeeds, Facebook pages, etc.)
- [ ] Citizen alert system (telephone, email, text, etc.)
- [ ] Public access television/radio
- [ ] Community organization board membership
- [X] Public forums with Chief/Sheriff/Command staff
- [ ] Posters, billboards, flyers
- [ ] None of the above

5) Through which of the following ways does your agency routinely participate in collaborative efforts with federal, tribal, state, and/or local law enforcement agencies:

- [X] NCIC/CJIS
- [ ] Co-located staff or detail assignments, independent of task forces
- [ ] Database systems that facilitate data and information sharing
- [ ] Interoperable communication systems
- [X] Federally initiated task forces (e.g. HIDTA's, Fusion centers, JTTF's, etc.)
- [X] Other multi-agency task forces
- [ ] None of the above

6) Through which of the following ways does your agency formally involve community members in influencing agency practices and operations (please check all that apply):

- [X] Citizen police academies
- [X] Volunteer activities
- [ ] Auxiliary police programs
- [ ] Civilian review boards (e.g. disciplinary review boards)
- [ ] Citizen advisory groups (i.e. informal advisory function)
- [ ] Involvement in hiring decisions (i.e. interview panels, selection boards, etc.)
- [ ] Involvement in contributing to annual line officer performance reviews
- [ ] Representation on promotional boards
- [ ] Participation in accountability and performance reporting and tracking meetings
- [ ] Participation in complaint resolution process (i.e. formal mediation, disciplinary boards, etc.)
- [ ] None of the above

SECTION 6B: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

II(a) Proposed Community Policing Plan: Problem Solving and Partnerships

COPS grants must be used to initiate or enhance community policing activities. In this section you will be asked to identify the crime and disorder problem(s) and the partners to be engaged through your requested COPS funding. Identifying the specific problem(s) and partnerships that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS funding under this program and to ensure that ultimately the use of these funds will initiate or enhance your agency's capacity to implement community policing strategies.

7) Using the following list, select a problem(s) that will be addressed with these grant funds. Please choose the option that best fits your problem. You may select up to five problems to address through this grant funding. When identifying a problem(s), it is important to think about the nature of similar incidents that taken together comprise the problem, and accordingly describe it in precise, specific terms (e.g. "burglary of retail establishments", rather than just "burglary"). In doing this, it can be helpful to consider all aspects of the problem, including the likely offenders, the suitable targets/victims, and how these come together in time and space.

Child and Youth Safety Problems

School Based Policing

Crime in and around schools, bullying, truancy.

7b. Briefly describe the problem that you will address with these grant funds.

The grant funding will allow the Willows Police Department to continue the School Resource Officer Program with the Willows Unified School District (WUSD) that is being eliminated on 7/1/11 due to budgetary cuts. WUSD had to cancel the program due to the budget crisis in California. Previously, WUSD paid funds to help offset the program costs. However, the school district can no longer afford to fund the program. The School Resource Officer Program has been a valuable asset for the community in helping curb violence on school grounds, combat drug and alcohol use by juveniles, and it helped slow truancy in all of the schools. The WUSD and the Willows Police Department believe that this program has helped slow crime on and off school grounds that are being committed by juveniles. WUSD and the Willows Police Department believe that crime will increase if the program is terminated. It will also slow the Willows Police Deparment's ability to proactively contact juveniles in the community, develop relationships with them, and reduce crime prior criminal acts being committed. The Willows Police Department is facing budgetary cuts effective 7/1/11 as well. The police department will lose one officer due to the budget issues and will not have the money or personnel to continue a School Resource Program without the help of this grant funding.

8) Which of the following information sources did you use to prioritize this problem as a problem to address through this grant program (please check all that apply):

- [X] Police department data (e.g. police reports, calls for service, crime data, citizen complaints)
- [X] Agency personnel (e.g. officer feedback, command staff priorities)
- [ ] Other local non law enforcement government agency data
- [X] Community based organizations (e.g. faith based, non-profits, social service providers)
- [ ] Local businesses
- [X] Individual community members/community meetings
- [ ] Community survey
- [X] Local government officials
- [X] The media
- [ ] None of the above

9) If awarded funds, my agency will improve our understanding of this problem by examining (please check all that apply):

- [X] Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)
- [ ] The location and/or time aspects of the problem (e.g. mapping)
- [X] The conditions and environmental factors related to the problem
- [X] The strengths and limitations of current responses to the problem
- [ ] Non-law enforcement data/information related to the problem (e.g. insurance crash data, other government agency data, census data, survey data)
- [X] Existing research and best practices related to the problem
- [ ] Data/information from the community related to the problem (e.g. resident associations, business groups, non-profit community service organizations)
- [X] Information about offenders contributing to the problem (e.g. offender interviews, arrest records)
- [X] Information about victims affected by the problem (e.g. crime reports, victim interviews)
- [X] Strengths and weaknesses of previous responses to the problem
- [ ] None of the above

10) An important part of a comprehensive community policing plan is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency initiate or enhance a partnership with an external group/organization to develop responses to this problem?

[X] Yes [ ] No

10a) If awarded funds, how many external groups/organizations will your agency initiate or enhance a partnership with to develop responses to this problem

7

10b) An important part of a comprehensive community policing plan is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency initiate or enhance a partnership with an external group/organization to develop responses to this problem?

Partner: 1 Glenn County Office of Ed

10c) For this partner, please indicate the statement that best characterizes this partner:

- [ ] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [X] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

Partner: 2 Glenn County Probation

10c) For this partner, please indicate the statement that best characterizes this partner:

- [X] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [ ] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

Partner: 3 Willows Unified Schools

10c) For this partner, please indicate the statement that best characterizes this partner:

- [ ] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [X] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

11) If awarded funds my agency will use the following information sources to assess our response to this problem to determine whether the response was implemented and achieved the desired outcomes (please check all that apply):

- [X] Routinely collected law enforcement data/information related to the problem (e.g. crime data, arrests, incident reports, calls for service)
- [X] Data/information regarding whether the response was implemented as planned
- [X] Police data collected for this specific problem (e.g. problem-specific surveys, field interview contact cards, etc.)
- [ ] Non-police data/information related to the problem (e.g. insurance crash data, other government agency data, census data, survey data)
- [X] Data/information from the community related to the problem (e.g. resident associations, business groups,non-profit community service organizations)
- [X] Information about offenders contributing to the problem (e.g. offender interviews, arrest records, probation/parole data)
- [X] Information about victims and/or stake holders affected by the problem (e.g. crime reports, victim interviews)
- [ ] Information about victims and/or stake holders affected by the problem (e.g. crime reports, victim interviews)
- [ ] None of the above

12) To the best of your ability at this time, would you say your primary goal(s) in responding to <<identified problem>> include which of the following (please select up to 3):

- [ ] Eliminating the problem
- [X] Reducing the number of incidents
- [ ] Increasing public trust in your agency
- [X] Reducing the seriousness of the incidents or the amount of harm
- [X] Reducing the number of victims and/or repeat victims
- [ ] Reducing the number of offenders and/or repeat offenders
- [ ] Moving the problem to another area
- [ ] Getting other agencies and/or stake holders to assume responsibility for the problem
- [ ] Improving the response to the problem (i.e., more comprehensive and coordinated way of dealing with the problem, providing better services to victims, or greater efficiency in dealing with the problem)
- [ ] Improving citizen perceptions of the problem
- [ ] Increasing the number of arrests/citations
- [ ] Reducing the number of calls for service
- [ ] None of the above

Teen Violence

Teen gang activity, assaults among youth

7b. Briefly describe the problem that you will address with these grant funds.

The Willows Police Department School Resource Officer Program is a participant in the start-up of an anti-bullying program that is being spear-headed by Chief Paula Carr from the Orland Police Department and the Glenn County Human Resource Agency. We are assisting in the implementation of anti-bullying education and the training of educators and staff on how to help combat bullying and teen violence. A loss of the School Resource Program, due to the impending budget cuts, will mean that we will not have an officer who is assigned to work in curbing teen violence through this program. The COPS CHP grant funding will allow the School Resource Officer to continue helping with the program implementation. It will also allow for the School Resource Officer to ensure that the training and educational aspects of the anti-bullying program are followed through by all of the schools in the City of Willows.

8) Which of the following information sources did you use to prioritize this problem as a problem to address through this grant program (please check all that apply):

- [X] Police department data (e.g. police reports, calls for service, crime data, citizen complaints)
- [X] Agency personnel (e.g. officer feedback, command staff priorities)
- [ ] Other local non law enforcement government agency data
- [X] Community based organizations (e.g. faith based, non-profits, social service providers)
- [ ] Local businesses
- [X] Individual community members/community meetings
- [ ] Community survey
- [X] Local government officials
- [X] The media
- [ ] None of the above

9) If awarded funds, my agency will improve our understanding of this problem by examining (please check all that apply):

- [X] Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)
- [ ] The location and/or time aspects of the problem (e.g. mapping)
- [X] The conditions and environmental factors related to the problem
- [X] The strengths and limitations of current responses to the problem
- [ ] Non-law enforcement data/information related to the problem (e.g. insurance crash data, other government agency data, census data, survey data)
- [X] Existing research and best practices related to the problem
- [ ] Data/information from the community related to the problem (e.g. resident associations, business groups, non-profit community service organizations)
- [X] Information about offenders contributing to the problem (e.g. offender interviews, arrest records)
- [X] Information about victims affected by the problem (e.g. crime reports, victim interviews)
- [X] Strengths and weaknesses of previous responses to the problem
- [ ] None of the above

10) An important part of a comprehensive community policing plan is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency initiate or enhance a partnership with an external group/organization to develop responses to this problem?

[X] Yes [ ] No

10a) If awarded funds, how many external groups/organizations will your agency initiate or enhance a partnership with to develop responses to this problem

7

10b) An important part of a comprehensive community policing plan is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency initiate or enhance a partnership with an external group/organization to develop responses to this problem?

Partner: 1 Glenn County Office of Ed

10c) For this partner, please indicate the statement that best characterizes this partner:

- [ ] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [x] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

Partner: 2 Glenn County Probation

10c) For this partner, please indicate the statement that best characterizes this partner:

- [x] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [ ] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

Partner: 3 Willows Unified Schools

10c) For this partner, please indicate the statement that best characterizes this partner:

- [ ] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [x] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

11) If awarded funds my agency will use the following information sources to assess our response to this problem to determine whether the response was implemented and achieved the desired outcomes (please check all that apply):

- [x] Routinely collected law enforcement data/information related to the problem (e.g. crime data, arrests, incident reports, calls for service)
- [x] Data/information regarding whether the response was implemented as planned
- [x] Police data collected for this specific problem (e.g. problem-specific surveys, field interview contact cards, etc.)
- [ ] Non-police data/information related to the problem (e.g. insurance crash data, other government agency data, census data, survey data)
- [x] Data/information from the community related to the problem (e.g. resident associations, business groups,non-profit community service organizations)
- [x] Information about offenders contributing to the problem (e.g. offender interviews, arrest records, probation/parole data)
- [x] Information about victims and/or stake holders affected by the problem (e.g. crime reports, victim interviews)
- [ ] Information about victims and/or stake holders affected by the problem (e.g. crime reports, victim interviews)
- [ ] None of the above

12) To the best of your ability at this time, would you say your primary goal(s) in responding to <<identified problem>> include which of the following (please select up to 3):

- [ ] Eliminating the problem
- [x] Reducing the number of incidents
- [ ] Increasing public trust in your agency
- [x] Reducing the seriousness of the incidents or the amount of harm
- [x] Reducing the number of victims and/or repeat victims
- [ ] Reducing the number of offenders and/or repeat offenders
- [ ] Moving the problem to another area
- [ ] Getting other agencies and/or stake holders to assume responsibility for the problem
- [ ] Improving the response to the problem (i.e., more comprehensive and coordinated way of dealing with the problem, providing better services to victims, or greater efficiency in dealing with the problem)
- [ ] Improving citizen perceptions of the problem
- [ ] Increasing the number of arrests/citations
- [ ] Reducing the number of calls for service
- [ ] None of the above

Drug Related Problems

Other Drug Related Problem (please specify)

Drugs on school grounds and juvenile drug use

7b. Briefly describe the problem that you will address with these grant funds.

The School Resource Program is involved in the DARE Program (Drug and Alcohol Abuse Education), "Every 15 Minutes Program" (Educational program which teaches juveniles the risks of drinking and/or using drugs and driving), and the "Drug Store" program which teaches juveniles the dangers of use and abuse of prescription drugs. Since the School Resource Officer Program is being eliminated on 7/1/11, the Willows Police Department will no longer have the staffing or budget to have an officer participate in these programs. All of the programs listed above are invaluable in teaching children the dangers of drug and alcohol use and/ or abuse. The COPS Grant funding will allow an officer to continue these training programs in the school district and allow the officer to work drug related crimes on school grounds. If the Willows Police Department is unable to secure funding through the COPS Grant Program, the Willows Police Department will be unable to participate in these educational programs and it will harm our ability to work drug related criminal cases in the school district.

8) Which of the following information sources did you use to prioritize this problem as a problem to address through this grant program (please check all that apply):

- [X] Police department data (e.g. police reports, calls for service, crime data, citizen complaints)
- [X] Agency personnel (e.g. officer feedback, command staff priorities)
- [ ] Other local non law enforcement government agency data
- [X] Community based organizations (e.g. faith based, non-profits, social service providers)
- [ ] Local businesses
- [X] Individual community members/community meetings
- [ ] Community survey
- [X] Local government officials
- [X] The media
- [ ] None of the above

9) If awarded funds, my agency will improve our understanding of this problem by examining (please check all that apply):

- [X] Routinely collected law enforcement data/information related to the problem (e.g. arrest, incident reports, calls for service)
- [ ] The location and/or time aspects of the problem (e.g. mapping)
- [X] The conditions and environmental factors related to the problem
- [X] The strengths and limitations of current responses to the problem
- [ ] Non-law enforcement data/information related to the problem (e.g. insurance crash data, other government agency data, census data, survey data)
- [X] Existing research and best practices related to the problem
- [ ] Data/information from the community related to the problem (e.g. resident associations, business groups, non-profit community service organizations)
- [X] Information about offenders contributing to the problem (e.g. offender interviews, arrest records)
- [X] Information about victims affected by the problem (e.g. crime reports, victim interviews)
- [X] Strengths and weaknesses of previous responses to the problem
- [ ] None of the above

10) An important part of a comprehensive community policing plan is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency initiate or enhance a partnership with an external group/organization to develop responses to this problem?

[X] Yes [ ] No

10a) If awarded funds, how many external groups/organizations will your agency initiate or enhance a partnership with to develop responses to this problem

7

10b) An important part of a comprehensive community policing plan is the formation of partnerships, such as working with other public agencies, private organizations, or participation in regional law enforcement partnerships. If awarded funds, will your agency initiate or enhance a partnership with an external group/organization to develop responses to this problem?

Partner: 1 Glenn County Office of Ed

10c) For this partner, please indicate the statement that best characterizes this partner:

- [ ] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [x] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

Partner: 2 Glenn County Probation

10c) For this partner, please indicate the statement that best characterizes this partner:

- [x] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [ ] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

Partner: 3 Willows Unified Schools

10c) For this partner, please indicate the statement that best characterizes this partner:

- [ ] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies
- [ ] Federal, state, or local law enforcement agencies (non-tribal) including through multi-jurisdictional/regional partnerships
- [x] Local educational institutions (schools/colleges/universities)
- [ ] Individual stake holders (persons residing, working, or with an interest in the community or problem)

11) If awarded funds my agency will use the following information sources to assess our response to this problem to determine whether the response was implemented and achieved the desired outcomes (please check all that apply):

- [X] Routinely collected law enforcement data/information related to the problem (e.g. crime data, arrests, incident reports, calls for service)
- [X] Data/information regarding whether the response was implemented as planned
- [X] Police data collected for this specific problem (e.g. problem-specific surveys, field interview contact cards, etc.)
- [ ] Non-police data/information related to the problem (e.g. insurance crash data, other government agency data, census data, survey data)
- [X] Data/information from the community related to the problem (e.g. resident associations, business groups,non-profit community service organizations)
- [X] Information about offenders contributing to the problem (e.g. offender interviews, arrest records, probation/parole data)
- [X] Information about victims and/or stake holders affected by the problem (e.g. crime reports, victim interviews)
- [ ] Information about victims and/or stake holders affected by the problem (e.g. crime reports, victim interviews)
- [ ] None of the above

12) To the best of your ability at this time, would you say your primary goal(s) in responding to <<identified problem>> include which of the following (please select up to 3):

- [ ] Eliminating the problem
- [X] Reducing the number of incidents
- [ ] Increasing public trust in your agency
- [X] Reducing the seriousness of the incidents or the amount of harm
- [X] Reducing the number of victims and/or repeat victims
- [ ] Reducing the number of offenders and/or repeat offenders
- [ ] Moving the problem to another area
- [ ] Getting other agencies and/or stake holders to assume responsibility for the problem
- [ ] Improving the response to the problem (i.e., more comprehensive and coordinated way of dealing with the problem, providing better services to victims, or greater efficiency in dealing with the problem)
- [ ] Improving citizen perceptions of the problem
- [ ] Increasing the number of arrests/citations
- [ ] Reducing the number of calls for service
- [ ] None of the above

II(b) Proposed Community Policing Plan: Organizational Transformation

COPS grants must be used to initiate or enhance community policing activities. In this section you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS funding under this program, and to ensure that ultimately the use of these funds will initiate or enhance your agency's capacity to implement community policing strategies.

13) If awarded funds, will your agency initiate or enhance any of the following internal changes to personnel management? (Select no more than 2 internal changes to personnel management that will be addressed with these grant funds.)

- [ ] Flexibility in officer shift assignments to facilitate addressing specific problems
- [x] Assignment of officers to specific neighborhoods or areas for longer periods of time to enhance customer service and facilitate more contact between police and citizens

  The CHP Grant will allow the Willows Police Department the opportunity to assign an officer to the School Resource Officer Program for longer periods of time and will enhance the ability to facilitate more contact between officers and juveniles in the City of Willows. Without the CHP Grant, the School Resource Officer Program will be eliminated on 7/1/11 due to budgetary issues and we will lose the ability to provide services at our schools.
- [ ] Recruitment and hiring practices that reflect an orientation towards problem solving and community engagement
- [ ] In-service training for officers on basic and advanced community policing principles
- [ ] Field training officer (FTO) programs that teach and test problem solving, community engagement, and critical thinking skills
- [ ] Further define and clarify community policing roles and expectations for officers
- [ ] Personnel evaluation systems that assess officer activities, accomplishments, and performance related to problem solving and community engagement
- [ ] Early intervention systems that help identify officers who may be showing early signs of stress, personal problems, and questionable work conduct
- [ ] First-line supervisory skills to support officer problem solving and community engagement activities
- [ ] Career development and/or promotional processes that reinforce problem solving and community engagement
- [ ] None of the above

14) If awarded funds, will your agency initiate or enhance any of the following internal changes to agency management? (Select up to 2 internal changes to agency management that will be addressed with these grant funds.)

- [ ] Agency mission statement, vision, and/or goals that reflect the core values of community policing
- [ ] Agency strategic plan that outlines the goals and objectives around community policing and other departmental priorities
- [ ] Organizational performance measurement systems that include community policing metrics, and conduct annual assessments of agency performance
- [ ] Police officer ethical conduct initiative (e.g. procedural justice, values-based policing, etc.)
- [ ] Technology systems that provide officers, analysts, and the community better and more timely access to data and information
- [ ] Mediation strategies to resolve citizen complaints
- [x] Collection, analysis, and use of crime data and information in support of problem solving goals

  The School Resource Officer will keep statistical data in regards to calls for service, types of crimes, education and or training attended, educational training provided to juveniles and staff, and areas of improvement or decline in service provided (to address issues and develop responses for correction).
- [ ] Formal accreditation process
- [ ] System to capture and track problem solving and partnership efforts and activities
- [ ] An organizational assessment of community policing
- [ ] Level and frequency of communication with the community on crime problems and agency activities to enhance transparency
- [ ] None of the above

III. General Community Support and Engagement

15) Did your agency consult with any of the following groups/organizations on the development of this community
policing plan? (please check all that apply)

- [X] Local government agencies (non-law enforcement, e.g. probation/parole, parks and recreation, code enforcement, etc.)
- [ ] Community based organizations (e.g. faith based, community redevelopment groups, social service providers, resident associations)
- [ ] Businesses operating in the community
- [ ] Tribal law enforcement agencies (outside your jurisdiction)
- [X] Other Federal, state, or local law enforcement agencies
- [X] Multi-jurisdictional or regional task forces/partnerships
- [X] Local educational institutions (schools/colleges/universities)
- [X] Local government officials
- [ ] Individual stakeholders residing, working or with an interest in the community and/or problem
- [ ] None of the above

16) To what extent are there related governmental and/or community initiatives that complement your agency's proposed community policing plan?

- [ ] a) There are a significant number of related initiatives
- [X] b) There are a moderate number of related initiatives
- [ ] c) There are a minimal number of related initiatives
- [ ] d) There are no related initiatives

17) To what extent is there community support in your jurisdiction for implementing the proposed community policing plan?

- [ ] a) High level of support
- [X] b) Moderate level of support
- [ ] c) Minimum level of support

18) If awarded funds, to what extent will the community policing plan impact the other components of the criminal
justice system in your jurisdiction?

- [ ] a) Potentially decreased burden
- [X] b) No change in burden
- [ ] c) Potentially increased burden

SECTION 7: NEED FOR FEDERAL ASSISTANCE

A. Waivers of the Local Match
Section Not Applicable to 2011 COPS Application Attachment

B. Explanation of Need for Federal Assistance
All applicants are required to address the need for federal assistance. In the space below, please provide a brief explanation of your agency's inability to address your public safety needs and implement this project without federal assistance.

[Please limit your response to a maximum of 3,000 characters.]

As of 7/1/11, the Willows Police Department School Resource Program will be eliminated due to budgetary cuts from the State of California to the Willows Unified School District (WUSD) and the Willows Police Department. Currently, the WUSD funds $25,000 of the cost associated with having a School Resource Officer in the district. However, the State of California budget will not allow WUSD to continue to contribute funding for the program. Additionally, the City of Willows is facing a budget shortfall of approximately $500,000. So, the City of Willows will be unable to continue to fund the School Resource Officer Program. The Willows Police Department is facing the loss of a minimum of one sworn police officer in the upcoming budget on July 1, 2011. The loss of funding and shortage of sworn personnel will make it impossible for the City of Willows and WUSD to continue the School Resource Officer Program without assistance from the CHP Grant Program.

C. Fiscal Health

Note: If your application involves a contract for law enforcement services please refer to the instructions regarding contracting arrangements found in Section 7: Fiscal Health of the Application Guide before completing this section.

1) Enter your **law enforcement agency's total operating budget** for the current AND previous two fiscal years. *Please note: All figures must be rounded to the nearest whole dollar.*

CURRENT FISCAL YEAR (2011) $	**$1,219,141.00**
PREVIOUS FISCAL YEAR (2010) $	**$1,353,672.00**
PREVIOUS FISCAL YEAR (2009) $	**$1,408,167.00**

2) Enter the **total jurisdictional (city, county, state, tribal, university) locally-generated revenues** for the current AND previous two fiscal years. Locally-generated revenues may include locallygenerated property taxes, sales taxes, and other taxes and revenue sources (e.g., transportation taxes, transient lodging taxes, licensing fees, other non-property taxes, and franchise taxes). For example, college/university police departments would include tuition and fees, park police may include entrance and parking fees, etc. *Please note: All figures must be rounded to the nearest whole dollar.*

CURRENT FISCAL YEAR (2011) $	**$3,490,728.00**
PREVIOUS FISCAL YEAR (2010) $	**$3,511,207.00**
PREVIOUS FISCAL YEAR (2009) $	**$3,789,497.00**

3) Since **01/01/2010**, what percentages of the following employees in your jurisdiction (city, county, state, tribal, university) have been reduced through lay-offs. *Please note: All figures must be rounded to the nearest whole percent.*

Civilian LawEnforcementAgency Personnel	**0%**
Sworn Law EnforcementAgency Personnel	**15%**
Other GovernmentAgency Personnel	**0%**

4) Since **01/01/2010**, what percentages of the following employees in your jurisdiction (city, county, state, tribal, university) have been reduced through furloughs that have lasted or are scheduled to last a minimum of forty hours per affected employee over the course of a fiscal year. *Please note: All figures must be rounded to the nearest whole percent.*

Civilian LawEnforcementAgency Personnel	**0%**
Sworn Law EnforcementAgency Personnel	**0%**
Other GovernmentAgency Personnel	**0%**

5) Since **01/01/2010**, what percentages of the following authorized positions in your jurisdiction (city, county, state, tribal, university) are currently unfilled due to **official policies and/or decisions** that limit your jurisdiction's ability to fill vacancies (i.e., hiring freezes). For example, if your agency has ten authorized sworn positions and one is currently frozen, you would enter 10% on the sworn personnel line. *Please note: All figures must be rounded to the nearest whole percent.*

Civilian LawEnforcementAgency Personnel	**50%**
Sworn Law EnforcementAgency Personnel	**23%**
Other GovernmentAgency Personnel	**0%**

6) **The U.S. Census Bureau American Community Survey (ACS) provides multi-year poverty rate estimates for communities. For jurisdictions with a census population greater than 20,000, please go to the U.S. Census Bureau's American FactFinder (http://FactFinder.census.gov) to determine the percentage of families in poverty in your jurisdiction based on the 2005 - 2009 ACS.** For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable." Please see the program Application Guide for additional information and help in using the American FactFinder. *Please note: All figures must be rounded to the nearest whole percent.*

Percentage of families in poverty	**18%**
Not Applicable	☐

7) **The Bureau of Labor Statistics' Local Area Unemployment Statistics (LAUS) program provides monthly estimates of unemployment for communities. Please go to the Bureau of Labor Statistics' LAUSwebsite (www.bls.gov/lau/data.htm) to find detailed instructions for looking up your local area's unemployment rate.** It may be necessary to select the nearest best match to your jurisdiction (for example, a city of fewer than 25,000 people may report their county level rate). Please see the program Application Guide for additional information and help in using the LAUS data. For jurisdictions not included in the census (e.g., schools, universities, transit, parks), please check the box for "Not Applicable." *Please note: All figures must be rounded to the nearest whole percent.*

Percentage unemployed for February 2011	**18%**
Not Applicable	☐

8) Indicate your jurisdiction's estimated residential property foreclosure rate for calendar year 2010. This rate should be calculated as the total number of new default and auction foreclosure filings and new bank-owned foreclosures (REOs) in calendar year 2010 divided by the total number of residential households. *Please note: All figures must be rounded to the nearest whole percent.*

Bank Owned PCT	%

☒

Check here if the information necessary to calculate this rate is unavailable

9) Indicate if your jurisdiction has experienced any of the following events since **01/01/2011** (Check all that apply)

- ☐ A declaration of natural or other major disaster or emergency has been made pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act. (42 U.S.C. 5121 et seq.)
- ☐ A declaration as an economically or financially distressed area by the state in which the applicant is located.
- ☐ Downgrading of the applicant's bond rating by amajor rating agency.
- ☐ Has filed for or been declared bankrupt by a court of law.
- ☐ Has been placed in receivership or its functional equivalent by the state or federal government .
- ☐ Taken on additional law enforcement duties and responsibilities resulting from an agency merger or the disbanding of a neighboring law enforcement agency (which did not result in a new or supplemented funded contract to provide these law enforcement services)

Property / Violent Crime

1) UsingUCR crime definitions, enter the actual number of incidents reported to your agency in the **previous three calendar years, 2010, 2009 and 2008,** for the following crime types. *Note that only those incidents for which your agency had primary response authority should be provided.*

UCR Data*	**2010**	**2009**	**2008**
Criminal Homicide	0	0	0
Forcible Rape	4	1	4
Robbery	6	4	3
Aggravated Assault	29	19	17
Burglary	46	70	75
Larceny (except motor vehicle theft)	130	171	152
Motor Vehicle Theft	7	12	14

Please note: Only those incidents for which your agency had primary response authority should be provided. An agency with primary response authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary response authority if they only: respond to or investigate a specific type(s) of crime(s); respond to or investigate crimes within a correctional facility; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

*Note: If your agency currently reports to NIBRS, or does not report crime incident totals at all, please ensure that your data is converted to UCR Summary Data style. Please see the COPS Application Guide or the FBI's UCR Handbook (www.fbi.gov/ucr/handbook/ucrhandbook04.pdf) for more information.

SECTION 8: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

If you are applying for a COPS grant with a post-award retention requirement, please complete A. If you are
applying for a COPS grant without a post-award retention requirement, please complete B.

A. Continuation of Project after Federal Funding Ends (for COPS grants with a retention plan requirement)

Applicants must plan to retain all sworn officer positions awarded under your COPS hiring grant for a minimum of 12 months at the conclusion of 36 months of federal funding for each position. The retained COPS funded positions should be added to your agency' law enforcement budget with state and/or local funds at the end of grant funding, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the grant. These additional position(s) must be retained using state, local, or other non-federal funding only. You may not use funds awarded by other federal grants to cover the costs of retention. At the time of updated grant application, applicants must affirm that they plan to retain the positions and identify the planned source(s) of retention funding. We understand that your agency' source(s) of retention funding may change during the life of the grant. Your agency should maintain proper documentation of any changes in the event of an audit, monitoring or other evaluation of your grant compliance. Please refer to the frequently asked questions on retention which can be found here http://www.cops.usdoj.gov/Default.asp?Item=2364.

1. Will your agency plan to retain any additional positions awarded under this grant for a minimum of 12 months at the conclusion of federal funding for each position?

YES [X] NO [ ]

Note: Agencies that do not plan to retain all the positions awarded under this grant are ineligible to receive CHP funding

2. Please identify the source(s) of funding that your agency plans to utilize to cover the costs of retention: (check all that apply)

- [X] General funds
- [ ] Raise bond/tax issue
- [ ] Private sources/donations
- [ ] Non-federal asset forfeiture funds (subject to approval from the state or local oversight agency)
- [ ] Fundraising efforts
- [ ] State, local, or other non-federal grant funding
- [ ] Other (Please provide a brief description of the source(s) of funding not to exceed 350 characters.)

SECTION 13: APPLICATION ATTACHMENTS

This section should be used to attach any required or applicable attachments to your grant application (e.g., Budget Narrative, Memorandum of Understanding, etc.).
If the program for which you are applying requires a Memorandum of Understanding (MOU), this document should define the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Please refer to the program-specific Application Guide to determine if an MOU or other application attachments are required. The Guide will also specify if optional attachments are permitted for submission.

File Name	Attachment
CA01102_424_10862096.pdf	424 Attachment
WUSD Letter of Support.docx	Other
GCOE Letter of Support.docx	Other
Glenn County Probation Letter of Support.docx	Other

SECTION 14: BUDGET DETAIL WORKSHEETS

Instructions for Completing the Budget Detail Worksheets

The following Budget Detail Worksheets are designed to allow all COPS grant and cooperative agreement applicants to use the same budget forms to request funding. Allowable and unallowable costs vary widely and depend upon the type of COPS program. The maximum federal funds that can be requested and the federal/local share breakdown requirements also vary.

Please refer to the program-specific Application Guide to determine the allowable/unallowable costs, the maximumamount of federal funds that can be requested, and the federal/local share requirements for the COPS program for which your agency is applying. To assist you, sample Budget Detail Worksheets are included in each Application Guide.

Please complete each section of the Budget Detail Worksheets applicable to the program for which you are applying (see the program-specific Application Guide for requirements). If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All calculations should be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category, the total project costs, and the total federal and local shares.

If you need assistance in completing the Budget Detail Worksheets, please call the COPS Office Response Center at 800.421.6770.

SECTION 14: BUDGET DETAIL WORKSHEETS

Instructions: This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to the program-specific Application Guide for information on the length of the grant term for the program under which you are applying.)

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B).

Please refer to the program-specific Application Guide for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

A. Full-Time Entry-Level Sworn Officer Base Salary Information

Part I: *Instructions: Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program specific Application Guide, you may also be required to project Year 2 and Year 3 salaries. To learn more about what types of officer fronge benefit costs are allowable, please click here.*

A. Base Salary Information	Year 1 Salary Enter the current first year entry level base salary for one sworn officer position.	Year 2 Salary Enter the current second year entry level base salary for one sworn officer position.	Year 3 Salary Enter the current third year entry level base salary for one sworn officer position.
	$39,888.00	$41,882.00	$43,976.00

FRINGE BENEFITS	Year 1 Fringe Benefits COST BASE:	% OF	Year 2 Fringe Benefits COST BASE:	% OF	Year 3 Fringe Benefits COST BASE:	% OF
Social Security	$2,473.00	6.00 %	$2,597.00	6.00 %	$2,727.00	6.00 %
☐ Exempt						
☐ Fixed Rate						
Medicare	$578.00	1.40 %	$607.00	1.40 %	$638.00	1.50 %
☐ Exempt						
☐ Fixed Rate						
Health Insurance	$22,022.00	55.20 %	$22,022.00	52.60 %	$22,022.00	50.10 %
Life Insurance	$63.00	0.20 %	$63.00	0.20 %	$63.00	0.10 %
Vacation	$0.00	0.00 %	$0.00	0.00 %	$0.00	0.00 %
Annual Hours 80						
Sick Leave	$0.00	0.00 %	$0.00	0.00 %	$0.00	0.00 %
Annual Hours 96						
Retirement	$17,155.00	43.00 %	$18,013.00	43.00 %	$18,914.00	43.00 %
Worker's Compensation	$3,789.00	9.50 %	$3,979.00	9.50 %	$4,178.00	9.50 %
☐ Exempt						
☐ Fixed Rate						
Unemployment Insurance	$0.00	0.00 %	$0.00	0.00 %	$0.00	0.00 %
☒ Exempt						
☐ Fixed Rate						
	$0.00	0.00 %	$0.00	0.00 %	$0.00	0.00 %
	$0.00	0.00 %	$0.00	0.00 %	$0.00	0.00 %
	$0.00	0.00 %	$0.00	0.00 %	$0.00	0.00 %
Benefits Sub-Total Per Year (1 Position)	$46,080.00		$47,281.00		$48,542.00	
C. Total Year Salary and Benefits (1 Position)	$85,968.00		$89,163.00		$92,518.00	

Total Salary and Benefits for Years 1, 2, and 3 ((1 Position) $267,649.00 X 1 Positions $267,649.00

Part 2: Sworn Officer Salary Information

If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

- [ ] Cost of living adjustment (COLA)
- [x] Step raises
- [ ] Change in benefit costs

Part 3: Federal/Local Share Costs (for Hiring Grants)

If the COPS Hiring Grant Program requires a local match, the grantees are required to pay a progressively larger share of the cost of the grant with local funds over the grant period. Please refer to the program-specific Application Guide to determine if this section is applicable. This means that your local match must increase each year, while the federal share must decrease. Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases.

	Year 1	Year 2	Year 3
Federal Share	$85,968.00	$89,163.00	$92,518.00
Local Share	0	0	0
Totals	$85,968.00	$89,163.00	$92,518.00

Total salary and benefits for years 1, 2 & 3 (all positions):	$267,649.00
Total federal share:	$267,649.00
Total local share required (sworn officer costs): (Based on Years 1, 2 & 3 costs for all sworn positions)	0

H. INDIRECT COSTS

If your organization is requesting indirect costs for this project, please include a copy of your current, signed federallyapproved indirect Cost Rate Negotiated Agreement. If the applicant does not have an approved rate, a rate can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization. Please limit your description to 1000 characters.

Indirect Cost Description	Approved Indirect Cost Rate	Per Indirect Cost Subtotal	Description
		Indirect Costs Total:	

BUDGET SUMMARY

Instructions: Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, click the "Edit" button for that category. Note: Agencies applying for Secure Our Schools (SOS) must enter a "Total Local Share Amount" percentage of 50% in the designated area below. Applicants for all other Fiscal Year 2010 COPS Grants are not required to provide a local match.

	Budget Category	Category Total
A	Sworn Officer Positions	$267,649.00
B	Civilian/Non-Sworn Personnel	$0.00
C	Equipment/Technology	$0.00
D	Supplies	$0.00
E	Travel/Training	$0.00
F	Contracts/Consultants	$0.00
G	Other Costs	$0.00
H	Indirect Costs	$0.00

Total Project Amount	$267,649.00
Total Federal Share Amount	$267,649.00
Total Local Share Amount	$0.00

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name:	Jason Dahl
Title:	Sergeant
Phone:	5309343456
Fax:	5309344964
Email:	jdahl@cityofwillows.org

SECTION 15A: ASSURANCES

Several provisions of federal law and policy apply to all grant programs. The Office of Community Oriented Policing Services needs to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at 800-421-6770.
By signing this form, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.

6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87), 2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the applicable COPS Application Guidelines; the applicable COPS Grant Owner's Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars.

7. It will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.

8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E, G and I) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. If your organization has received an award for $500,000 or more and has 50 or more employees, then it has to prepare an Equal Employment Opportunity Plan (EEOP) and submit it to the Office for Civil Rights ("OCR"), Office of Justice Programs, 810 7th Street, N.W., Washington, DC 20531, for review within 60 days of the notification of the award. If your organization received an award between $25,000 and $500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. If your organization received an award for less than $25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR.

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency' (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.
14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of 12 months following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti- Lobby Act, 18 U.S.C. 1913.

18. In the event that a portion of grant reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the non-federal share (or, if the awarded grant does not contain a cost sharing requirement, contribute a nonfederal share) equal to the amount seized in order to fully implement the grant project.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

William Spears	5/12/2011
Signature of Law Enforcement Executive/Agency Executive	Date
WilliamSpears	
Signature of Law Enforcement Executive/Agency Executive	
Steve Holsinger	5/12/2011
Signature of Government Executive/Financial Official	Date
Steve Holsinger	
Signature of Law Enforcement Executive/Agency Executive	

SECTION 15B: CERTIFICATIONS

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Federal Taxes and Assessments; Drug-Free Workplace Requirements; and Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "Nonprocurement Debarment and Suspension," Public Law 111-117 or the most recent applicable appropriations Act, 28 CFR Part 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public
Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying
As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;
B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
C.The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient) As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867.20(a), the applicant certifies that it and its principals:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court,or voluntarily excluded from covered transactions by any federal department or agency;
B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and
D. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

3. Federal Taxes and Assessments
If applicable, an applicant who receives an award in excess of $5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed all federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

4. Drug-Free Workplace (Grantees Other Than Individuals)'
As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees/recipients, as defined at 28 CFR Part 83.660 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:
(i). Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(ii). Establishing an on-going drug-free awareness program to inform employees about -
(a) The dangers of drug (a) abuse in the workplace;
(b) The grantee's policy of maintaining a drug-free workplace;
(c) Any available drug counseling, rehabilitation and employee assistance programs; and
(d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;
(iii). Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
(iv). Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -
(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(v). Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 145 N St, NE, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant;

(vi). Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

(vii). Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).

Grantee Agency Name and Address:

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Willows Police Department 201 North Lassen Street Willows, CA 95988

Check ☐ if there are workplaces on file that are not identified here.

5. The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Please check here ☐ if an explanation is attached to this application.

Please note that the applicant is still required to sign the Certifications form to certify to all the other applicable statements.

Grantee Agency Name and Address:

Willows Police Department 201 North Lassen Street Willows, CA 95988

Grantee IRS/ Vendor Number: 946000456

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

William Spears — 5/12/2011

Signature of Law Enforcement Executive/Agency Executive — Date

William Spears

Steve Holsinger — 5/12/2011

Signature of Government Executive/Financial Official — Date

Steve Holsinger

SECTION 16: Disclosure of Lobbying Activities

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

Not Applicable X **If not applicable, then entire form, including signature area is grayed-out**

1. Type of Federal Action:		2. Status of Federal Action:	3. Report Type
☐ contract	☐ loan	☒ bid/offer/application	☒ initial filing
☒ grant	☐ loan guarantee	☐ initial award	☐ material change
☐ cooperative agreement	☐ loan insurance	☐ post-award	*For Material Change Only:*
			Year: *Quarter:*
			Date of Report:

4. Name and Address of Reporting Entity: Prime

Congressional District (number), if known:

5. If Reporting Entity in No. 4 is Subawardee, Enter

Name and Address of Prime:

Congressional District (number), if known:

6. Federal Department/Agency:

USDOJCOPS

7. Federal Program Name/Description:

CFDA Number, if applicable: **16.710**

8. Federal Action Number, if known:

9. Award Amount, if known:

$0.00

10. a. Name and Address of Lobbying

(if individual, last name, first name, MI):

Registrant

10. b. Individuals Performing Services

(including address if different from No.1 0a) (last name, first name, MI):

11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Typed Name: _____

Title: _____

Phone: _____

Date: _____

Federal Use Only:

Authorized for Local Reproduction, Standard Form - LLL

SECTION 17: REVIEWS AND CERTIFICATIONS

1) Federal Civil Rights and Grant Reviews:
Please be advised that an application may not be funded and, if awarded, a hold may be placed on the award if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a Department of Justice grant review or audit.

2) Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems:
Please review the COPS Application Guide: Legal Requirements Section for additional information.
Please check one of the following, as applicable to your agency's intended use of this grant:

[X] No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.

[ ] Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

3) Certification of Review and Representation of Compliance with Requirements:
The signatures of the Law Enforcement Executive/Agency Executive, Government Executive/Financial Official, and the Person Submitting this Application on the Reviews and Certifications represent to the COPS Office that:

a) the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the grant applicant entity;
b) the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; the COPS Grant Owner's Manual, Assurances, Certifications and all other applicable program regulations, laws, orders, and circulars;
c) the applicant understands that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government; AND
d) the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

The signatures of the Law Enforcement Executive/Agency Executive and the Government Executive/Financial Officialon this application must be the same as those identified in Section 4 of this application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

William Spears — 5/12/2011

Signature of Law Enforcement Executive/Agency Executive — Date

(For your electronic signature, please type in your name)

WilliamSpears

Steve Holsinger — 5/12/2011

Signature of Government Executive/Financial Official — Date

(For your electronic signature, please type in your name)

Steve Holsinger

Jason Dahl — 5/12/2011

Signature of the Person Submitting This Application — Date

(For your electronic signature, please type in your name)

Jason Dahl

[X]

By clicking this box, the applicant understands that the use of typed names in this grant application and the required grant forms, including the Assurances and Certifications, constitute electronic signatures and that the electronic signatures are the legal equivalent of handwritten signatures.

COPS Application

Attachment to SF-424

Thank You for Submitting Your COPS Application

Your application has been successfully recorded

Date: 5/12/2011 7:19:34 PM
ORI: CA01102
Legal Name: Willows Police Department
Confirmation Number: 1209204
Program Type: COPS Hiring Program

Thank you for submitting your agency's COPS Application

Your application has been successfully recorded. When contacting the COPS Office concerning the submission of this application, please reference your agency's ORI number.

If you have any questions or concerns you may contact the COPS Office Response Center at 800.421.6770.

Click here to return to the COPS Application home page.

Paperwork Reduction Act Notice
The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 05/31/2013.