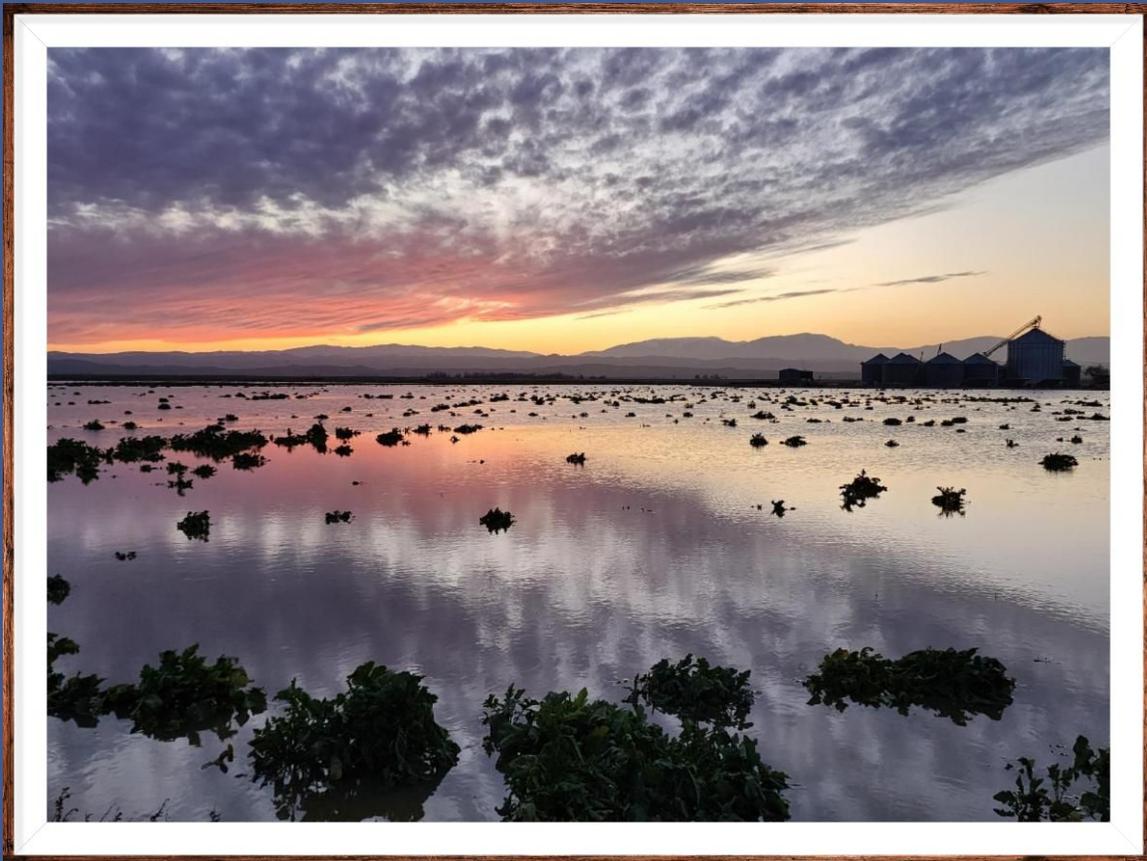


Willows Monthly - January 2023

2022 Calendar Year Highlights & Retrospective

Happy New Year!



Upcoming Meetings

City Council

- February 14 at 6:00 PM
- February 28 at 6:00 PM

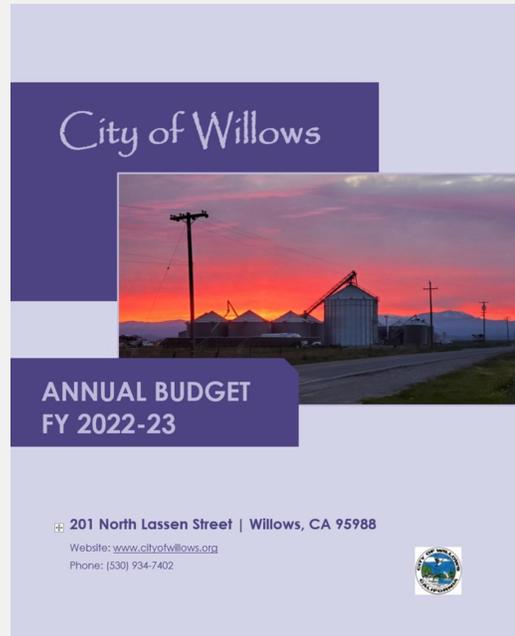
ADMINISTRATION - 2022 Highlights

Budget & Audit Improvements

2022 was a watershed year for the City of Willows' Finance Department. The City hired a new Finance Consultant, Andy Heath, to cleanup the budget, update the financials, and create an overall more [user friendly and transparent budget document](#). In addition, the City also hired new Auditors, overhauled the [audit document](#) and got the City back on schedule with its audits - the City was a year behind in 2021.

New Management Appointments!

Council approval of a balanced FY 2022-23 budget included five new positions. Of those, three positions are in management and report to the City Manager: Community Development & Services Director, Accounting Manager and City Clerk/Assistant to the City Manager - all of which have been filled by Patrick Piatt, Lori Fahey and Louis Osemwegie, respectively.



COMMUNITY DEVELOPMENT & SERVICES

Planning, Building, Code Enforcement, Engineering, Public Works, Sewage, Public Facilities, Fleet and Capital Projects

Engineering Division - 2022 Highlights

The City's First-Ever Approved Capital Improvement Program

In 2022, the City Council adopted the first-ever comprehensive Capital Improvement Program (CIP). The CIP is a standard municipal tool designed to help communities prioritize capital projects typically over a five year time frame (or longer). Once approved, the CIP guides staff's capital improvement planning process such as seeking grant funding and starting



project design and predevelopment work in advance of the projects implementation in a future CIP year.

Updated Pavement Management Program

The Pavement Management Program (PMP) was updated this past year. The PMP is produced and regularly updated after a comprehensive review of pavement conditions throughout the City. Once approved, the PMP guides annual staff recommendations to the Council for road maintenance priorities. The PMP seeks to balance roadway preservation with road surface replacement based on available funding. Using industry accepted engineering standards, the PMP targets streets that are rated in fair-to-good condition first. Correcting street surface problems when they first appear is the most cost-efficient use of funding. With an approved PMP, staff can budget for future projects and seek grants when grant funding becomes available.

North Lassen Street Rehabilitation Project

In 2022, North Lassen Street's asphalt was repaved, as well as damaged concrete curb, gutter and sidewalks were replaced (between Sycamore and Wood Streets) . In addition, several trees were removed that presented a potential hazard or were damaging the public right of way. Curb ramps were installed on all street corners in the project area increasing pedestrian accessibility and compliance with the American with Disabilities Act. The project was fully funded through the State of California using funds from the State Transportation Improvement Program (STIP) and Senate Bill 1 (SB1).

Preparation to Improve Sewage Infrastructure

By re-bonding the sewage Certificates of Participation and withdrawing monies against future sewage assessments and funds, the City has started planning for much needed sewage infrastructure upgrades. Current projects underway include seeking grant funding for CCTV mapping of the City and Northeast Willows sewage lines and a complete evaluation of sewer lift stations and the wastewater treatment plant in anticipation of future upgrades and improvements.



Building & Code Enforcement Divisions - 2022 Highlights

Improved Building Inspection Process & Code Enforcement Efforts

With the approval of the FY 2022-23 budget, building inspections and code enforcement efforts were brought back inhouse. A new

part-time, contract Building Inspector was hired and inspections have proven to be timely and efficient. Code enforcement efforts and response times have also improved.

Building Inspections & Permitting

In 2022, the Building Division issued 241 permits. Permit issuance types included accessory dwelling units, additions, alterations, electrical, mechanical, and plumbing. The most frequent application submissions were for roofing (e.g., 57 permits issued) and new solar installations (e.g., 72 permits issued).

With the on boarding of the City's contract Building Inspector, the City was able to realize new revenue generation by updating City processes and applying current State standards. For example, there were 241 permits in 2022. Of those, 118 were issued in the first half of the calendar year realizing \$57,000 in revenues. In the second half of the calendar year, 123 permits were issued resulting in \$70,600 in revenues to the city. The additional five permits did not solely increase Building Division revenues. The increase was primarily the result of restructuring the fee schedule based on the Municipal Code and State law.

Solar permit fees were restructured to comply with California State law as of July 2022. In 2022, the city issued 72 solar permits generating \$39,000 of the city's total building permit revenues. In addition to complying with State law, it also increased revenue generation for the Building Division.

Additionally, the city has also been able to offer more rapid plan checks for residential and small-scale commercial improvements by bringing building inspections back inhouse. The public and contractors appreciate the faster service and response time. The Division has also added processes that ensure complete cost recovery efforts are implemented before or at the time permits are issued.

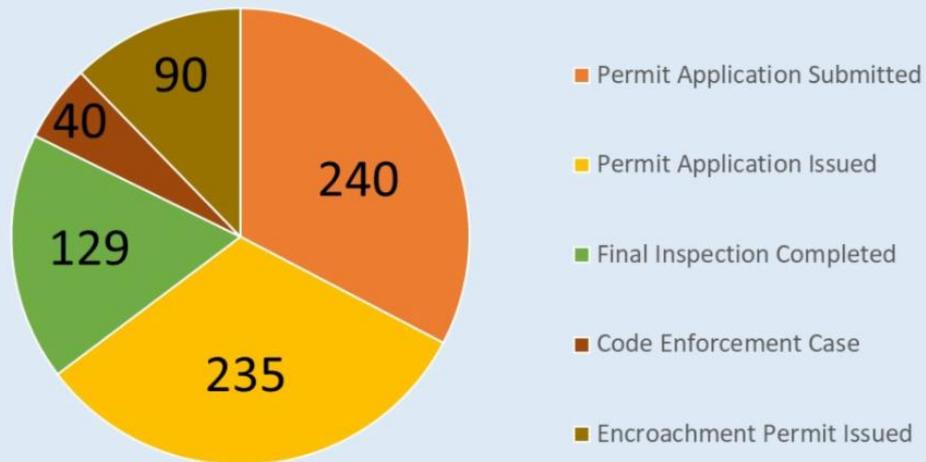
City Launches Code Enforcement Task Force

In partnership with the Sherriff's Department, the City launched its Code Enforcement Task Force in December. Other participating City Divisions include Building, Planning, Engineering, Fire, Administration, and legal counsel. Working together as a team and with property owners, the City hopes to address a host of code enforcement concerns in a comprehensive and holistic manner that improves the City's aesthetics and public health and safety for everyone. The team started by addressing numerous code enforcement violations at 600 Humboldt Street. With cooperation from the property owner, the plan is to bring the apartment complex back up to code and improve the living conditions for its residents. So far, the approach has been effective and will be used with other properties that exhibit numerous code violations.

New Hires!

The Community Development & Services Department hired Tara Rustenhoven as the City's new Community Development Technician (taking over from Maria Ehorn when she left the City in April 2022). Prior to joining the CD&S team, Tara was the City Clerk. As previously mentioned, the City also hired Wyatt Paxton as its new part-time, contract

Community Development Activity January - December 2022



Planning Division - 2022 Highlights

New Street Banners

In 2022, the city implemented a new street banner program and installed five new banner designs in downtown Willows. With considerable support from community member Hilgard Muller, the Planning Commission shepherded the design and implementation process from its inception with great results.



Comprehensive General Plan Update & Environmental Impact Report (EIR)

After a three-year process to comprehensively update the City's General Plan ('Plan'), the Willows Planning Commission recommended the Plan and the EIR for approval to the City Council in December 2022. The Council approved it at the January 10, 2023 meeting. The General Plan is a very important document for all cities as it establishes a comprehensive, long-term plan for physical development of the City. The new Plan is consistent with State law and requirements, including Government Code Section 65300 et seq. It will be used by prospective developers and investors who may wish to establish a variety of new developments in the city including, commercial, industrial, retail and housing. It also provides clear direction to City staff on how to assist the public with their projects. The contents of the Plan was developed with community input through public workshops and meetings, and is unique to the City of Willows

serving as a blueprint for how the city will grow.

Housing Element (HE) Update Approved by the State!

After **three years** of hard work and numerous revisions, the City of Willows Housing Element (HE) Update has finally been **approved** by the State's Housing and Community Development Department (HCD). The HE Update will be presented to the Council at the February 14, 2023 Council meeting for final consideration and approval. California's Housing Element Law acknowledges that, in order for the private sector to adequately address the housing needs and demand of Californians, local governments must adopt plans and regulatory systems that provide opportunities for (and do not unduly constrain) housing development. As a result, housing policy in California rests largely on the effective implementation of an adopted Housing Element through the General Plan, which is a blueprint for how the city will grow and develop over a 15–20-year horizon. This Housing Element Update covers the eight-year period from 2021-2029 and provides a comprehensive strategy to promote the production of safe, decent, and affordable housing for all of its residents, by assessing current and projected housing needs, constraints to housing production, and resources available to meet those needs.

Other 2022 Planning Highlights include:

At the December 14 Planning Commission meeting, the following projects were also approved:

- Sundial Collective application (dispensary) for a Use Permit and Design Review;
- Hampton Inn application (hotel) for Design Review and a Lot Line Adjustment;
- Willows Inn Motel (725 S. Tehama Street) application for a Use Permit and Design Review; and
- Jack in the Box application for a Conditional Use Permit for signage (Lot Merger application for this project is forthcoming).



Public Works Division - 2022 Highlights

Seasonal Public Works Activities

The Public Works crew works on a variety of maintenance activities throughout the year such as storm drain clearing, pothole filling, flood mitigation, park and building maintenance, tree trimming and removal, sewage line clearing and monitoring, and leaf removal, as well as other tasks and

activities that arise throughout the year and benefit the community.

Particularly noteworthy, crews trimmed all the trees in Jensen Park, Central Park, and most of the trees in Sycamore Park. They also helped prepare for several events including Christmas Tree lighting, Lamb Derby, Open City Hall, Waste Management's Annual Cleanup Day and other special events.



New Hires!

The Public Works Division increased its ranks by three new maintenance workers in 2022 - moving from a Division of three to six workers. What a milestone! With a team of six, the Superintendent can assign work to three crews at a time versus only one - tripling the number of projects the Division can work on at any given time.

Public Works Division Activity January - December 2022



Tree Removal - 73
Tree Trimming - 21



Call Requests - Sewage Line Issues - 25



Poured 16.75 tons of cold patch to fill potholes.



New USA Markings - 412

RECREATION - 2022 Highlights

Recreation Program Highlights

In 2022, the Recreation Division ran the following programs:

- Youth Basketball (January 15 - March 12),
- Spring Soccer (March 19 - April 23),

- Summer Swim Season (June 16 - August 5),
- Jump Start, Pre-School Program (July), and
- Fall Soccer (October 1 - November 5).

All total and for all programs, there were 1,835 participants. These programs also require recruiting volunteers and hiring temporary, part-time seasonal employees including life guards, referees, coaches and managers.



Jump Start Program

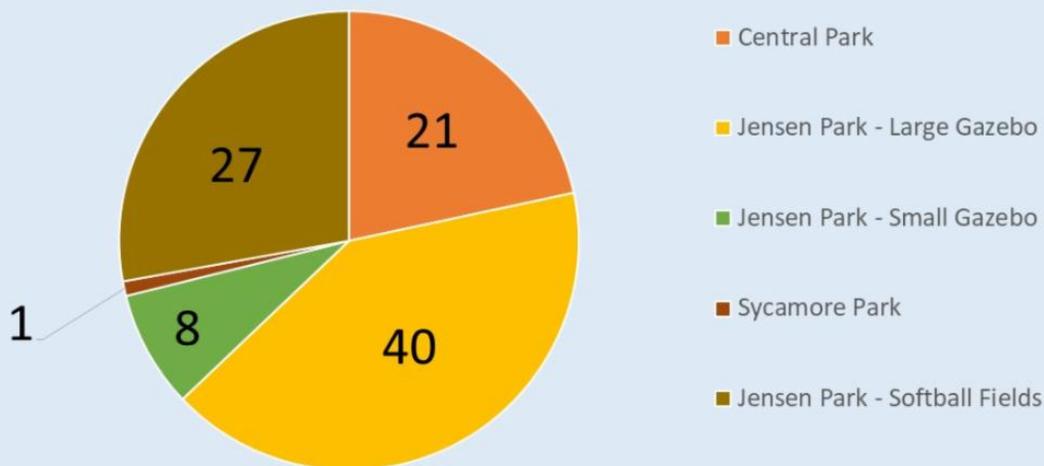


Summer Swim Program



Spring Soccer Program

Recreation Activity – Park & Field Rentals January – December 2022



FINANCE - 2022 Highlights

Council Approved Transitioning to New Finance Software, Tyler Technologies

At the end of December 2022, the City had completed Phase One of the financial software transition from MOMSoftware to Tyler Technologies. In total, four phases are



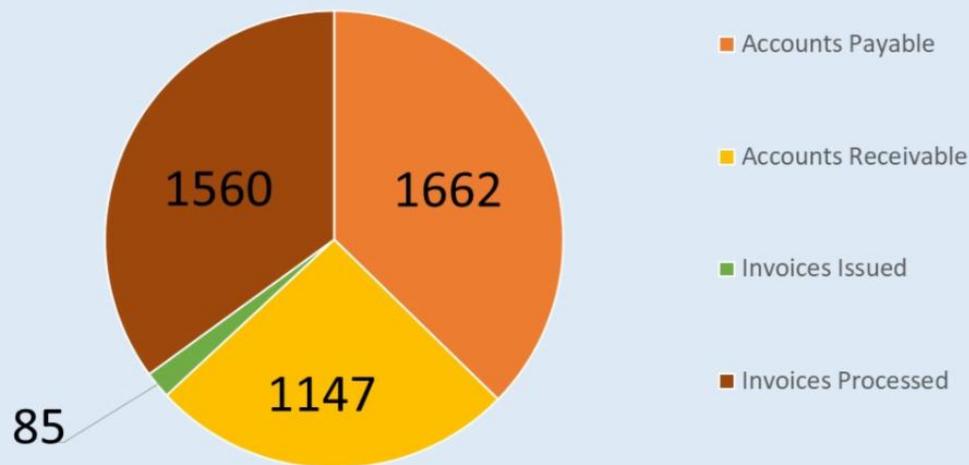
expected and the City anticipates complete conversion by the end of the 2023 calendar year. The next phases are considerably longer than the first phase. That said, we are making progress and the transition is underway!

Refinancing Sewage Certificates of Participation

The successful issuance of the 2021 sewage Certificates of Participation (COPs) achieved the following benefits in 2022:

- More than \$1 million in savings for the Sewer Enterprise Fund and its ratepayers.
- Cured the technical default with respect to 2007 COPs.
- Equitably generated \$3.35 million in project funds by spreading the cost of infrastructure improvements across both current and future ratepayers (previously, current ratepayers were bearing the entirety of these costs).
- Positioned the Sewage Fund to build appropriate reserves and improve its projected credit metrics to keep borrowing costs low for any future capital needs.
- Re-positioned and restored the Sewer Enterprise's reputation and access to the bond market as a borrower, increasing its flexibility and access to capital should future financing needs arise.

Finance Activity
January - December 2022



FIRE - 2022 Highlights

Fire Response, Prevention & Emergency Medical Services

Through 15 successful grant packages, the City's Fire Department was awarded more \$2 Million in grant monies providing the funding for many of the following 2022

accomplishments and highlights:

- Replacement of unsafe and unreliable mobile and portable radios.
- Replacement of unreliable pagers.
- Replacement of E-12.
- Promotion of Fire Engineers to rank of Fire Captain.
- Implemented a streamlined training program.
- Replaced non compliant hose and nozzles.
- Obtained Type 3 Engine (used) at no cost to the City through a Federal Program.
- Hosted many joint trainings with mutual aide partners.
- Implemented Fire Recovery USA Program and recovered more than \$25K between May and December of 2022.
- Performed three large emergency summary abatements.
- Re-adopted Fire Codes, loosening fire department restrictions for new development.
- Completed mandated annual maintenance such as pump testing, hose testing, SCBA flow testing, and ladder testing.
- Completed 2022 weed abatement program.
- Responded to 1,183 calls for service.
- Spent more than 2000 hours training for emergencies.
- Recruited and trained nine new volunteer firefighters.
- Replaced SCBAs, Thermal imaging camera, hose, nozzles, mobile and portable radios and structure gear.

OTHER FIRE NEWS - DECEMBER 2022

Emergency Call Highlights

- Structure Fire (December 2) - Structure fire involving an outbuilding threatened a residential structure. As a result of rapid response times by career staff and volunteers, firefighters were able to quickly control the fire and prevent any damage or fire spread to the adjacent residential structures.
- Fatal Vehicle Accident (December 2) - There was a fatal vehicle accident involving a pedestrian at the intersection of Wood and North Shasta Streets. Wood street was temporarily closed in order to land a medical helicopter at the scene (because, otherwise, the nearest ground ambulance with paramedics would have responded from Tehama County delaying the response time considerably).
- Vehicle Rollover (December 12) - There was a vehicle roll over with injuries on



Highway 162 at County Road RR. Willows Fire Units arrived at the scene and assisted with extrication moving the patient from the bottom of a large ditch to the ambulance.

- Structure Fire (December 23) - A structure fire at North Plumas Street occurred committing crews to the scene for several hours, because the structure fire spread to several outbuildings and vehicles.

Concurrent Calls

- December 2, 2022 - While at scene of a traffic collision, units were dispatched to a vehicle collision involving a pedestrian.
- December 12, 2022 - While at scene of a traffic collision, units were dispatched to a commercial vehicle fire.

Training

Members completed in-service training as well as mandated annual Fit Testing for Self-Contained Breathing Apparatus (SCBAs). Firefighters practiced donning and doffing, emergency procedures, communications, troubleshooting and technical specifications.

Volunteer Status

Two volunteer firefighters, Robert Burt and Jaimie Fuentes, completed their six-month probationary period and were voted in as permanent members of the Willows Volunteer Fire Department.

Grant Purchases & Implementation

The grant funded mobile and portable radios have been ordered and have an estimated delivery time frame of late February. Currently, staff is building the software programming that will be installed in the radios once they arrive.

Volunteer Fire Department Elections

The Willows Volunteer Fire Department held its Annual Elections on December 20, 2022. Elections resulted in the following new volunteer leadership:

- Evan Hutson, President
- Tim Danley, Vice-President
- Marshall Giesbrecht, Secretary
- Lorri Pride, Treasurer

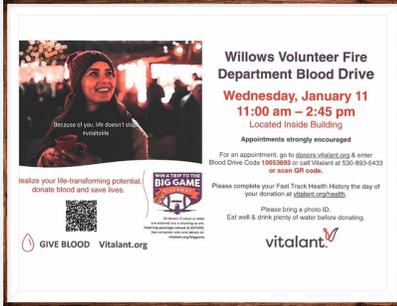
Public Events

Willows Fire Department hosted its first ever Community Blood Drive! The event occurred on Wednesday, January 11, 2023.

Type 3 Fire Engine Retrieval

Chief Monck and former Volunteer President John Peterich picked up the City's new

Type 3 Engine in Arcadia. It was acquired through the Federal Excess Program (free of cost). Staff and volunteers are assembling a work committee to prepare the engine for service.



Volunteer Fire Department Blood Drive

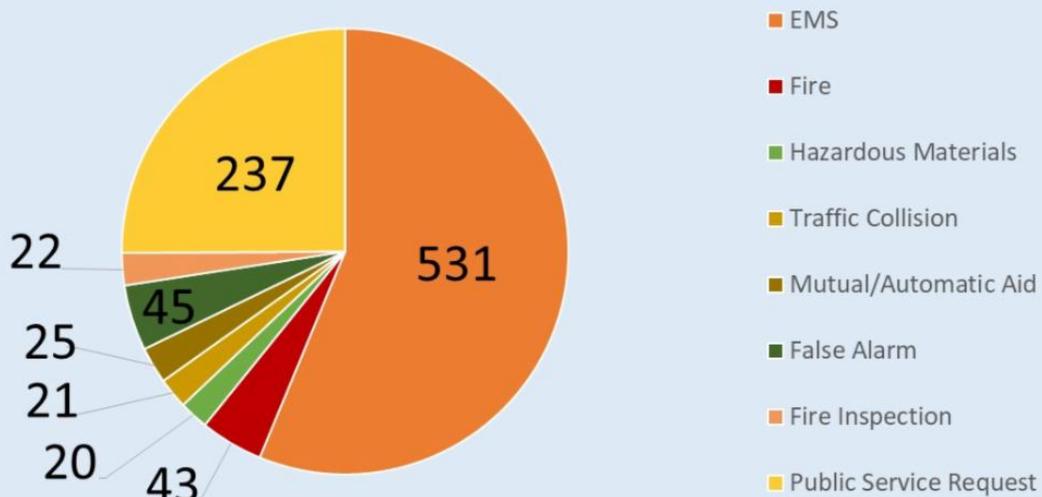
Swearing In New Volunteers

Fit Testing SCBAs

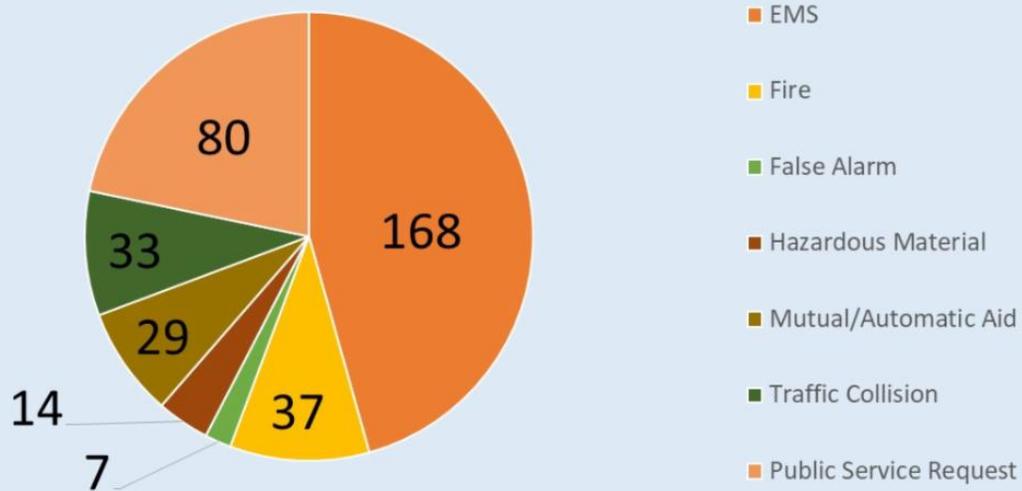


Calls for Service

Willows Fire Department Activity
January - December 2022
876 Responses in the City Limits, 74.12% of All Calls



Willows Rural Fire Protection District Activity
January - December 2022
306 Responses in the Rural District, 25.88% of All Calls



LIBRARY - 2022 Highlights

Library Launches Park Explorer Program

In partnership with the California Department of Parks & Recreation and through its grants program, the Willows Public Library was one of 38 libraries in the State to receive a dozen Park Passes in 2022 allowing library patrons to park and enter California State Parks at no cost. In addition, the library was also awarded \$5,000 to purchase telescopes and Park Explorer Backpacks full of fun and informational items and materials such as microscopes and binoculars.



Building Forward Grant

The Willows Public Library was awarded a \$49,200 "Building Forward" Grant from the California State Library to help fund the replacement of the library's HVAC system and new touchless entrance doors. City staff are working to implement the grant and make these improvements.

Library Designated as a "Clean Air Center"

The Glenn County Air Pollution Control District was awarded funds to purchase portable air cleaning units enabling the Library to become a "Clean Air Center" during

poor air quality events (e.g., wildfires).

Zip Book Program Ramped Up in 2022

Through an \$11,000 California State Library grant, the Willows Public Library continued to advance its Zip Book Program by ordering more than 700 books and audiobooks at the request of library patrons. Once ordered, used and returned by the initiating patron, those items are added to the library collection for the entire community to enjoy and benefit from.



Shopping Carts for Young Readers

Young readers can now fill up the Library's child-sized shopping carts with their book selections to check out at the front desk.

Big Shout Out & Thank You to Former Mayor Domenighini and Coastland Engineering!

The Library wishes to thank former Mayor Larry Domenighini for presenting as a Storytime guest reader in December 2022. In addition, the Library would also like to thank Coastland Engineering (the City's contract engineering firm) for their generous donation to the Library.

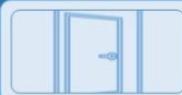




JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1 Hours: Tues 11 am - 5 pm Wed 11 am - 7 pm Thu 11 am - 7 pm Fri 11 am - 5 pm Closed Sat, Sun & Mon	2	3	4 Tiny Art Due Storytime 11 AM Trivia 4 pm	5 Block Party 3 PM	6	7
8	9	10	11 Storytime 11 AM	12 Crafternoon 4 PM	13	14
15	16	17 Teen Art 3 PM	18 Storytime 11 AM	19	20	21
22	23	24 Game Day 3-5 PM	25 Storytime 11 AM	26	27	28
29	30	31				

Library Activity January – December 2022



Door Count – 8,539



Public Computer Use – 1,026



New Library Card - 315



Items Added to Collection – 1,046



Program Participants – 1,713*

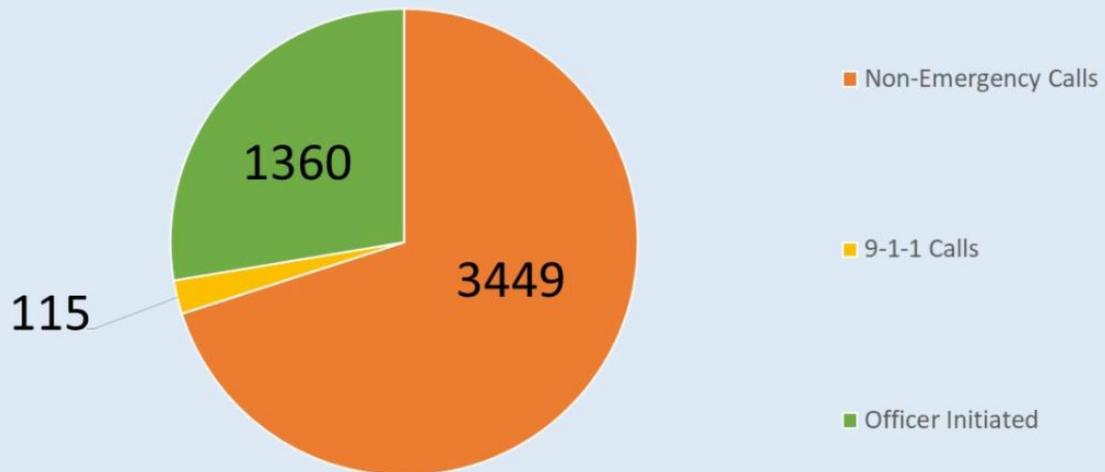
*Includes 101 programs and 655 Storytime
"To Go kits" distributed.

Circulation of Materials
January - December 2022

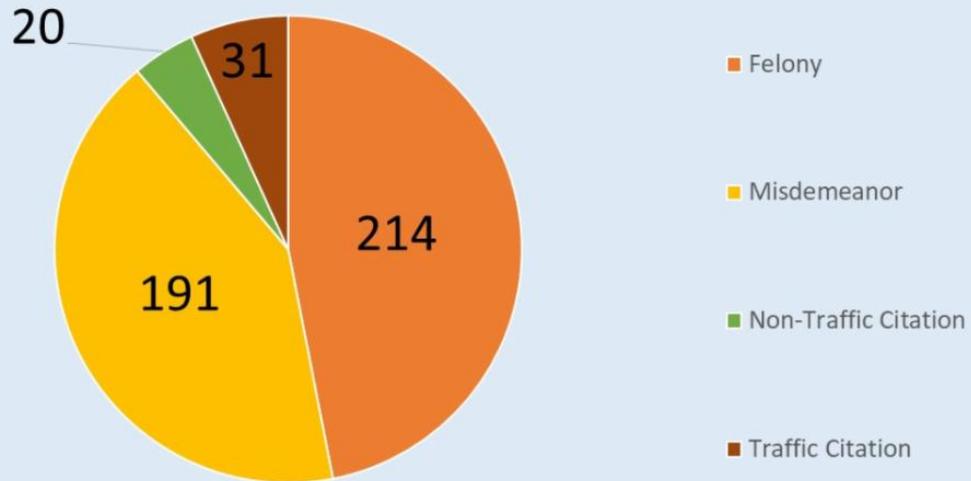


SHERIFF - 2022 Highlights

Sheriff Department Activity – Calls for Service
January – December 2022



Sheriff Department Activity – Arrests & Citations
January – December 2022



City Of Willows

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