



Willows City Council Regular Meeting

March 23, 2021
Willows City Hall
7:00 p.m.

Agenda

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

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

Interim City Manager
Wayne Peabody

City Clerk
Tara Rustenhoven

1. **CALL TO ORDER- 7:00 p.m.**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PUBLIC COMMENT/WRITTEN COMMUNICATIONS**

a. **Public Comments:**

Members of the public wishing to address the Council on any item(s) not on the agenda may do so at this time when recognized by the Mayor/Vice Mayor; however, no formal action will be taken unless a majority consensus of the Council directs staff to place the item on a future agenda. Public is advised to limit discussion to one presentation per individual. While not required, please state your name and address for the record. (Oral communications will be limited to three minutes)

5. **CONSENT AGENDA**

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

- a. Approval of general checking, payroll & direct deposit check registers Z44788-Z44808, 38850-38855, 050958-051001.
- b. Approval of minutes of the Regular City Council Meeting held on March 9, 2021.

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

6. REGULAR BUSINESS AGENDA/ITEMS REQUIRING COUNCIL ACTION

- a. By motion, accept the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2020.
- b. By Motion, approve the recommended budget adjustment as shown in the Department Expenditure Table, Column 6.
- c. By motion, authorize the Solicitation of Statements of Qualifications/Proposals to Conduct Condition Assessments of the City's five sewer collection system lift stations and the major process equipment at the Willows Wastewater Treatment Plant.
- d. Review the Housing Element Annual Progress Report for year 2020. By motion, direct staff to send the report to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section §65400(b).
- e. Adopt a resolution entitled; **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS AUTHORIZING SUBMITTAL OF A RURAL BUSINESS DEVELOPMENT GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR ECONOMIC EXPANSION PROGRAM FOR THE CITY OF WILLOWS.**

7. COUNCIL/ STAFF REPORTS/COMMENTS

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

8. CLOSED SESSION

- a. PUBLIC COMMENT: Pursuant to Government Code Section §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.
- b. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section §54956.9:
Number of Cases: 2
- c. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Gov. Code §54957.6
Agency Designated Representatives: David G. Ritchie, Wayne Peabody
Employee Organization: Willows Public Safety Association, Willows Employee Association, Management and Confidential

9. ADJOURNMENT

This agenda was posted on March 17, 2021


Tara Rustenhoven, City Clerk

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

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

The City of Willows is an Equal Opportunity Provider



CONSENT AGENDA



PERIOD

03/09/2021 TO 03/02/2021

Payroll Direct Deposit Z44788 TO Z44808

General Checking 38850 TO 38855

Check Register 050958 TO 051000

APPROVAL DATE 03/23/2021

APPROVED _____

REPORT.: 03/16/21
RUN ON.: 03/16/21 Time: 10:29
RUN BY.: Katie Childress

CITY OF WILLOWS
Vendor Check Register Print

PAGE: 001
ID #: SPVR
CTL.: WIL

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
38850	03/16/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	C10315	03/15/21	STATE INCOME TAX	03-21	575.10	
38850	03/16/21	EDD01 EMPLOYMENT DEVELOP.DEPT.	1C10315	03/15/21	SUI	03-21	.00	575.10
38851	03/16/21	EDD02 EMPLOYMENT DEVELOPMENT DEP	C10315	03/15/21	SDI	03-21	330.72	330.72
38852	03/16/21	ICM01 ICMA RETIREMENT TRUST 457	C10315	03/15/21	DEFERRED COMP - ICMA	03-21	461.11	461.11
38853	03/16/21	NAT00 NATIONWIDE RETIREMENT SOLU	C10315	03/15/21	USCM DEF. COMP.	03-21	784.92	784.92
38854	03/16/21	PER01 P.E.R.S.	C10315	03/15/21	REGULAR PERS	03-21	5181.09	5181.09
38855	03/16/21	UMP01 UMPQUA BANK - MYTAXPAYER	C10315	03/15/21	FEDERAL INCOME TAX	03-21	1854.29	
38855	03/16/21	UMP01 UMPQUA BANK - MYTAXPAYER	1C10315	03/15/21	FICA	03-21	3417.38	
38855	03/16/21	UMP01 UMPQUA BANK - MYTAXPAYER	2C10315	03/15/21	MEDICARE	03-21	799.22	6070.89
TOTAL DISBURSED...							13403.83	13403.83

REPORT.: Mar 09 21 Tuesday
 RUN....: Mar 09 21 Time: 14:28
 Run By.: Katie Childress

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 03/09/21 Cash Account No.: 000 1045

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

Invoice	No Description	Invoice	Actual				Discount	Gross	Discount	Net
		Date	Period	Due Date	Fiscal	Tm				
							G/L Account No	Amount	Amount	Amount
Check #.: 050958 Check Date.: 03/09/21 Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)										
2491945-	CLEANING UNIFORMS	02/09/21	03-21					94.54	.00	94.54
		03/09/21	09-21							
2495789-	CLEANING UNIFORMS	02/16/21	03-21					96.54	.00	96.54
		03/09/21	09-21							
2499355-	CLEANING UNIFORMS	02/23/21	03-21					94.54	.00	94.54
		03/09/21	09-21							
110250291-	CLEANING SUPPLIES	03/02/21	03-21					183.57	.00	183.57
		03/09/21	09-21							
** Vendor's Subtotal ----->								469.19	.00	469.19
Check #.: 050959 Check Date.: 03/09/21 Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)										
C10309-	Water & Sewer FOR ACCOUNT ENDING 777	02/10/21	03-21	A				2581.78	.00	2581.78
		03/09/21	09-21							
Check #.: 050960 Check Date.: 03/09/21 Vendor I.D.: CAL04 (CALIFORNIA DEPT. OF JUSTICE)										
496772-	FED LVL VOLTEER-BILLED	03/04/21	03-21					15.00	.00	15.00
		03/09/21	09-21							
Check #.: 050961 Check Date.: 03/09/21 Vendor I.D.: CHI07 (CHICO IMMEDIATE CARE)										
75740-	MICHAEL MINGS DRUG & DMV REGISTRATION	02/26/21	03-21					165.00	.00	165.00
		03/09/21	09-21							
Check #.: 050962 Check Date.: 03/09/21 Vendor I.D.: COM16 (COMCAST CABLE)										
C10304-	FOR ACCOUNT 6196 2-9-21 TO 3-18-21	02/14/21	03-21					155.69	.00	155.69
		03/09/21	09-21							
C10309-	FOR ACCOUNT ENDING 5941 FOR 3-1-21 TO 3-28-21	02/24/21	03-21					145.94	.00	145.94
		03/09/21	09-21							
** Vendor's Subtotal ----->								301.63	.00	301.63
Check #.: 050963 Check Date.: 03/09/21 Vendor I.D.: DFA00 (DFA-ACTUARIES, LLC)										
C10309-	GASB 785 AS OF JULY 1 2020	03/03/21	03-21					3500.00	.00	3500.00
		03/09/21	09-21							
Check #.: 050964 Check Date.: 03/09/21 Vendor I.D.: FED00 (FEDEX)										
728964265-	SHIPPING PACKAGES	02/26/21	03-21					3.20	.00	3.20
		03/09/21	09-21							
729686953-	SHIPPING PACKAGES	03/05/21	03-21					9.62	.00	9.62
		03/09/21	09-21							
** Vendor's Subtotal ----->								12.82	.00	12.82
Check #.: 050965 Check Date.: 03/09/21 Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)										
C10309-	WILLOWS FIRE DEP. FEB 2021 STATEMENT	02/28/21	03-21	A				741.95	.00	741.95
		03/09/21	09-21							
Check #.: 050966 Check Date.: 03/09/21 Vendor I.D.: GLE42 (GLENN COUNTY SOLID WASTE)										
361103-	DUMP RUN	02/22/21	03-21					80.00	.00	80.00
		03/09/21	09-21							
Check #.: 050967 Check Date.: 03/09/21 Vendor I.D.: GLE53 (GLENN GROUNDWATER AUTHORITY)										
21-GGA-14-	PRE RESOLUTION APPROVED 6/11/19	02/16/21	03-21					2607.46	.00	2607.46
		03/09/21	09-21							

		Invoice Date	Actual Period			Discount	Gross	Discount	Net
Invoice No	Description	Due Date	Fiscal Tm	G/L	Account No	Amount	Amount	Amount	Amount
Check #.: 050968 Check Date.: 03/09/21		Vendor I.D.: HOU00 (HOUSING TOOLS)							
1989-	HOME MONITORING	03/02/21	03-21			1700.00	.00	1700.00	
		03/09/21	09-21						
2002-	HOUSING ELEMENT	03/02/21	03-21			4800.00	.00	4800.00	
		03/09/21	09-21						
** Vendor's Subtotal ----->						6500.00	.00	6500.00	
Check #.: 050969 Check Date.: 03/09/21		Vendor I.D.: INK01 (THE INKWELL)							
28252-	COPY PAPER, ERASE MECHANICAL PENCIL, MISC	07/30/20	03-21	A		140.14	.00	140.14	
		03/09/21	09-21						
2305-A-	BINDERS	08/31/20	03-21	A		17.99	.00	17.99	
		03/09/21	09-21						
378833-	BLUE PAPER	02/26/21	03-21	A		43.87	.00	43.87	
		03/09/21	09-21						
** Vendor's Subtotal ----->						202.00	.00	202.00	
Check #.: 050970 Check Date.: 03/09/21		Vendor I.D.: ITF01 (INDUSTRIAL TRUCK & FARM)							
C10304-	WILLOWS FIRE HOSE	02/23/21	03-21	A		60.15	.00	60.15	
		03/09/21	09-21						
Check #.: 050971 Check Date.: 03/09/21		Vendor I.D.: JER00 (JEREMY'S PEST STOMPERS)							
312112-	PEST CONTROL FOR MARCH 2021	03/01/21	03-21			35.00	.00	35.00	
		03/09/21	09-21						
Check #.: 050972 Check Date.: 03/09/21		Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)							
0024611-	2YR WARRANTY EXTENSION	02/22/21	03-21			1778.00	.00	1778.00	
		03/09/21	09-21						
Check #.: 050973 Check Date.: 03/09/21		Vendor I.D.: NOR43 (ACCESS)							
8647793-	2-11-21 PICK UP	02/28/21	03-21			82.39	.00	82.39	
		03/09/21	09-21						
Check #.: 050974 Check Date.: 03/09/21		Vendor I.D.: NSW00 (NSWTS)							
1254-	MONTHLY SERVICE CHARGES 01-01-21	02/28/21	03-21			130.00	.00	130.00	
		03/09/21	09-21						
Check #.: 050975 Check Date.: 03/09/21		Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)							
155867068-	TONER FOR LIBRARY	02/24/21	03-21	A		132.87	.00	132.87	
		03/09/21	09-21						
160101987-	PAPER AND STICKY NOTES	02/25/21	03-21	A		48.24	.00	48.24	
		03/09/21	09-21						
160103977-	RED GEL PENS	02/25/21	03-21	A		36.88	.00	36.88	
		03/09/21	09-21						
160235255-	ORIGINAL IMAGING DRUM	02/25/21	03-21	A		90.97	.00	90.97	
		03/09/21	09-21						
** Vendor's Subtotal ----->						308.96	.00	308.96	
Check #.: 050976 Check Date.: 03/09/21		Vendor I.D.: ORL08 (ORLAND SAW & MOWER)							
039498-	GASKET SET	03/04/21	03-21			21.40	.00	21.40	
		03/09/21	09-21						
Check #.: 050977 Check Date.: 03/09/21		Vendor I.D.: REC00 (RECOLOGY OSTROM ROAD)							
01143874-	SLUD FROM 9-30-20	02/26/21	03-21			4190.34	.00	4190.34	
		03/09/21	09-21						

REPORT.: Mar 09 21 Tuesday
RUN...: Mar 09 21 Time: 14:28
Run By.: Katie Childress

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 03/09/21 Cash Account No.: 000 1045

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ID #: PY-CL
CTL.: WIL

Invoice	No	Description	Invoice	Actual	Tm	Discount		Gross	Discount	Net
			Date	Period		G/L	Account			
			Due Date	Fiscal		No	Amount	Amount	Amount	
Check #.: 050978 Check Date.: 03/09/21			Vendor I.D.: RUM03 (RUMIANO CHEESE COMPANY)							
66-181186-		ACTIVITY FUNDS REQUEST #1	03/08/21	03-21			125384.00	.00	125384.00	
			03/09/21	09-21						
66-181187-		ACTIVITY FUNDS REQUEST #2	03/08/21	03-21			57338.44	.00	57338.44	
			03/09/21	09-21						
** Vendor's Subtotal ----->							182722.44	.00	182722.44	
Check #.: 050979 Check Date.: 03/09/21			Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)							
46449-		FLAT REPAIR	02/10/21	03-21			35.00	.00	35.00	
			03/09/21	09-21						
Check #.: 050980 Check Date.: 03/09/21			Vendor I.D.: SEI01 (ROY SEILER, C.P.A.)							
30059-		PROFESSIONAL SERVICES RENDERED	03/01/21	03-21	A		1946.00	.00	1946.00	
			03/09/21	09-21						
Check #.: 050981 Check Date.: 03/09/21			Vendor I.D.: SEV00 (INFRAMARK, LLC)							
59877-		BASE OPERATION FEE AND REPAIRS	02/01/21	03-21			48410.67	.00	48410.67	
			03/09/21	09-21						
60865-		BASE OPERATING AND REPAIRS	03/01/21	03-21			48140.67	.00	48140.67	
			03/09/21	09-21						
** Vendor's Subtotal ----->							96551.34	.00	96551.34	
Check #.: 050982 Check Date.: 03/09/21			Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)							
C10304-		BILLING PERIOD 2-1-21 TO 2-28-21	02/23/21	03-21			1429.19	.00	1429.19	
			03/09/21	09-21						
Check #.: 050983 Check Date.: 03/09/21			Vendor I.D.: THR00 (3CORE)							
1198-		CDBG CONTRACT	01/31/21	03-21			1000.00	.00	1000.00	
			03/09/21	09-21						
Check #.: 050984 Check Date.: 03/09/21			Vendor I.D.: USB02 (US BANK)							
37008147-		Equip. Maint.	03/20/21	03-21			70.70	.00	70.70	
			03/09/21	09-21						
Check #.: 050985 Check Date.: 03/09/21			Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)							
C10309-		CREDIT CARD STATEMENT FOR ACCOUNT ENDING 0146	02/22/21	03-21			1897.94	.00	1897.94	
			03/09/21	09-21						
Check #.: 050986 Check Date.: 03/09/21			Vendor I.D.: VER02 (VERIZON WIRELESS)							
87423966-		Telephone Exp.FOR ACCOUNT 471236429	02/26/21	03-21			111.82	.00	111.82	
			03/09/21	09-21						
Check #.: 050987 Check Date.: 03/09/21			Vendor I.D.: WIL46 (WILLOWS FAMILY ASSOC. A CAL LP)							
C10309-		HOME GRANT GRAW #2	01/06/21	03-21			2786580.64	.00	2786580.64	
			03/09/21	09-21						
Check #.: 050988 Check Date.: 03/09/21			Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)							
240590-		DRIVE RINGS AND OIL	02/02/21	03-21	A		40.68	.00	40.68	
			03/09/21	09-21						
251627-		BATTERIES	02/16/21	03-21	A		7.81	.00	7.81	
			03/09/21	09-21						
252221-		GLOVES	03/04/21	03-21	A		69.68	.00	69.68	
			03/09/21	09-21						
** Vendor's Subtotal ----->							118.17	.00	118.17	

REPORT.: Mar 09 21 Tuesday
RUN...: Mar 09 21 Time: 14:28
Run By.: Katie Childress

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 03/09/21 Cash Account No.: 000 1045

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ID #: PY-CL
CTL.: WIL

Invoice	No	Description	Invoice Date	Actual Period	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
Check #: 050989 Check Date.: 03/09/21			Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)					
65218-		SCREWS COMBO AND MISC FASTENERS	02/24/21	03-21		3.81	.00	3.81
064481-		INSECT + FERT ROSECARE 5LBS	03/09/21	09-21				
			02/04/21	03-21		38.58	.00	38.58
			03/09/21	09-21				
065208-		DEADBOLT	02/24/21	03-21		32.16	.00	32.16
			03/09/21	09-21				
** Vendor's Subtotal ----->						74.55	.00	74.55
** Total Checks Paid ----->						3096320.86	.00	3096320.86
						*****	*****	*****

REPORT.: Mar 11 21 Thursday
 RUN....: Mar 11 21 Time: 13:30
 Run By.: Katie Childress

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 03/11/21 Cash Account No.: 000 1045

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

			Invoice Date	Actual Period						
Invoice	No	Description	Due Date	Fiscal	Tm	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
Check #.: 050990 Check Date.: 03/11/21			Vendor I.D.: AME02 (AMERIPRIDE UNIFORM SVCS.)							
110250289-		CLEANING UNIFORMS	03/02/21	03-21				94.54	.00	94.54
			03/11/21	09-21						
110250674-		CLEANING UNIFORMS	03/09/21	03-21				94.54	.00	94.54
			03/11/21	09-21						
** Vendor's Subtotal ----->								189.08	.00	189.08

Check #.: 050991 Check Date.: 03/11/21			Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)							
203580008-	New Print Mat. Library		02/24/21	03-21				31.06	.00	31.06
			03/11/21	09-21						

Check #.: 050992 Check Date.: 03/11/21			Vendor I.D.: BAR01 (BARCELOUX BROTHERS AUTO)							
580767-	SLIDE TERMINALS		08/28/20	03-21	A			5.12	.00	5.12
			03/11/21	09-21						
581802-	LAMP AND SINGLE CONTACT		09/09/20	03-21	A			19.34	.00	19.34
			03/11/21	09-21						
581875-	FUEL LIN AND STARTING FLUID		09/10/20	03-21	A			8.11	.00	8.11
			03/11/21	09-21						
582291-	OIL FIL		09/15/20	03-21	A			13.75	.00	13.75
			03/11/21	09-21						
583328-	CAB MARKER LIGHT AND BLISTER PACK		09/25/20	03-21	A			19.85	.00	19.85
			03/11/21	09-21						
590914-	FILTER		12/28/20	03-21	A			25.03	.00	25.03
			03/11/21	09-21						
595631-	1/4 DR ADAP 1/4Fx3/8M FIRE DEPT.		02/22/21	03-21	A			5.03	.00	5.03
			03/11/21	09-21						
595803-	DOOR HANDLE		02/24/21	03-21	A			13.23	.00	13.23
			03/11/21	09-21						
595811-	OIL FILTER		02/24/21	03-21	A			5.67	.00	5.67
			03/11/21	09-21						
595956-	30LB 134A PUBLIC WORKS		02/25/21	03-21	A			149.07	.00	149.07
			03/11/21	09-21						
596440-	RETAINER		03/03/21	03-21	A			7.20	.00	7.20
			03/11/21	09-21						
596441-	BATTERY CABLE, CABLE, HEAT SHRINK TUBING		03/03/21	03-21	A			53.85	.00	53.85
			03/11/21	09-21						
596482-	RING TERMINAL FOR PUBLIC WORKS		03/03/21	03-21	A			7.15	.00	7.15
			03/11/21	09-21						
** Vendor's Subtotal ----->								332.40	.00	332.40

Check #.: 050993 Check Date.: 03/11/21			Vendor I.D.: CAL56 (CALIFA GROUP)							
4378-	CENIC BROADBAND OCT-DEC 2020		03/05/21	03-21				3919.64	.00	3919.64
			03/11/21	09-21						

Check #.: 050994 Check Date.: 03/11/21			Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)							
197559-	DIESEL FOR PUBLIC WORKS		02/12/21	03-21	A			953.17	.00	953.17
			03/11/21	09-21						
197560-	REGULAR UNLEADED GAS FOR PUBLIC WORKS		02/12/21	03-21	A			523.57	.00	523.57
			03/11/21	09-21						
** Vendor's Subtotal ----->								1476.74	.00	1476.74

Check #.: 050995 Check Date.: 03/11/21			Vendor I.D.: INT16 (INTERSTATE BATTERY SYSTEM OF REDDING)							
30058394-	GC8-HCL-UT FOR PARKS GOLF CART		02/27/21	03-21				867.97	.00	867.97
			03/11/21	09-21						

Check #.: 050996 Check Date.: 03/11/21			Vendor I.D.: ITF01 (INDUSTRIAL TRUCK & FARM)							
565299-	PUBLIC WORKS #10 JET VAC		03/02/21	03-21	A			187.73	.00	187.73
			03/11/21	09-21						
565403-	DAMPER DIAPHRAGM		03/03/21	03-21	A			15.03	.00	15.03
			03/11/21	09-21						
565486-	HOSE BARB		03/04/21	03-21	A			1.30	.00	1.30
			03/11/21	09-21						
** Vendor's Subtotal ----->								204.06	.00	204.06

REPORT.: Mar 11 21 Thursday
RUN....: Mar 11 21 Time: 13:30
Run By.: Katie Childress

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 03/11/21 Cash Account No.: 000 1045

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

Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
Check #: 050997 Check Date.: 03/11/21 Vendor I.D.: MJB01 (MJB WELDING SUPPLY, INC.)								
01331830-	CYLINDER RENTAL	02/28/21	03-21 A			38.00	.00	38.00
		03/11/21	09-21					
Check #: 050998 Check Date.: 03/11/21 Vendor I.D.: O'R01 (O'REILLY AUTO PARTS)								
487831917-	NEW COMPRESS FOR #16 SWEEPER	03/02/21	03-21			263.89	.00	263.89
		03/11/21	09-21					
487831918-	HOLDWN BOLTS FOR PARKS GOLF CART	03/11/21	03-21			10.70	.00	10.70
		03/11/21	09-21					
** Vendor's Subtotal ----->						274.59	.00	274.59
Check #: 050999 Check Date.: 03/11/21 Vendor I.D.: PGE01 (PG & E)								
C10311-	MONTHLY PAYMENT FOR ACCOUNT ENDING 3795-7	03/10/21	03-21 A			39.47	.00	39.47
		03/11/21	09-21					
C10312-	FOR ACCOUNT ENDING 874-0 2-3-21 TO 3-4-21	03/08/21	03-21 A			24.65	.00	24.65
		03/11/21	09-21					
** Vendor's Subtotal ----->						64.12	.00	64.12
Check #: 051000 Check Date.: 03/11/21 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)								
251586-	SUPPLIES FOR SKATE PARK	03/08/21	03-21 A			48.51	.00	48.51
		03/11/21	09-21					
Check #: 051001 Check Date.: 03/11/21 Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)								
065571-	HOSE HANGER- METAL	03/03/21	03-21			7.50	.00	7.50
		03/11/21	09-21					
** Total Checks Paid ----->						7453.67	.00	7453.67



ACTION MINUTES OF THE WILLOWS CITY COUNCIL REGULAR MEETING HELD MARCH 9, 2021

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

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

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

3. Roll Call:

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

Council Members Absent:

Staff Present: Interim City Manager Wayne Peabody, City Attorney David Ritchie, and City Clerk Tara Rustenhoven

GCSO Staff: Sheriff Richard Warren

4. Public Comment/ Written Communications:

Bob Faust-750 N Lassen Street had questions regarding the funding of road maintenance and the process of putting in a request.

City Staff received written communication from Forrest Sprague regarding Measure H. See the attached 17-page letter.

5. Consent Agenda:

- a. Approval of general checking, payroll & direct deposit check registers Z44760-Z44787, 38840-38849, 050921-050957.
- b. Approval of minutes of the Regular City Council Meeting held on February 23, 2021.
- c. By motion, consider reading by title only, passage of the second reading and adoption of an Ordinance entitled; **"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WILLOWS, REPEALING WILLOWS MUNICIPAL CODE CHAPTER 17, ARTICLE IV ("CONSTRUCTION OF IMPROVEMENTS") AND CHAPTER 17, ARTICLE IX ("STANDARD DETAILS") AND ADOPTING A NEW WILLOWS MUNICIPAL CODE CHAPTER 17, ARTICLE IV ("PUBLIC WORKS DESIGN AND CONSTRUCTION STANDARDS.")**

Action:

Motion: Vice Mayor Hansen/Second: Council Member Warren

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

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

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

NOES:

ABSENT:

ABSTAIN:

6. Regular Business:

- a. Receive Second Quarter Financial Report, review, and provide direction to staff.

Staff will bring the Mid-Year Budget back to the next meeting.

7. Council/Staff Reports/Comments:

- a. Staff Reports/Comments:

- Covid requirements are slowing being lifted. City Parks and baseball field rentals are underway.
- GCSO Monthly Reports for February 2021.
- Sheriff Warren wanted to clarify that the recent sex trafficking social media post on Facebook, was not at our local Wal-Mart.
- Council Member Flesher wanted to thank the GCSO for a quick response in locating a lost family friend who had wandered away from home.
- The GCSO has few more new faces. Emilo Chavez is the most recent deputy in training.

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

Council Member Williams requested 3 items be placed on the next agenda item be placed on the next agenda.

- Discuss the safety concern at the intersection of County Road 57 and Hwy 99, regarding the stop signs, stop sign paint markings and the speed limit of 55 mph.
- Discuss drawing up an ordinance, prohibiting metal detecting on city owned property.
- Create a policy on requiring a reply to emails to staff acknowledging the receipt of all emails within 24 business hours.

Discussion between council and staff was made.

The safety concern at the intersection of County Road 57 and Hwy 99 will be brought back for further discussion at a future meeting.

Proceeding with the ordinance prohibiting metal detecting on city owned property, will not be prepared at this time.

The request on creating a policy for the acknowledgement of receipt of an email within 24 hours, will be brought back as a personnel matter and will be discussed during City Manager review.

11. CLOSED SESSION:

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

- b. CONFERENCE WITH LEGAL COUNCIL-ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Gov. Code Section §54956.9:

Number of Cases: 2

c. CONFERENCE WITH LABOR NEGOTIATORS: Pursuant to Gov. Code §54957.6

Agency Designated Representatives: David G. Ritchie, Wayne Peabody

Employee Organization: Willows Public Safety Association, Willows Employee Association, Management and Confidential

Council recessed into closed session at 8:02 p.m.

Council reconvened into open session at 9:49 p.m.

Announcement of any action taken in closed session:

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

9. Adjournment:

The Meeting was adjourned at 9:49 p.m.

Dated: March 17, 2021

Tara Rustenhoven, City Clerk

Written Communication Attachment

Forrest J. Sprague

March 9, 2021



To the Willows City Council

Dear Mayor and Council Members:

First, I request that this letter and the supporting attached documents become a matter the Public Record during tonight's City Council meeting.

Second, in my last letter to you I made a brief mention that Interim City Manager and Fire Chief, Mr. Wayne Peabody, may have allowed the misuse of public facilities and equipment to promote a favorable vote for Measure H, a ballot initiative that would have instituted a local sales tax. Today's letter will better explain my concern.

In reference to Unlawful Expenditures, the Government Code Chapter 9.5, Section 54964 says:

- (a) An officer, employee, or consultant of a local agency may not expend or authorize the expenditure of any of the funds of the local agency **to support or oppose the approval or rejection of a ballot measure...** (my emphasis added)

For your review, attached are various documents and opinions dealing with this matter. I have highlighted the more salient point for your quick review and consideration.

The first is an excerpt from the above-mentioned Government Code. That publication defines a ballot measure, expenditure, and what is meant by "local agency" which of course, includes a city.

Next is an op-ed published by the Howard Jarvis Taxpayers Association announcing their success in obtaining a fine against Los Angeles County for the misuse of public funds to promote that county's own Measure H, also a ballot initiative to increase their sales tax. The County was fined by the FPPC \$1.3 million for its violations. You'll also read that the HJTA has the ability to help taxpayers oppose the illegal use of public funds urging voters to support ballot measures.

Following the HJTA op-ed are selected pages from the *Understanding the Basics of Public Service Ethics*, published by Institute for Local Government. That manual starts by saying, "Using public resources for political purposes is illegal." It explains that the prohibition applies to campaigns in support of ballot measures. It also defines public resources as staff time, equipment, vehicles and other items. Other pages include the possible penalties for those who violate the law.

Next are pages from the FPPC web site titled AdWATCH that allows for online complaints. It discusses the possible violations using signs and electronic advertisements to promote support for ballot initiatives such as Measure H.

Written Communication Attachment

Willows City Council

March 9, 2021

Page 2

That FPPC web site gives an example of the lawful wording for supporting ads. You'll note that a sign saying "YES" for a ballot measure is inappropriate language.

Next is a photo of two signs posted in front the Willows fire department. Both signs urge a YES vote on Measure H. Included is a photo that appeared on the City's web site with firefighters holding YES on H signs with a Willows fire truck in the background.

Those pictures are followed by a snip of a Willows fire truck and the Willows fire house that appeared in a local news story wherein city staff spoke in favor of Measure H.

Next is a snapshot taken of the City's web site, which has a link to a local blogger interviewing fire department staff in support of Measure H.

That is followed by the flyer promoting the October Candidates' Forum held in front of the Willows City Hall on city-owned property. During the forum, the adjacent street was lined with city-owned fire trucks and uniformed fire department staff. While Measure H was strongly promoted, others with opposing viewpoints were not invited to speak during the gathering.

Last are photos showing the contrast between the lawful use of vehicles in the general support of the Capay fire department and the inappropriate use of equipment employed by Willows staff.

The Council's performance regarding the misuse of Sewer Fund does not inspire much confidence that this matter will receive the attention that it deserves. Therefore, I have forwarded this information and more to the appropriate state agencies and the Howard Jarvis Taxpayers Association for their review and analysis. I will certainly keep you posted as to the responses I receive.

Regards,



FORREST J. SPRAGUE

GOVERNMENT CODE - GOV

CHAPTER 9.5. Unlawful Expenditures [54964 - 54964.5]

Section 54964.

(a) An officer, employee, or consultant of a local agency may not expend or authorize the expenditure of any of the funds of the local agency to support or oppose the approval or rejection of a ballot measure, or the election or defeat of a candidate, by the voters.

(b) As used in this section the following terms have the following meanings:

(1) "Ballot measure" means an initiative, referendum, or recall measure certified to appear on a regular or special election ballot of the local agency, or other measure submitted to the voters by the governing body at a regular or special election of the local agency.

(3) "Expenditure" means a payment of local agency funds that is used for communications that expressly advocate the approval or rejection of a clearly identified ballot measure, or the election or defeat of a clearly identified candidate, by the voters. "Expenditure" shall not include membership dues paid by the local agency to a professional association.

(4) "Local agency" has the same meaning as defined in Section 54951...

(c) This section does not prohibit the expenditure of local agency funds to provide information to the public about the possible effects of a ballot measure on the activities, operations, or policies of the local agency, if both of the following conditions are met:

(1) The informational activities are not otherwise prohibited by the Constitution or laws of this state.

(2) The information provided constitutes an accurate, fair, and impartial presentation of relevant facts to aid the voters in reaching an informed

(Added by Stats. 2000, Ch. 840, Sec. 1. Effective January 1, 2001.)

CHAPTER 9. Meetings [54950 - 54963]

(Chapter 9 added by Stats. 1953, Ch. 1588.)

Section 54951.

As used in this chapter, "local agency" means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission or agency thereof, or other local public agency.

(Amended by Stats. 1959, Ch. 1417.)

A major victory for California taxpayers

By JON COUPAL |

PUBLISHED: August 23, 2020 at 12:00 p.m. | UPDATED: August 23, 2020 at 7:56 p.m.



Last Thursday, the Fair Political Practices Commission imposed one of the largest fines ever against Los Angeles County for using taxpayer funds for political ads touting Measure H, a sales tax increase on the ballot in 2017.

The action by the FPPC was precipitated by a complaint filed by the Howard Jarvis Taxpayers Association. The \$1.3 million fine imposed by the FPPC won't undo the 2017 election, but it may provide a much-needed deterrent against future illegal behavior. As we head into the November election, local governments up and down California are tempted to use taxpayer funds for political advocacy.

This fine by the FPPC will serve as a huge shot across the bow to government entities in California that they must obey all state laws and regulations relating to both reporting campaign expenditures as well as providing disclosures on campaign advertising.

As long as the FPPC's jurisdiction is limited to campaign finance and disclosure issues, it is up to other interests to prosecute constitutional claims based on the First Amendment. In a perfect world, this would be done by California's Attorney General and local district attorneys. But such cases are a low priority for these officials.

For that reason, the Howard Jarvis Taxpayers Association has created a new Public Integrity Project which will be run by HJTA's affiliated 501(c)(3) organization, the Howard Jarvis Taxpayers Foundation. The project will be funded from HJTA's half of the fine imposed by the FPPC to which HJTA is entitled for filing the original complaint against the county. The creation of HJTF's Public Integrity Project will provide an additional enforcement tool against illegal expenditures of public funds and other violations of law that hurt taxpayers and voters.

State and local government elected officials are now on notice that any use of taxpayer dollars for electioneering will bring substantial financial fines and even personal liability on the part of officials who authorize such illegal expenditures.

Jon Coupal is president of the Howard Jarvis Taxpayers Association.

Other Restrictions on Use of Public Resources

Basic Rules

Using public resources for either personal or political purposes is illegal.¹⁰²

Use of Public Resources for Personal Purposes

“Personal” use of public resources means activities that are for personal enjoyment, private gain or advantage.¹⁰³

“Public resources” include such things as 1) staff time, 2) office equipment (telephones, fax machines, photocopiers, and computers), and 3) office supplies (stationery, stamps, and other items).

“Use” means the use of public resources that is substantial enough to result in a gain in advantage for the user and a loss to the local agency that can be estimated as a monetary value.¹⁰⁴ The statute penalizes both intentional and negligent violations.¹⁰⁵

There are very narrow exceptions for “incidental and minimal” use of resources. These exceptions prevent traps for the unwary; they do not constitute an affirmative authorization for personal use of public resources. An “occasional telephone call” is an

example of an incidental and minimal use of public resources.¹⁰⁶

Use of Public Resources for Campaign Purposes

The same statutes that prohibit the use of public resources for personal benefit also prohibit the use of such resources for campaign purposes.¹⁰⁷ The prohibition applies to campaigns to elect candidates and campaigns in support of or opposition to ballot measures. Schools and community colleges are also subject to restrictions on and penalties for the use of school property for political purposes.¹⁰⁸

Again, “public resources” include such things as 1) staff time, 2) office equipment (telephones, fax machines, photocopiers, and computers), and 3) office supplies (stationery, stamps, and other items).

Taking advantage of one’s office for political gain also may run afoul of the state constitution’s prohibition against gifts of public funds¹⁰⁹ and the limitation on expense reimbursement to those that are reasonable and necessary.¹¹⁰

USE OF PUBLIC RESOURCES ON BALLOT MEASURE-RELATED ACTIVITIES

Local agencies may take positions on ballot measures, as long as they do so in an open meeting where all points of view can be heard.¹¹¹ They generally may not, however, use public resources to engage in campaign-type advocacy with respect to the agency's position. Materials that urge voters to either "vote yes" or "vote no" on a measure constitute campaign advocacy;¹¹² so are materials whose style, tone and timing indicate that their purpose is advocacy as opposed to informational.¹¹³

Local agencies may objectively analyze the effect of a ballot measure¹¹⁴ and share that analysis upon request or through regular agency communication channels according to usual agency practice.¹¹⁵ In drafting this analysis, it is important to emphasize the facts relating to the ballot measure and avoid argumentative or inflammatory rhetoric.¹¹⁶

Local agencies may also spend funds to engage in voter registration activities¹¹⁷ and pre-election legal challenges of a ballot measure,¹¹⁸ as long as these activities do not involve efforts to persuade the voters to vote one way or another. A local agency may also use public resources to put a measure on the ballot.¹¹⁹

Local agencies engaged in activities related to ballot measures should also be mindful of campaign expenditure reporting requirements when the agency produces materials which either expressly advocate or unambiguously urge a particular result in a ballot measure election.¹²⁰ For state and local agencies, the Fair Political Practices Commission says that expenditures are reportable unless the communications constitute a fair and impartial presentation of facts relating to the measure.¹²¹ Exceptions include the costs of making staff reports on ballot measures available at the request of a member of the public, discussing the measure and taking a position at an agency meeting (and reporting that action in the minutes) and preparing ballot arguments.¹²²

Penalties

Public officials face both criminal and civil penalties for using public resources for personal or political benefit.¹²³ Criminal penalties include a two- to four-year state prison term and permanent disqualification from public office.¹²⁴ Civil penalties include a fine of up to \$1,000 for each day the violation occurs, plus three times the value of the resource used.¹²⁵

At some point, personal use of public resources becomes embezzlement — a form of theft.¹²⁶ Embezzlement may constitute “willful misconduct” which warrants the removal from office of a public officer, or it may be prosecuted as a felony violation. A public officer convicted of embezzlement is guilty of a felony punishable by imprisonment; in addition, that person is ineligible thereafter to hold public office within California.¹²⁷



Special Issues: Use of Public Resources

Prohibition Against Mass Mailings at Public Expense

The law reflects the notion it is unfair for public officials to use public resources to enhance their visibility and name identification with potential voters. For this reason, state law forbids sending mass mailings at public expense.¹²⁸ The Fair Political Practices Commission has defined “mass mailings” as sending more than 200 substantially similar pieces that contain the name, office or pictures of elected officials except as part of a standard letterhead.¹²⁹

The rules on what constitute a mass mailing are quite complex. Make sure to consult with agency counsel whenever sending out materials that contain elected officials’ names, offices or pictures (for example, newsletters). Also, there are some exceptions to the prohibition (for example, legal notices and directories).

These restrictions are part of the Political Reform Act, which means the Act’s civil and criminal sanctions may apply (misdemeanor for knowing or willful violations,¹³⁰ fines of up to \$5,000 per violation,¹³¹ and possible reimbursement for the costs of any litigation initiated by private individuals, including reasonable attorney’s fees).¹³²

Ballot Measure Activities & Public Resources



As important as ballot measures are to policymaking, public agencies and officials face important restrictions and requirements related to ballot measure activities.

The basic rule is that public resources may not be used for ballot measure campaign activities. Public resources may be used, however, for informational activities. The key difference between campaign activities and informational activities is that campaign activities support or oppose a ballot measure, while informational activities provide accurate context and facts about a ballot measure to voters.

This document summarizes some of the key applications of these principles. The law, however, is not always clear and the stakes are high. Missteps in this area are punishable as both criminal and civil offenses. Always check with agency counsel for guidance on how these rules apply in any specific situation.

Public Agency Resources May Be Used To

- ✓ Place a measure on the ballot.
- ✓ Prepare and distribute an objective and fact-based analysis on the effect a ballot measure may have on the agency and those the agency serves.
- ✓ Express the agency's views about the effect of the measure on the agency and its programs, provided the agency is exceedingly careful not to advocate for or against the measure's passage.
- ✓ Adopt a position on the measure, as long as that position is taken at an open meeting where all voices have the opportunity to be heard.
- ✓ Respond to inquiries about the ballot measure in an objective and fact-based manner.
- ✓ Agency communications about ballot measures should not contain inflammatory language or argumentative rhetoric.
- ✓ Public employees and elected officials may, on their own time and with their own resources, engage in the following activities:
 - Work on ballot measure campaigns or attend campaign-related events on personal time (for example, evenings, weekends and lunch hours).
 - Make campaign contributions to ballot measures, using one's own money or campaign funds (while observing campaign reporting rules).
 - Send and receive campaign related emails using one's personal (non-agency) computer and email address.

Ballot Measure Activities & Public Resources

Public Officials Should Not

- × Engage in campaign activities while on agency time or with agency resources.
- × Use agency resources (including office equipment, supplies, staff time, vehicles or public funds) to engage in advocacy-related activities, including producing campaign-type materials or performing campaign tasks.
- × Use public funds to pay for campaign-related expenses (for example, television or radio advertising, bumper stickers, or signs) or make campaign contributions.
- × Use agency computers or email addresses for campaign communication activities.

Best Practices

- ✓ Inform agency employees and public officials about these legal restrictions, particularly once a ballot measure affecting the agency has qualified for the ballot.
- ✓ Include language on informational materials that clarifies that they are for informational purposes only. For example, "these statements shall not be construed in support of or against XX ballot measure."

WHEN DO THESE RESTRICTIONS KICK IN?

The rules against the use of public resources for campaign activities are triggered once a measure has qualified for the ballot.

There may be more latitude before a measure has qualified, but consult with agency counsel regarding the permissibility of specific activities.

DISCLOSURE REQUIREMENTS

Ballot measure activities that cross the line into advocacy are also subject to disclosure (transparency) requirements under California's Political Reform Act (Government Code sections 81000 *et seq.*).

The Institute for Local Government (ILG) is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities, California State Association of Counties and the California Special Districts Association. Our mission is to promote good government at the local level with practical, impartial and easy-to-use resources for California communities. For more resources related to ballot measures and campaigns, visit www.ca-ilg.org/campaigns.

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✓ Improper use of public resources is a crime.²⁶ Criminal penalties include a two- to four-year state prison term and permanent disqualification from public office.²⁷ — SEE NOTE BELOW

✓ Civil penalties include a fine of up to \$1,000 for each day the violation occurs, plus three times the value of the resource used.²⁸ Other consequences may include having to reimburse the agency for the value of the resources used.²⁹ Those charged with improper use of public resources may have to pay not only their own attorney's fees, but also those of any individual who is challenging the use of resources.³⁰

In addition, conflicting perspectives on whether there might be a "*de minimus*" defense makes relying on such a defense risky.³¹ This includes relying on the defense that one has reimbursed the value of using public resources improperly.

Finally, engaging in such activities gives rise to reporting obligations for public agencies under the Political Reform Act.³² Failure to comply with these requirements subjects an agency to additional penalties.³³

There is a political consequence as well. If the public and news media are talking about whether a public agency violated the law in spending public funds to campaign for or against a measure, they're not talking about the merits of the measure. Keeping the focus on the ethics of the public agency instead of the merits of the measure often results in a result that is not helpful to the public agency.

5. Are there general strategies a public agency should employ to make sure that it doesn't step over any lines?

The first is to make sure that public agency employee and officials are aware of these restrictions and the significant consequences for violating them.

Another strategy is to review the issues in this guide with agency counsel at the outset of any ballot measure related activities to be clear on how he or she interprets the law in this area. In many areas, the law is not clear and an agency is well-advised to understand their attorney's interpretations of what is allowed and what is risky. The next strategy is to have a practice of consulting with agency counsel on the application of these restrictions to specific issues that arise. Agency counsel should review all communications about ballot measures or other elections in advance.

²⁶ See Cal. Penal Code §§ 72.5(b) (use of public funds to attend a political function to support or oppose a ballot measure); 424 (misappropriation of public funds); 484-87 (theft). See also *People v. Battin*, 77 Cal. App. 3d 635 (1978) (prosecution of county supervisor for engaging campaign activities during county business hours using county facilities), *superseded on other grounds by People v. Conner*, 34 Cal. 3d 141 (1983).

²⁷ Cal. Penal Code § 424.

²⁸ Cal. Gov't Code § 8314(c)(1).

²⁹ *Stanson*, 17 Cal. 3d at 226-227 (finding that "public officials must use due care, i.e., reasonable diligence in authorizing the expenditure of public funds, and may be subject to personal liability for improper expenditures made in the absence of due care"). See also *Harvey v. County of Butte*, 203 Cal. App. 3d 714, 719 (1988).

³⁰ See generally *Tenwolde v. County of San Diego*, 14 Cal. App. 4th 1083 (4th Dist. 1993), *rev. denied*.

³¹ See *People v. Battin*, 77 Cal. App. 3d at 65 (1978) (Penal Code section 424's "proscription is not limited to the misuse of public funds in a particular monetary amount. Rather it proscribes any misuse, no matter how small." (emphasis in original)). See also *People v. Bishop*, A081989 (1st Dist. 2000) (this unpublished opinion follows *People v. Battin* and holds that reimbursement is not a defense). But see *DiQuisto v. County of Santa Clara*, 181 Cal. App. 4th 236 (2010) (majority found that sending an editorial against a ballot measure via email on one's lunch hour constituted advocacy, but involved a minimal use of public resources—note dissenting opinion disagreeing with majority's minimal-use-of-public-resources conclusion).

³² Cal. Gov't Code § 84203.5 (requiring independent expenditure reports by committees spending more than \$500 each year in support or opposition to a ballot measure).

³³ See, for example, Cal. Gov't Code §§ 83116, 91001(b), 91000(a), 91001.5, 91002, 91004, 91005, 91012.

FPPC AdWATCH

Under California's Political Reform Act (the "Act"), most committees must put disclaimers on campaign advertisements that identify the committee that paid for or authorized the communication. ([Advertising Requirements](#))

These rules also apply to communications from public entities when their activity meets the thresholds to qualify as a "committee." This happens when a state or local governmental agency pays public moneys for a communication to the public and the communication expressly advocates the election or defeat of a clearly identified candidate or the qualification, passage, or defeat of a clearly identified measure, or, taken as a whole and in context, unambiguously urges a particular result in an election. In addition, the communication qualifies towards the threshold if it is made at the behest of the affected candidate or committee.

(CAMPAIGN RELATED COMMUNICATIONS AT PUBLIC EXPENSE)

In an effort to quickly and effectively address possible violations of the Act, as it relates to mailers, doorhangers, signs, and electronic advertisements, you can submit to the FPPC any form of political campaign advertising that you believe may not be in compliance with the law.

How? Simply upload a copy of the materials, or just take a picture on your cell phone and send it to us. This can be done anonymously, or you can provide your contact information. Please note: All submissions are public information.

What happens? The Enforcement Division will review all submitted advertisements for compliance and will actively pursue any potential violations.

You will **not** be contacted about the outcome of your submission through this program. However, if you wish to file a sworn complaint, which entitles you to notification of the results of your submission, please go to the FPPC Enforcement page to file a "Sworn Complaint." Or click this hyperlink to go there now: ([File Sworn Complaint](#)).

We look forward to engaging you and all members of the public in our ongoing mission of seeking compliance with the campaign advertisement requirements under the Act.

Upload a Photo or Scanned Image.

[Upload File »](#)

Enter the Link to a Website or Video.

[Enter Link »](#)

For instance, the City may mail a regular edition of its newsletter containing various articles describing the proposed reductions in city services that the City Council voted to implement if the measure is adopted.

However, the articles should be objective and nonpartisan. Any articles that convey a **city department's views regarding the importance of a specific service must be moderate in tone and may not urge the voters how to vote.**

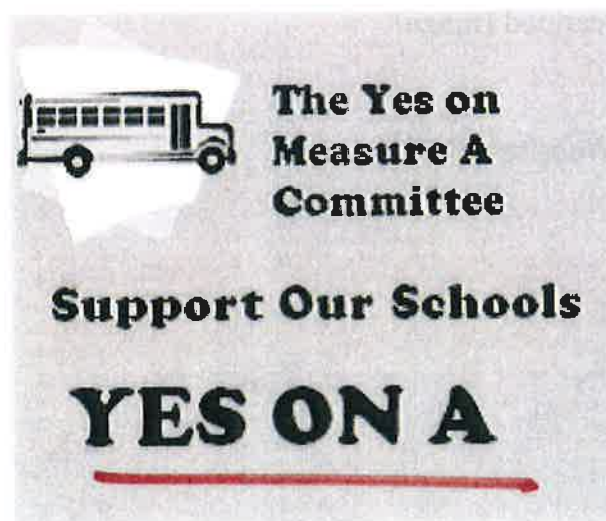
On the other hand, a specially-funded flyer inconsistent with regular mailings by the City unrelated to an election matter that lists the benefits of the measure in an argumentative or inflammatory manner would be considered campaign materials or activity, may subject the City to reporting under the Act's campaign reporting provisions, and may be prohibited as an illegal mass mailing.

Style, Tenor and Timing of Communication

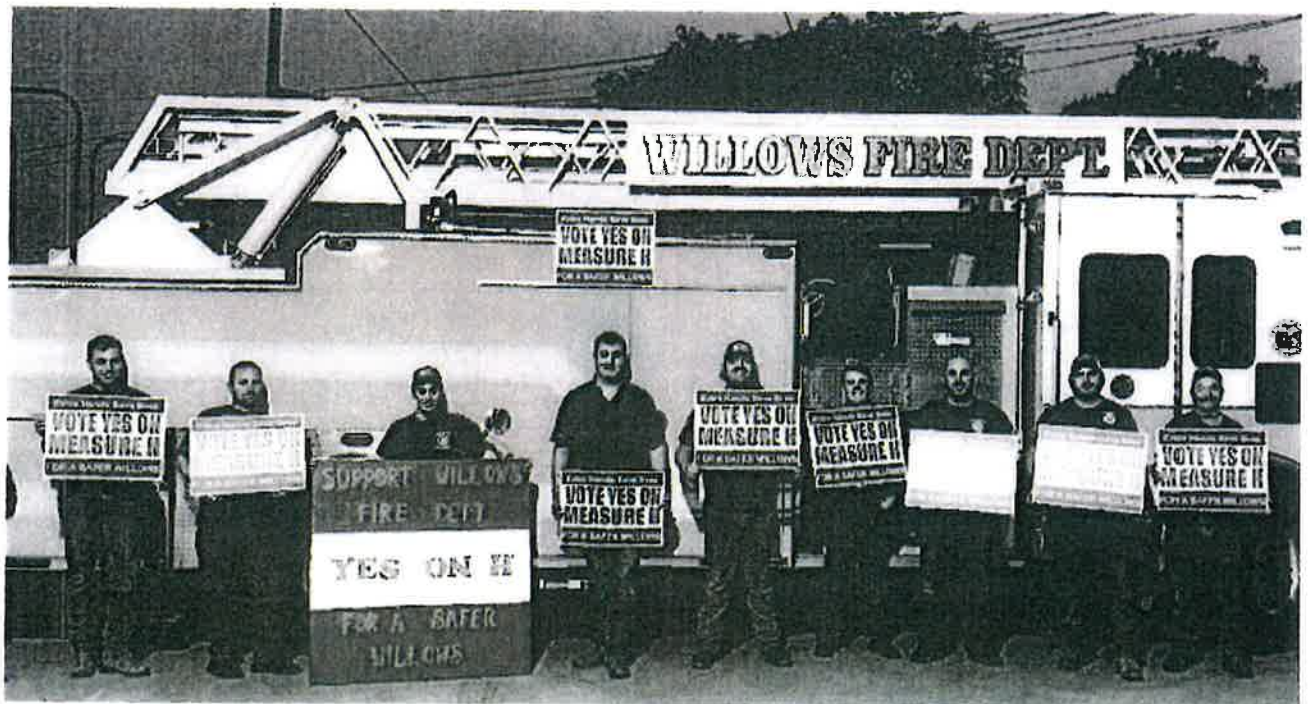
As stated above, the style, tenor, and timing of a communication help determine whether it is campaign material or activity. For example, if the following bumper sticker **were distributed by a school district, it would not be campaign material or activity if it had no relationship to an upcoming election or ballot measure:**



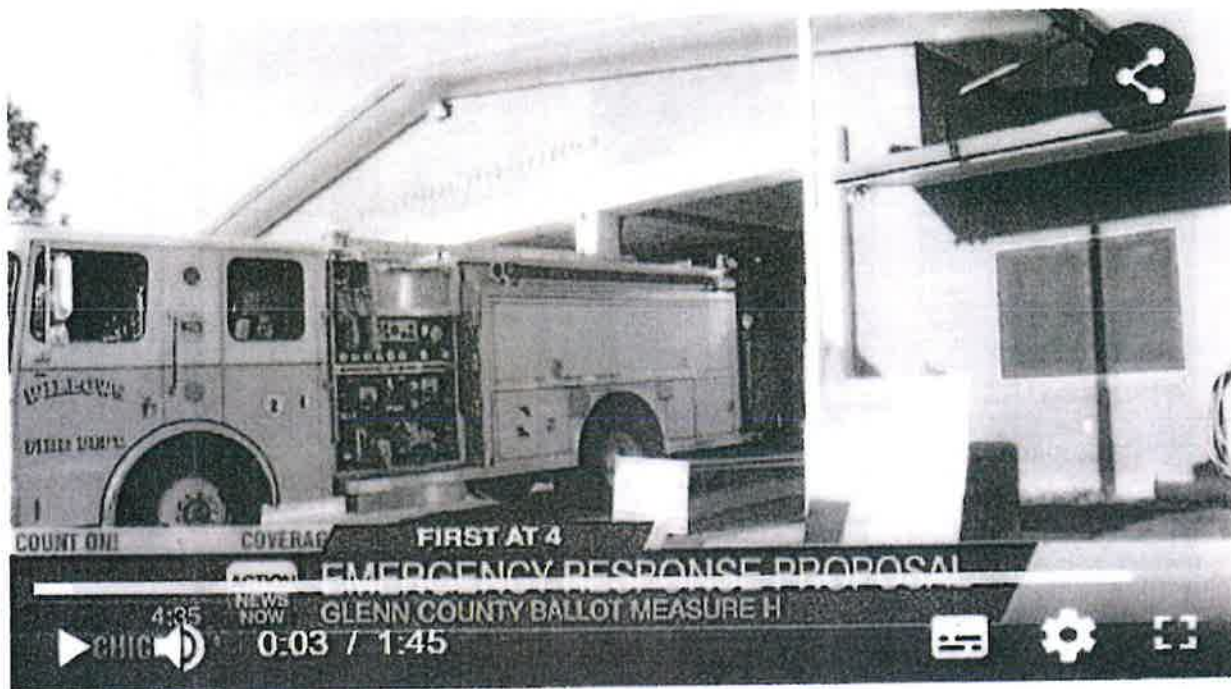
The same bumper sticker, however, is campaign material or activity if the circumstances surrounding its distribution indicated that the sticker is related to an election. For example, the bumper sticker below would be considered campaign material or activity if distributed by the school district simultaneously with the distribution of the following campaign flyer, using the same logotype, by a political campaign:



The use of city owned property and equipment to advocate for a "YES" vote on Measure H, a ballot measure to increase local sales tax.



City owned property and equipment used to promote Measure H, a sales tax increase, on a Channel 12/24 TV news program.



The City of Willows tax-supported website provides a link to a local blogger promoting Measure H, a ballot measure to increase local sales tax.



City of Willows

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City of Willows

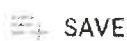
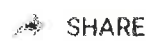
October 12

If you still have questions on Measure H. Engineer Nathan Monk and Monica Rossman go over the Measure and how it will help the City of Willows.
#forasafewillows #wfd



Episode 20 Willows Ca Firefighter/EMT Nathan Monck Measure H

532 views • Oct 12, 2020



This Candidates' Forum was held in front of the Willows City Hall on city owned property. The adjacent street was lined with city-owned fire trucks and uniformed fire department staff. Measure H was promoted, but others with opposing viewpoints were not invited to speak.

Candidates' Forum AGENDA October 7, 2020

5:30 Welcome and Introductions

Questions will be taken from the floor in written form only. All questions will be presented unless there is a duplicate question.

5:35 Measure H

3-5 minutes

5:40 Candidates Opening Statement

Each candidate will have 3-5 minutes

GARY HANSEN

SHARON PONCIANO

FORREST SPRAGUE

KERRI WARREN

JEFF WILLIAMS

6:20 Questions Session

Each candidate will be given 3 minutes to answer

This is an acceptable use of equipment to promote the general support for the fire department.

Page 12, The Sacramento Valley Mirror – February 27, 2021



CAPAY DISTRICT – Here are the Capay Volunteers: Left to right front row: James Lafor, Chris Barajas, Tim Perrale and Daniel Turnbull; right rear row: Scott Studybaker (1st Assistant Chief), Will Keeney, Ian Turnbull (Chief), Buck Dodd (3rd Assistant Chief), Fred Jorgensen, Wendell Stephens, Greg Brown, Chad Johnson (2nd Assistant Chief), Steve Gruenwald, Wade Delft, Kyle Fox, Steve Thomas, Jacob Turnbull and Ron Worthley.

Fundraiser set to support the Capay fire department

CAPAY DISTRICT – The Capay Volunteer Fire Department plans hosting their 56th Annual Fundraiser Dinner on Sunday, March 7. This year the food will be limited to drive-up and take-out from 11:30 a.m. until 4:00 p.m. at

the Capay Elementary School located at 4th Avenue and Cutting Avenue in the Capay District.

The ticket price is only \$10 per meal.

The department says,

"This past year has been difficult. Closures, lost revenue, the threat of COVID and everything that goes along with it, has put a strain on all of us. Yet we are still here, providing essential services, reliably and professionally, to

our district and surrounding departments.

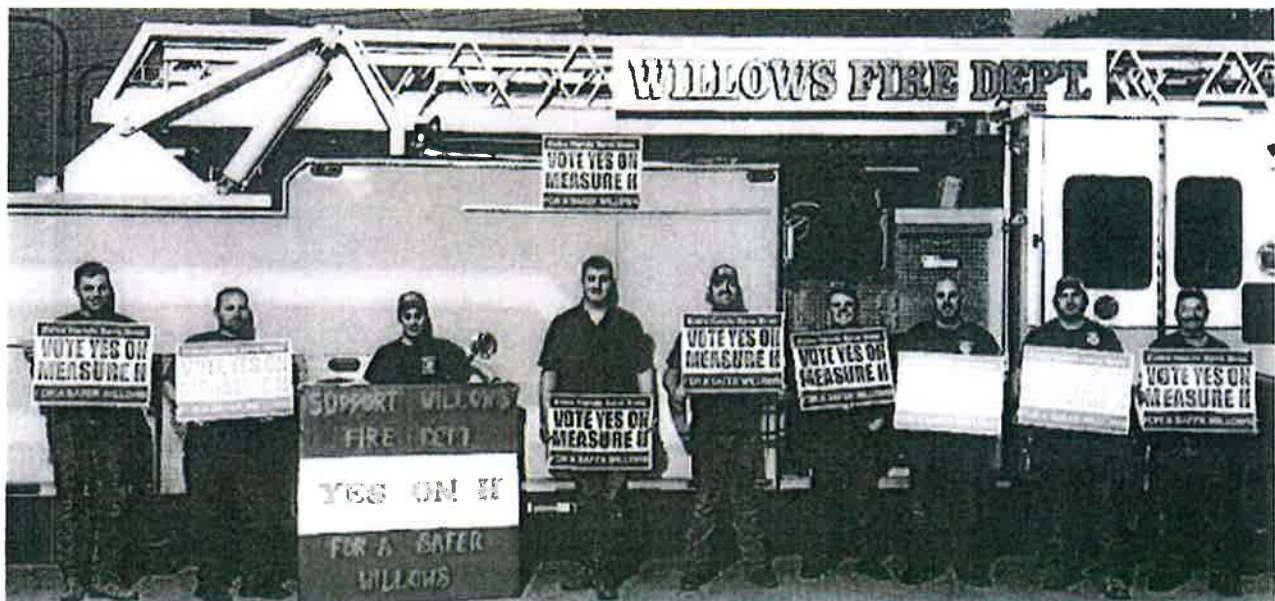
"Our members are committed volunteers who serve their community regardless of the personal sacrifice. Your support plays an important part in allowing the department to function and maintain high quality fire protection, rescue and medical services in our area. Essential things like medical training and certification are paid for by your

supportive donations.

"This year our dinner is limited to drive-up and take-out and we will not be able to conduct a raffle. Your generous support in this difficult time is even more critical to our department and the community."

Donations may be made to: Capay Volunteer Fire Department, 50 Fourth Avenue, Orland, California 95963.

The below is NOT an allowable use.





REGULAR BUSINESS

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of the City Council
FROM: Wayne Peabody Interim City Manger
SUBJECT: Annual Audit of City of Willows Financial Statements

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2020.

SITUATION (or BACKGROUND):

Marcello & Company, CPA, has completed the annual audit of the financial statement for the City of Willows. As a summary of City performance and activity, please refer to the Management Discussion and Analysis section of the City of Willows financial statements.

In the interest of space and paper usage, the audited financial statements may be viewed at the City of Willows website at:

<https://www.cityofwillows.org/assets/resources/Financial-Statements-6-30-2020.pdf>

FINANCIAL CONSIDERATIONS:

N/A

NOTIFICATION

Upon acceptance of the audit

California State Controller
United States Department of Agriculture
United States Federal Audit Clearinghouse (If Applicable)

ALTERNATE ACTIONS

1. Accept by motion

2. Request additional information from staff
3. Reject staff recommendation and/or direct item to be returned at later date.

RECOMMENDATION

Accept, by motion, the audited financial statements of the City of Willows as of and for the fiscal year ending June 30, 2020.

Respectfully submitted,



Wayne Peabody
Interim City Manager

Item Available for Review at www.cityofwillows.org:

City of Willows Financial Statements



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

AGENDA ITEM

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

FROM: Elizabeth Mariano Senior Advisor, RGS
Glenn Lazof, Director of Finance Services, RGS

SUBJECT: Midyear Budget Review

RECOMMENDATION

By motion, approve the recommended budget adjustment as shown in the Departmental Expenditure Table Column 6.

Background

This report is based on Financial Data as reported in the system of record as of 2/28/2021

Comments:

There remain areas which will be the subject of further research by the District Financial consultants.

Bank reconciliations are an essential internal control tool and necessary to identify and record transactions in a timely manner. Particularly, it should be noted that the bank reconciliation is still not current as of this report. The City's finance systems consultant retained from Corbin Willits systems has made substantial progress. He has confirmed that he has completed reconciliation through July 2020. This is especially notable as he reports that this has been much more challenging than originally anticipated. Financial reports will be more accurate when all bank transactions are recorded after each bank reconciliation process is completed, and reports updated accordingly.

Revenues: Conservative budget practices, fiscal restraint by department heads, and the Council's vigilance have served the District well in this challenging year. Overall revenues will exceed the budget in amounts greater than what is needed to cover the requested expenditure increases. Focusing on the City's four major sources of General Fund revenue, which make up 85% of general fund revenue:

Property Tax: Conservatively projected to bring in \$157,000 over budget.

Sales Tax: Running at budget, which is very positive versus expectation for this year of Covid 19. There remains a good chance that the April report from HDL, sales tax consultants, will suggest that receipts will exceed the budget.

Transient Occupancy Tax: Conservatively projected to bring in \$150,000 over budget.

Motor Vehicle in Lieu: Running at budget.

Regarding the lesser revenue items the net projection is also positive, with some running lower and but most exceeding the budget amount.

Restricted revenue represents the CARES Act (Aka Covid Virus Relief Fund). The city used this Federal Support towards public safety general fund expenses, was therefore reimbursed to the General Fund. The full amount is not posted in MOM yet, but should be recognized as part of the Bank Reconciliation.

Significant Departmental Expenditure Revisions:

Traditionally, the Council has set the level of budget authority at the Departmental Level, this is displayed in the first spreadsheet. This spreadsheet represents all City Funds, not just the General Fund, therefore for many of the departments where increases are recommended, a proportionate share will be reimbursed to the General Fund.

FINANCIAL CONSIDERATIONS

Conservatively projected the year end General Fund reserves are projected at \$642,772.

RECOMMENDATION

By motion, approve the recommended Changes to the City's Fiscal Year 2020 -2021 Budget as in the Departmental Expenditures Table Recommended Adjustment Column 6. (Grey column).

Respectfully submitted,

/s/ Elizabeth Mariano
Glenn Lazof

RGS Director of Finance Services

Attachments:

Expenditures All Funds by Department
General Fund Revenues
General Fund Projected Reserves

CITY OF WILLOWS
STATEMENT OF ACTUAL AND ESTIMATED REVENUE BY ACCOUNT
GENERAL FUND
JULY 1, 2020 THROUGH FEBRUARY 2021

REVENUE ACCOUNT	ADOPTED	ACTUAL	YTD	PERCENT	Rec. MIDYEAR	
DESCRIPTION	BUDGET	FEBRUARY 2021	ACTUAL	COLLECTED	Incr/ Decr	3 23 Projection
3001 Property Tax	805,000	-	577,473	72%	157,000	\$ 962,000
3002 PG&E Franchise	52,000	-	-	-		\$ 52,000
3003 Water Franchise	47,000	2,639	48,317	103%	22,000	\$ 69,000
3004 Cable Tv Franchise	34,000	8,851	27,187	80%	6,000	\$ 40,000
3005 Garbage Franchise	62,000	5,200	44,800	72%	5,000	\$ 67,000
3006 Sales Tax	1,148,000	117,481	730,717	64%	-	\$ 1,148,000
3008 Transfer Tax	19,000	-	7,402	39%	-	\$ 19,000
3010 Occupancy Tax	325,000	118,404	460,336	142%	153,000	\$ 478,000
3011 Business Licenses	20,000	12,140	15,458	77%	6,000	\$ 26,000
3013 Building Permits	50,000	3,056	55,947	112%	16,000	\$ 66,000
3014 Encroachment Permits	4,000	987	3,539	88%		\$ 4,000
3015 Vehicle Fines	5,000	461	2,504	50%		\$ 5,000
3016 Other Fines	-	-	1,738	0%		\$ -
3017 General Interest	12,500	-	17,909	143%	3,000	\$ 15,500
3018 Rent	27,000	1,392	20,291	75%	8,000	\$ 35,000
3020 Motor Vehicle Fees	600,000	-	318,562	53%		\$ 600,000
3025 Planning Fees	6,000	64	1,529	25%	(3,000)	\$ 3,000
3027 Public Works	-	-	121	0%		\$ -
3029 Plan Checking	30,000	2,983	15,614	52%	(5,000)	\$ 25,000
3031 Fire Department	40,000	5,419	8,016	20%	(14,000)	\$ 26,000
3032 Sewer Admin Fees	39,440	-	-	-		\$ 39,440
3034 Other Refunds	6,000	-	12,629	210%	12,000	\$ 18,000
3035 Weed Abatement	3,500	-	8,693	145%	6,000	\$ 9,500
3039 Cal Trans Sweeping Fees	3,936	-	-	-		\$ 3,936
3037 Booking Fees	500	-	832	24%		\$ 500
3044 Dif Administration	1,500	-	5,236	349%		\$ 1,500
3047 Transaction Fee Revenue	-	37	457	0%		\$ -
3051 Swim Pool Receipts	10,000	-	(170)	-2%	(10,000)	\$ -
3052 Public Safety Sales Tax Augmen	17,500	-	11,814	68%		\$ 17,500
3095 Misc Revenue	-	-	196	0%		\$ -
3501 Restricted Revenue	-	20,592	87,470	0%	76,651	\$ 76,651
3525 Water Service Fees	-	-	-	0%		\$ -
3544 Sewer Connections	-	-	-	0%		\$ -
3545 Sewer Fees	-	-	-	0%		\$ -
3549 Wastewater-Dif	-	-	-	0%		\$ -
3050 Park Fees	1,000	-	-	0%		\$ 1,000
3601 Trust Revenue	-	-	-	0%		\$ -
3645 Building Standards Fund	-	-	-	0%		\$ -
3900 Transfers In-----	25,500	-	106,395	417%	80,500	\$ 106,000
						\$ -
TOTAL-GENERAL FUND	3,395,376	299,705	2,591,013	76%	519,151	3,914,527

CITY OF WILLOWS

EXPENDITURE SUMMARY REPORT BY DEPARTMENT-OPERATING AND CAPITAL IMPROVEMENT PROJECTS
ALL FUNDS
JULY 1, 2020 THROUGH FEBRUARY 2021

Column	1	2	3	4	5	6	
DEPARTMENT NAME	ADOPTED BUDGET	ACTUAL FEBRUARY 2021	YTD ACTUAL	BALANCE AVAILABLE	PERCENT AVAILABLE	ADJUSTMENTS	
						Incr/ Decr	Amended Budget
010 City Council	25,982	-	2,485	23,497	90%		25,982
020 City Attorney	45,000	38,823	187,688	(142,688)	-317%	235,000	280,000
030 City Manager	47,591	-	11,652	35,939	76%		47,591
050 Finance	314,490	22,070	202,297	112,193	36%	-	314,490
060 Planning	106,005	3,601	46,086	59,919	57%	-	106,005
070 General Office	163,428	10,227	102,285	61,143	37%		163,428
075 Comm.Activities	95,000	10,785	36,893	58,107	61%		95,000
080 Civic Center	37,500	846	14,087	23,413	62%		37,500
090 Building Dept	194,348	6,689	98,213	96,135	49%		194,348
100 Police Dept	1,678,820	-	437,557	1,241,263	74%		1,678,820
110 Engineering	12,000	131	8,710	3,290	27%	5,000	17,000
120 Library	330,734	8,596	148,869	181,865	55%	(100,000)	230,734
121 Bayliss Library	10,000	495	4,392	5,608	56%		10,000
122 Elk Creek Lib.	10,500	551	4,945	5,555	53%		10,500
130 Recreation	130,143	603	17,850	112,293	86%	(50,000)	80,143
135 Swim Pool	38,627	2,461	6,654	31,973	83%	(28,000)	10,627
138 Parks/Public Works	396,329	19,363	208,594	187,735	47%	-	396,329
140 Parks Dept	45,873	1,041	32,981	12,892	28%	-	45,873
145 Mall Maint.	9,000	219	4,750	4,250	47%		9,000
146 Museum Maint.	2,500	71	967	1,533	61%		2,500
150 Fire Department	922,390	51,510	453,190	469,200	51%		922,390
160 Public Works St	133,472	5,112	62,054	71,418	54%	6,000	139,472
161 L&L District	7,151	76	1,629	5,522	77%		7,151
162 L&L District 2	4,161	113	718	3,443	83%		4,161
163 L&L S.Willows	-	655	2,449	(2,449)	0%		-
170 Storm Drains	7,824	93	4,389	3,435	44%		7,824
180 Sewer Maint	1,416,406	49,202	723,627	692,779	49%	-	1,416,406
200 Water Enterpris	6,942	(67)	3,272	3,670	53%		6,942
216 Program Income	4,100	-	22,790	(18,690)	-456%		4,100
300 Trust Funds	-	3,403	79,469	(79,469)	0%		-
400 Capital Outlay	406,780	88	217,902	188,878	46%	-	406,780
GRAND TOTAL	6,603,096	236,757	3,149,442	3,453,654	52%	68,000	6,671,096

General Fund Reserve			
	Budget	Projection	Note
Beginning Balance	\$ 1,136,000	\$ 1,136,000	Reflects Budget Projection pending audited close for FY 20
GF Revenue and Transfers	\$ 3,395,376	\$ 3,914,527	Projection 3/17
GF Expenditures	\$ 3,961,841	\$ 4,407,755	Budget includes Revisions of 1/26, Projections assumes 100% of Budget expended
Change in Reserve	-\$566,465	-\$493,228	Budget Reflects Expend increase of 1/26
Ending Reserve Balance	\$ 569,535	\$ 642,772	

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of the City Council

FROM: Royce W. Cunningham, Contract Community Development Services Director

SUBJECT: Authorize Staff to Solicit Proposals to Conduct Condition Assessments of the City's Five Sewer Collection System Lift Stations and the Major Process Equipment at the Wastewater Treatment Plant

RECOMMENDATION

By simple motion, the City Council authorizes the Solicitation of Statements of Qualifications/Proposals to Conduct Condition Assessments of the City's Five Sewer Collection System Lift Stations and the Major Process Equipment at the Willows Wastewater Treatment Plant.

SITUATION (or BACKGROUND):

The City of Willows, like many cities in the Sacramento Valley, is topographically very flat. The flat land slope results in sewer pipelines getting very deep, some as deep as 25-feet, as they slope toward the wastewater treatment plant. Therefore, sewer systems in the City need to periodically have sewer pumping plants, or lift stations, located in the system to raise the wastewater up to a shallower pipeline before continuing toward the City's wastewater treatment plant. If lift stations did not exist, sewer pipeline depths would be too deep to maintain, and would be unfeasibly expensive to construct or repair. The City of Willows maintains five (5) sewer lift stations in the sewer collection system. Four (4) lift stations; Sycamore Street, Pacific Avenue, Lassen Street, and Road 57 are in the City Limits, and one lift station, the Cherry Street Lift Station, is in the Northeast Willows Community Services District.

The lift stations were all constructed in the mid- to late 1980s and the early 1990s. They are all over 30 years old. The lift stations are showing signs of wear, and the equipment has been experiencing more frequent breakdowns, sometimes requiring emergency response to avoid a wastewater spill to the street or storm drain. Such spills pose a public health hazard, are in violation of State regulations, and typically result in fines from the State if a sewer overflow reaches a creek or stream. It would be prudent to have the lift stations evaluated by a professional engineering consulting firm with specialized experience in condition assessments of wastewater equipment, to determine remaining service life of major lift station components, which lift station components may need replacement, the timing of such replacement, and the estimated cost to replace or rehabilitate lift station facilities. The City would then be in a better position to plan and budget for the improvements.

The last major improvement project at the Willows Wastewater Treatment Plant (WWTP) was completed in 2007. Although not as old as the five lift stations, some of the major process equipment at the WWTP is also starting to show signs of age. Major equipment at the WWTP includes pumps, bar screens, clarifiers, air blowers, aeration basins, filters, disinfection basins, an emergency generator, and various sensors and pieces of monitoring equipment. It would also be prudent to have the major WWTP equipment evaluated by a professional engineering consulting firm with specialized experience in condition assessments of wastewater treatment plant equipment, to determine remaining service life of the major WWTP process components. It would be efficient and cost effective to have the condition assessments for both the lift stations and the WWTP equipment conducted simultaneously by the same consultant.

Staff has prepared a Request for Qualifications/Request for Proposals (RFQ/RFP) to conduct condition assessments of the five sewer lift stations and the major process components at the WWTP. A copy of the RFQ/RFP is included as Attachment 1.

FINANCIAL CONSIDERATIONS

Once the RFQ/RFPs are received and reviewed, staff will return to the City Council with a request to enter into an agreement with the recommended consulting firm. The funding for the Condition Assessment will come from the Sewer Fund. Prior to starting work on the lift station condition assessment, staff will contact the Northeast Willows Community Services District (NEWCSD) to confirm that NEWCSD is willing to pay for the condition assessment of the Cherry Street Lift Station. If NEWCSD is not interested in participating in the condition assessment, the Cherry Street Lift Station will be removed from the consultants Scope of Work.

NOTIFICATION

None required.

ALTERNATE ACTIONS

The City Council has several options:

1. Do not perform any condition assessments of sewer system facilities, and therefore do not solicit proposals.
2. Modify the RFQ/RFP to only perform condition assessments of the five sewer lift stations or the Wastewater Treatment Plant equipment, but not both.

RECOMMENDATION

Staff Recommends that by simple motion, the City Council authorizes the Solicitation of Statements of Qualifications/Proposals to Conduct Condition Assessments of the City's Five Sewer Collection System Lift Stations and the Major Process Equipment at the Willows Wastewater Treatment Plant.

March 23, 2021

Respectfully submitted,

s/s Royce W. Cunninhham

Royce W. Cunningham, P.E.
Contract Community Development Services Director

Attachments: Request for Qualifications/Request for Proposals



REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS

Facilities Condition Assessment for Sewer Collection System Lift Stations and Wastewater Treatment Plant Major Equipment

Issue Date: March 24, 2021

Mandatory Pre-Proposal Site Visit: April 7, 2021

Proposal Due Date: April 16, 2021 by 5:00 p.m.

**City of Willows
201 N. Lassen Street
Willows, CA 95988**

INQUIRIES: Direct all questions or requests for information to:

**Royce W. Cunningham, P.E.
Community Development Services Department
Phone: (530) 934-7041
cunningham@coastlandcivil.com**

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I. INTRODUCTION

A. BACKGROUND

The City of Willows ("City") is requesting proposals from qualified water resources consulting engineering firms for professional engineering services to perform a condition assessment of major components of the City's wastewater collection and treatment system. Specifically, the City desires to have comprehensive evaluations of five existing sanitary sewer lift stations located in the sewer collection system and major process components of the City's wastewater treatment plant. The result of the major wastewater facilities condition assessment will be a list of proposed wastewater rehabilitation and/or replacement projects, with cost estimates, to be included in a Capital Improvement Program.

B. SEWER COLLECTION SYSTEM LIFT STATIONS

The City has five existing lift stations in the sewer collection system. The lift stations were built in the late 1980s and the early 1990s. Each of the lift stations consists of a wet well with two (2) submersible pumps. The wet wells range in depth from 12 feet to 24 feet. Some of the pumps use a float system for controls, and some use a Milltronics HydroRanger control system with level sensors. Four of the lift stations have an emergency generator on-site for backup power. One of the lift stations has a transfer switch that allows a portable generator to be connected during major power outages. None of the lift stations are on a SCADA system. Copies of the City of Willows Sewer Map sheets are attached showing the collection system layout with the lift stations and the Wastewater Treatment Plant highlighted.

C. WASTEWATER TREATMENT PLANT

Most of the major facilities at the current wastewater treatment plant (WWTP) were constructed during a major WWTP upgrade in 2007. The WWTP upgrade included the addition of a tertiary treatment process to the existing secondary treatment process. The treatment train includes clarification, extended aeration, filtration, chlorine disinfection, and dichlorination. The WWTP has a permitted average dry weather flow of 1.2 million gallons per day (MGD). The WWTP also includes flow equalization and two sludge drying lagoons.

The WWTP is permitted by the State of California through the Central Valley Regional Water Quality Control Board (CVRWQCB). The most recent discharge permit was issued in 2016; Waste Discharge Requirements Order R5-2016-0090 – NPDES No. CA0078034. The Willows WWTP is a Class IV facility as defined in the California Code of Regulations, Title 23, Division 3, Chapter 26, section 3675.

II. SCOPE OF SERVICES

TASK I: SEWER LIFT STATION CONDITION ASSESSMENTS

The Consultant should perform a condition assessment of each of the City's five (5) sewage lift stations. The condition assessment should include a comprehensive evaluation of all systems integral to the performance of the lift station, including, but not limited to, structural integrity (wet well concrete condition, access hatch mechanical operability and safety features), pumps and related hardware, fluid piping systems, electrical power systems, and control systems. The Consultant should provide an estimated remaining service life of major components and identify deficiencies that should be addressed, along with a recommended timeline for improvements. Table 1 is a list of the City's five (5) sewer lift stations with some relevant information for each.

Table 1: Sewer Lift Station Information

<u>Name</u>	<u>Year</u>	<u>Depth (ft)</u>	<u>Pumps</u>	<u>Brand & HP</u>	<u>Head (ft)</u>	<u>Avg. Flow (gpd)</u>
Sycamore Street	1986	18.3	2	KSB 3.4 hp	20 +/-	42,000
Cherry Street	1988	23.3	2	Flygt 3.0 hp	20 +/-	82,000
Pacific Avenue	1991	16.8	2	Flygt 3.0 hp	20 +/-	25,000
Lassen Street	1994	12.3	2	Flygt 3.0 hp	20 +/-	48,000
Road 57	1995	20.5	2	Flygt 3.0 hp	20 +/-	< 5,000

The Consultant should prepare construction cost estimates for each of the improvement projects identified in the lift station condition assessments. The Consultant should discuss these cost estimates with City staff and obtain guidance on estimated add-on costs for any needed right-of-way acquisition, design, and construction management/inspection for each improvement project. Using this guidance, a total project cost for each improvement project should be developed, including contingencies. The Consultant should organize the projects by priority using the estimated remaining service life and other project scheduling information from the condition assessment task to identify the recommended timing for each project. The prioritized list of sewer lift station improvement projects will be included in a Capital Improvement Program to be prepared by the City.

The results of this task should be included in Technical Memorandum No. 1: Sewer Lift Station Condition Assessments, identifying existing condition deficiencies, recommended improvements, cost of improvements, and an estimated schedule for making the improvements. Three copies of an administrative draft of Technical Memorandum No. 1 are required. The Proposal should plan on two cycles of submittal/City review/revision and resubmittal of each administrative draft of Technical Memorandum No. 1.

Following approval by the Community Services Director, or his/her designee, three copies of the final complete Technical Memorandum No. 1 in a three-ring binder are required. A computer disk or other submitted digital versions of the final document and all supporting drawings, spreadsheets, and other pertinent information are required. At the outset of the Project, the Consultant will submit a description of the software to be used in preparation of the work products. The City currently uses Microsoft Word and Excel for word processing and spreadsheet calculations, graphs, and charts, respectively. The City uses AutoCAD 2016 for engineering graphics.

TASK II: WASTEWATER TREATMENT PLANT CONDITION ASSESSMENT

The Consultant should perform a comprehensive evaluation of the major system components integral to the performance of each of the wastewater treatment process units from the headworks to the discharge pipe, including structural integrity (i.e., concrete condition, structural supports, etc.), pumps and mechanical systems, fluid piping systems, electrical power systems, and control systems. The Consultant should provide an estimated remaining service life of major components and identify deficiencies. The Consultant should provide an estimated remaining service life of major components and identify process and/or equipment deficiencies that should be addressed, along with a recommended timeline for improvements. Table 2 is a partial list of wastewater treatment plant assets to be included in the condition assessment.

Table 2: Wastewater Treatment Plant Assets

<u>Headworks Area</u>
Automated Bar Screen
Influent Pumps
Influent Mag Flowmeter No. 1
Ultra-Sonic Level Sensors
Composite Sampler
<u>Blower Building Area</u>
Emergency Backup Generator
Hibon Centrifugal Blowers
Compressor Assembly for Tertiary Sand Filter Backwash
MCC A for South Plant Power Distribution
PLC Panel 1
PLC for Blowers
Aeration Flow Distribution Box
<u>Extended Aeration Basin Area</u>
Aeration Basin No. 1 Gates, Valves, Piping and Aerators

Aeration Basin No. 2 Gates, Valves, Piping and Aerators
Equalization Basin Pumps
<u>Clarifier Area</u>
Clarifier Flow Distribution Box
Clarifier No. 1
Clarifier No. 2
<u>Effluent Pump Station Area</u>
Effluent Pumps
Effluent Overflow Pump
<u>Sludge Pump Station Area</u>
Return Activated Sludge (RAS) Pumps
Waste Activated Sludge (WAS) Pumps
Effluent Mag Flowmeter No. 2
RAS Distribution Box
<u>Tertiary Filtration Area</u>
Filter Cell No. 1
Filter Cell No. 2
Filter Cell No. 3
Polyaluminum Chloride System
Sodium Hypochlorite System
Chlorine Analyzer
Effluent Mag Flowmeter No. 3
<u>Chlorine Contact Basin Area</u>
Chlorine Contact Basins
Chlorine Residual Analyzer
Effluent Turbidity Meter
Disinfection System (control system, piping, pumps, mixers, etc.)
Dechlorination System (piping, etc.)
<u>Chemical Storage Area</u>
Sodium Hypochlorite Tank and Piping
Sodium Bisulfate Tank and Piping
Final Effluent Outfall Piping
On-Site Water Supply Well and Equipment
<u>Administration Building Area</u>
MCC B for North Plant Power Distribution
WWTP Communication Wiring
WWTP Computer and SCADA System

The Consultant should prepare construction cost estimates for each of the improvement projects identified in the wastewater treatment plant condition assessment. The Consultant should discuss these cost estimates with City staff and obtain guidance on estimated add-on costs for design, any right-of-way acquisition, construction management, and construction inspection for each construction project. Using this guidance, a total estimated project cost for each improvement project should be developed. The Consultant should organize the projects by priority using the estimated remaining service life and other project scheduling information from the condition assessment task to identify the recommended timing for each project. The prioritized list of wastewater treatment plant improvement projects will be included in a Capital Improvement Program to be prepared by the City.

The results of this task should be included in Technical Memorandum No. 2: Wastewater Treatment Plant Condition Assessment, identifying existing condition deficiencies, recommended improvements, cost of improvements, and an estimated schedule for making the improvements. Three copies of an administrative draft of Technical Memorandum No. 2 are required. The Consultant should plan on submitting the administrative drafts of Technical Memorandum No. 1 and Technical Memorandum No. 2 separately, as Task I and Task II will most likely proceed on separate schedules.

The Proposal should plan on two cycles of submittal/City review/revision and resubmittal of each administrative draft of Technical Memorandum No. 1 and Technical Memorandum No. 2. Following approval by the Community Services Director, or his/her designee, three copies of each of the final complete technical memorandums in three-ring binders are required. A computer disk or other submitted digital versions of the final documents and all supporting drawings, spreadsheets, and other pertinent information are required. At the outset of the Project, the Consultant will submit a description of the software to be used in preparation of the work products. The City currently uses Microsoft Word and Excel for word processing and spreadsheet calculations, graphs, and charts, respectively. The City uses AutoCAD 2016 for engineering graphics.

TASK III: PROJECT MANAGEMENT AND MEETINGS

The Consultant should plan and budget for attendance of up to four meetings of three hours each with City staff to review work progress and resolve issues regarding the sewage lift station and wastewater treatment plant condition assessment effort. The Consultant should plan and budget for attendance and making a presentation at one City Council meeting at which the condition assessment project will be discussed and/or considered for action. The Proposal should also include adequate staffing and budget to provide monthly progress and budget status reports to be included with monthly invoices.

III. SCHEDULE OF THE WORK

The City is anticipating that a Contract may be executed in May and the work can begin on or around June 1, 2021. It is also anticipated the work can be completed in approximately three to four months. The selected Consultant will work with the City to develop the final Schedule.

IV. SUBMITTAL REQUIREMENTS

To be considered, respondents' proposals shall include the following items:

A. Transmittal Letter:

Proposals shall include a transmittal letter, not exceeding two pages, which provides an overview of the proposal, the team, relevant team qualifications and experience, and any other information relevant to the solicitation.

B. Proposed Team and Staffing:

The proposal must include a staffing plan and organizational chart, which includes the specific positions proposed for the project and their roles and duties on the team. The licensing and minimum qualifications for each position shall be included. The use of subconsultants, or a multi-firm team is acceptable, however, there should be only one project manager assigned from the prime consulting firm. Relevant licenses and certificates need not be provided with the proposal but should be made available upon request by the City.

C. Project Understanding and Approach:

The proposal should provide a brief and concise narrative describing the proposed team's understanding of the City's objectives with the solicitation. Additionally, the proposal should adequately describe the Team's approach to accomplishing the objectives through the elements of the Scope of Services as described in this RFP. The proposal should be presented in sufficient detail to convey a clear understanding of the tasks and services described.

The proposal should include a description of how each task in the Scope of Services shall be performed, the staff members required to perform the task, and the labor hours expected for each staff member to complete the task. Services to be provided by subconsultants and other third-party vendors should also be provided for each task.

D. Relevant Qualifications and Experience:

The proposal should include an overview of the qualifications and experience of the firm and the proposed team members providing the requested services on similar projects. This should include the identification of all subconsultants and their respective prior experiences working together. Respondents should demonstrate significant knowledge and experience in the following technical areas to be considered qualified:

- Sewage pump mechanical and hydraulic systems
- Concrete corrosion and methods of protection
- Pump station electrical and control systems
- Wastewater treatment plant system processes and technologies
- Wastewater treatment plant mechanical systems
- Wastewater treatment plant electrical and control systems
- Structural engineering of wastewater system components

E. References:

The proposal should include references from projects of a similar nature. The name, organization, position title, contact information, and relationship with each reference should be included. A minimum of three references should be provided for each proposal submitted.

F. Proposed Budget:

Proposals will be evaluated based upon their overall ability to address all the submittal requirements described above. The proposed cost to provide the services will also play a major role in consultant selection. A proposed budget should be developed using the staffing and labor estimates included in the Project Understanding and Approach section of the submittal requirements. The proposed budget should be prepared in an EXCEL spreadsheet and should include the staff positions, labor hours, hourly rate, and any direct costs to complete each of the tasks described. A copy of the Consultant's charge rate schedule for all professional, technical, and administrative staff should be provided in the proposal. The cost of subconsultant or other third-party vendor services, and any other direct costs, should be included, along with the company mark-up on subcontractor or other direct costs. The term of this project is anticipated to be a period of only a few months, so the Consultant's charge rate schedule shall apply for the duration of the project.

V. MANDATORY PRE-PROPOSAL SITE INSPECTION

For their proposal to be considered responsive, the Consultant shall have an employee of the firm attend a Mandatory Pre-Proposal Site Inspection of the facilities. **The site inspection will begin at Willows City Hall, 201 N. Lassen Street, Willows, CA at 10:00 am on Wednesday, April 7, 2021.** Each Consultant shall sign an attendance sheet provided at the beginning of the site inspection. Part 1 of the site inspection will consist of each of the five (5) sewage lift stations located in the City. Part 2 of the site inspection will consist of the City's Wastewater Treatment Plant. Each Consultant shall sign the attendance sheet again upon entry to the Wastewater Treatment Plant. The site inspection will then proceed through each of the treatment process units. The site inspections of the five (5) sewage lift stations and the wastewater treatment plant are expected to take a total of approximately two to three hours, depending upon the number of questions asked by the attendees. Any proposals received by the City that do not

have an attendee signature at both the beginning of the site inspections and the site inspection at the Wastewater Treatment Plant shall be rejected.

VI. EVALUATION OF PROPOSALS AND SELECTION PROCESS

It is the City's intent to enter into an agreement with a single firm to perform the services described in this RFP. Submittals will be evaluated by a panel appointed by the City Manager. Evaluators will review each submittal independently and rank them in consideration of the following criteria:

- Completeness and responsiveness of the submittal package.
- Demonstrated understanding of the services required.
- Qualifications, experience, and ability of the proposed staff.
- Ability and experience of the firm and team performing similar projects.
- Amount of effort to each of the tasks identified in the Scope of Work.

It is the intent of the City to contract with the firm that, in the City's opinion, best meets the overall needs of the community at a reasonable cost. Though the amount of the fee to perform the work is important, it is not required for the City to contract with the firm with the lowest cost proposal. The work described in this RFP requires highly specialized expertise and qualifications which are an integral part of consultant selection in addition to the cost of services.

Once submittal evaluation is complete, the City may invite one or more firms to a panel interview to present their proposal and qualifications. The panel will then provide the City Manager with a ranking of the consultant proposals upon completion of the interview process. City staff will recommend to the City Council that the City enter into an agreement for consultant services with the highest ranked firm. The successful firm may be asked to present their qualifications to the City Council at a City Council meeting. The final selection will be made by the City Council. If an agreement cannot be finalized with the first ranked firm, the City may elect to proceed with negotiations with the next highest ranked firm.

This RFP does not commit the City to award a contract, to enter into an agreement, or to pay any costs incurred in the preparation of a proposal from any respondent. The City reserves the right, at its sole discretion, to reject any and all responses to the RFP for any reason and to waive irregularities.

Please note that to have their proposal considered, each respondent must have an employee of the firm submitting the proposal attend the mandatory pre-proposal site inspection outlined in Section IV and sign both the initial attendance sheet at City Hall and the second attendance sheet at the Wastewater Treatment Plant.

VII. GENERAL TERMS AND CONDITIONS

A. Limitation:

This RFP does not commit the City to award a contract, to pay any cost incurred in the preparation of the Consultant's proposal, or to procure or contract for services or supplies. The City is not responsible for proposals that are delinquent, lost, mis-marked, and sent to another address other than that given above, or sent by mail or courier service. The City reserves the right to accept or reject any or all RFP responses received as a result of this request or to cancel all or part of this RFP.

B. Public Records:

All proposals shall become the property of the City and will become public records, and as such, may be subject to public review.

C. Contract Agreement:

The contents of the submitted Proposal will be relied upon by the City and may be incorporated into the awarded contract and, if so, shall become a contractual obligation. Failure of the Consultant to agree to include the Proposal as part of the contractual agreement will result in cancellation of the award. The City reserves the right to reject those parts that do not meet with the approval of the City, or to modify the Scope of Services, as agreed by the Consultant, in the final negotiated contract.

D. Compliance with Applicable Laws:

All services provided under this proposal shall comply with all applicable laws and regulations, including current safety orders of the California Department of Industrial Regulations and CAL/O.S.H.A.

E. Insurance:

Contractors providing services to the City are required to furnish evidence of insurance coverage as detailed in Attachment A.

VIII. COMMUNICATION AND REQUESTS FOR INFORMATION

Any questions regarding this RFP should be directed to:

Royce W. Cunningham, P.E.
Contract Community Services Director
City of Willows
201 N. Lassen Street
Willows, CA 95988
(530) 934-7041
cunninham@coastlandcivil.com

All questions shall be made in writing via letter or e-mail so that questions and responses can be provided to all firms known to be proposing on the project. Only questions submitted in writing and received before 5:00 pm on April 7, 2021 will be considered. Responses to questions, if any, will be made by posting to the City's website no later than 5:00 pm on April 6, 2021.

ADOPTED at a regular meeting of the City Council of the City of Willows on the 23rd day of March, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Larry Domenighini, Mayor

Tara Rustenhoven, City Clerk

March 23, 2021

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of City Council

FROM: Karen Mantele, Principal Planner

SUBJECT: Annual Housing Element Progress Report for period from January 1, 2020 to December 31, 2020; A review and discussion regarding the City of Willows Housing Element Year End Review for period from January 1, 2020 to December 31, 2020

Project Description:

The preparation of a Housing Element Annual Progress Report (APR) per Government Code Section 65400, is required for each city. The APR details the efforts within the Housing Element that remove governmental constraints to the maintenance, improvement, and development of housing, and the status of implementation of these programs. Additionally, the APR includes the RHNA numbers and where the City stands with meeting these numbers. *(The current RHNA planning period covers from January 1, 2014 to June 30, 2019- however because the City is on an eight-year cycle for updating the Housing Element, this planning period extends until 2021).*

Analysis:

The 2014-2019 Housing Element was adopted by the City Council on January 13, 2015. The Element was forwarded to the State Department of Housing and Community Development (HCD) for final review and approval. The Element was certified as adequate by the State Department of Housing and Community Development (HCD) on April 16, 2015. The City now has an adopted and certified updated Housing Element which outlines the City's plan to meet the Regional Housing Needs Allocation for the anticipated future housing needs for all income groups.

The City adopted its General Plan in 1981 and has not updated the General Plan since, other than a major revision to the Land Use Element in 1987 with the annexation of land, and some revisions to the Element and Land Use Map in 2000, and updated Housing Elements in 2005, 2010 and 2015. The City is underway with starting the process to update the General Plan (all elements except the Housing Element which is being updated separately). It is anticipated that both the Housing Element Update and the General Plan Update will be completed by the end of 2021.

The current Housing Element outlines the City's plan to meet the Regional Housing Needs Allocation (RHNA), which identifies existing and projected housing needs for all income groups. RHNA figures are prepared by the regional council of governments (*Glenn County for Willows*) based upon information provided by the State Department of Housing and Community Development (HCD). The following figures prescribe how many housing units the City of Willows must plan for at varying levels of affordability to be developed between the years of 2014 to 2019 (2021), broken into those income categories.

Household Income Level	Units	Percentage
Extremely low	7	11.1
Very Low	8	12.7
Low	11	17.5
Moderate	11	17.5
Above Moderate	26	4.3
TOTAL	63	100%

The attached report outlines the progress that the City of Willows has made in meeting the current Housing Element according to the programs listed within the Element.

2020 Accomplishments:

The City has issued two certificates of occupancies for new SFD's within the City within the past year; both permits were initially issued in 2019. One new building permit was issued for a SFD to start construction, and a building permit was issued in 2020 for the 24-unit multi-family apartment project, which is now under construction and moving along to completion by April of 2021. This apartment complex was a result of a HOME grant award. The City is working with the developer with payment of the development impact fees until final of the project. The City was awarded an HCD/LEAP grant of \$65,000 in 2020 to assist the City with preparation of the Housing Element Update. The City is working with the selected contractor in preparation of the Housing Element Update which will be on an eight-year cycle from here on. The Update is required to be completed by November 2021.

Programs to Accomplish before end of Housing Element timeframe:

Program HD-1.2.1 refers to the Planning Commission meeting at least twice during the 2014-2019 planning period to review the zoning map and land use map with consideration of meeting future housing needs, and to work closely with Glenn County to ensure orderly development of unincorporated lands. The Commission has completed the development of single-family residential design guidelines to be used on any future subdivisions for housing. Staff will be preparing a text amendment to the code before implementation of the guidelines. This should take place in 2021.

Program HD-1.4.5 requires the City to promote market rate and affordable housing sites, housing program and support services by developing an informational brochure discussing the opportunities by June 2015. Staff has not prepared this brochure yet.

Program RC-1.1.1 requires the City to periodically re-examine the Zoning Ordinance for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations. The City has had inquiries within the past year for new affordable housing construction, however no specific inquiries about density bonuses. The Density Bonus section of the City's zoning ordinance allows for the City to take into consideration, requests for reductions such as parking, and will continue to work with future developers with their needs and requests.

Program RC-1.2.1 requires the City to survey other cities in Glenn County area to ensure that local development fees do not become a constraint on housing production. *Survey to be completed by 12/2016.* The survey has been started but has not been completed yet.

Program EO-1.1.1 requires the City to disperse information to the public regarding an Equal Housing Opportunity Program and fair housing laws. This informational program is to be completed by 12/2016. The program/brochure has not yet been developed.

STAFF RECOMMENDATION:

That the City Council review the Housing Element Annual Progress Report for year 2020, and by motion direct Staff to send the report to the Governor's Office of Planning and Research, and the State Department of Housing and Community Development, as required by Government Code Section 65400(b).

Submitted by:



Karen Mantele
Principal Planner

Respectfully submitted



Wayne Peabody
Interim City Manager

Attachments:

1. State Housing Element Annual Element Progress report forms for year 2020

Progress Report

Please Start Here

General Information	
Jurisdiction Name	Willows
Reporting Calendar Year	2020
Contact Information	
First Name	Karen
Last Name	Mantele
Title	Principal Planner
Email	kmantele@cityofwillows.org
Phone	5309347041
Mailing Address	
Street Address	201 N Lassen Street
City	Willows
Zipcode	95988

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated.

v 3_4_21

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

[illegible]

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

[illegible]

Jurisdiction	Willows	
Reporting Year	2020	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B												
Regional Housing Needs Allocation Progress												
Permitted Units Issued by Affordability												
		1	2								3	4
Income Level		RHNA Allocation by Income Level	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	15		49					24		73	
	Non-Deed Restricted											
Low	Deed Restricted	11			2				24		28	
	Non-Deed Restricted							2				
Moderate	Deed Restricted	11									3	8
	Non-Deed Restricted				1				2			
Above Moderate		26				2		3			5	21
Total RHNA		63										
Total Units				49	3	2		5	50		109	29

Note: units serving extremely low-income households are included in the very low-income permitted units totals
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Willows
Reporting Year	2020 (Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation

Program HD-1.1.1	Continue to monitor the available residential land in the city to ensure adequate sites are available for the development of housing.	As developers approach the City and as funding is available	<i>Staff has worked with a developer to issue a building permit to start construction of a MF apt complex for 24 units of affordability</i>
Program HD-1.1.2	Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas	The City will meet with County staff on an as-needed basis when future annexations are proposed	<i>No annexations have been proposed</i>
Program HD-1.1.3:	Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts	Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually	<i>Zoning Ordinance revisions Completed in 2015.</i>

Program HD-1.1.3:	Revise the Zoning Ordinance to provide consistency with the General Plan residential densities by removing the 14 dwelling unit per acre maximum in the density established in the R-3 and R-P zoning districts	Revisions of Zoning Ordinance by October 2015, Review General Plan and Zoning Ordinance for internal consistency annually	<i>The City will continue to review the General Plan and Zoning Ordinance for consistency on an annual basis.</i>
Program HD-1.2.1:	Work in close cooperation with Glenn County to ensure the orderly development of unincorporated lands adjacent to the city and the consistency of land use policies and development standards in those areas	Attend monthly meetings and review the zoning and land use maps twice during the planning period	Staff has worked with the PC to prepare R1 Design Guidelines for implementation for future projects. Zoning and Land use maps have been discussed with the PC in the past year
Program HD-1.3.1:	The City will continue to offer pre-application consultations for interested developers and make available public information handouts for each entitlement	Ongoing, as projects are processed through the Planning Department	<i>Public information handouts for Design Review are made available to prospective developers as well as other entitlements</i>
Program HD-1.4.1:	Assist in the development of affordable housing	Annually apply for funds as NOFAs are released	<i>A 2016 MF apt project that was approved applied for HOME funding in 2017 but not awarded, however application was made in 2018 with an award of funds</i>
Program HD-1.4.2:	Continue to support the emergency housing program operated by the Glenn County Human Resource Agency, which provides emergency shelter for all Glenn County residents provided certain requirements are met, and support the provision of transitional housing	Ongoing	<i>The City works in conjunction with the County of Glenn HR department regarding requests for emergency shelter or transitional housing. The City has not had any requests nor has the county of Glenn</i>
Program HD-1.4.3:	Expand homeownership opportunities for very low- and low-income and first-time homebuyers through the use of CDBG General Allocation funds as they become available	Apply for CDBG allocations	<i>As housing funds become available they will be made public</i>

Program HD-1.4.4	<p>The City will consider providing incentives to builders to provide housing and care choices for seniors of all income levels and levels of independence. Possible incentives may include reduced setbacks, reduced parking requirements, and technical assistance with applications for funding</p> <p>Offer incentives on an ongoing basis as developers show interest in developing senior housing</p>	<p><i>A 49 unit senior housing complex was completed in 2015 .No new developers have come before the City to propose senior housing</i></p>
Program HD-1.4.5	<p>Continue to work with housing providers to ensure that special housing needs are addressed for seniors, large families, female-headed households with children, persons with disabilities and developmental disabilities, extremely low-income households, and homeless individuals and families. The City will seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs</p> <p>Continue to allow the development of housing for the special needs population in Willows. Apply for at least two funding opportunities to address those with special needs during the planning period. Develop informational brochure by June 2015</p>	<p><i>The City continues to work with developers to bring about special housing needs to the City.</i></p>
Program HD-1.4.6	<p>Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new lower-income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually</p> <p>Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter. Prioritize a portion of the funds, based on the monitoring analysis, as funding is available</p>	<p><i>An informational brochure to promote all forms of housing opportunities has not been prepared as of yet</i></p>

Program HD-1.4.6	Encourage the development of housing affordable to extremely low-income households by continuing to work with the private sector, nonprofit agencies, and to secure funds through state and federal programs for development of new lower-income housing and rehabilitation of existing lower-income households. The City will monitor the need for housing for extremely low-income households and evaluate opportunities for funding of these households annually	Monitor the need for housing for extremely low-income households by June 2015, and annually thereafter. Prioritize a portion of the funds, based on the monitoring analysis, as funding is available	<i>The city encourages affordable housing and has in conjunction with an affordable housing developer, submitted a HOME application last year which the city has just been notified recently that the application was granted and the 24 MF apt project is expected to begin development in 2019. No SRO's have been requested. The city takes inquiries from interested developers on proposed housing development projects. Recently (2019) the city made text amendments to the code to allow SF and MF use of structures built as houses which have lost their allowable use under the code to re-establish a residential use with an approved use permit.</i>
Program EC-1.1.1:	Promote and encourage the "weatherization" program administered by the Glenn County Human Resource Agency and funded by Pacific Gas and Electric	Ongoing as funding is available.	<i>The City works with the Glenn County HRA to administer these programs</i>
Program EC-1.1.2	Continue to support the energy audits free to all homes located within the city limits	Ongoing as funding is available.	
Program EC-1.2.1:	Encourage use of solar energy considerations in new residential construction	Ongoing and as projects are processed through the planning dept	<i>The City Building Department has issued numerous solar energy permits for residents within the City over the past year</i>
Program MI-1.1.1	Apply for rehabilitation funding as funding becomes available through the CDBG and HOME programs	Annually apply for CDBG, HOME, and other state and federal funding	<i>Public informational meetings are held annually to announce the availability of grant funding</i>
Program MI-1.2.1	Continue code enforcement of the Housing, Electrical, and Fire Prevention Codes and Health and Safety Regulations by appropriate City departments	Ongoing	<i>The City Building Department enforces all building, electrical and fire codes with all residential permits issued and thereafter inspected.</i>

Program RC-1.1.1	Periodically reexamine the Zoning Ordinance (e.g., every two years) for possible amendments to reduce housing construction costs without sacrificing basic health and safety considerations	Biannually, 2014–2019	<i>The City is held to comply with the California Building Codes regarding basic health and safety. Staff will bring forth any ideas for the Zoning Ordinance to re-examined for possible amendments to reduce housing construction costs.</i>
Program RC-1.2.1	Survey other cities in the Glenn County area to ensure that local development fees do not become a constraint on housing production	Survey by December 2016	<i>A survey has not been conducted yet;</i>
Program RC-1.3.1	amend the Zoning Ordinance to allow transitional and supportive housing in all zones allowing residential uses and require no conditions other than those conditions identified for residential uses in those zones	Amend Zoning Ordinance by June 2015	<i>Completed in 2015</i>
Program RC-1.3.2	amend the Zoning Ordinance to remove any references limiting household sizes for the definition of “Family”	Amend Zoning Ordinance by June 2015	<i>Completed in 2015</i>
Program EO-1.1.1	In coordination with the Glenn County Human Resource Agency, establish an Equal Housing Opportunity Program. This program will disperse information on fair housing laws, refer tenant complaints on discrimination, and act as a tenant advocacy organization. The information will be distributed to and displayed at City Hall, the Glenn County Human Resource Agency, local community and senior centers, the Glenn County Public Works Department, and the public library in Willows	Establish Equal Housing Opportunity Program by December 2015	<i>An informational brochure has not been prepared as yet.</i>

Jurisdiction	Willows
Reporting Year	2020 (Jan. 1 - Dec. 31)

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	24
	Non-Deed Restricted	0
Low	Deed Restricted	24
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		0
Total Units		50

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Housing Applications Summary	
Total Housing Applications Submitted:	2
Number of Proposed Units in All Applications Received:	15
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Willows	
Reporting Year	2020	(Jan. 1 - Dec. 31)

1

Please update the status of the proposed uses listed in the entity's application for funding and the c 50515.02 or 50515.03, as applicable.

Total Award Amount	\$
---------------------------	----

Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested
Update Housing Element	55,000	0
New Policies & Procedures	10,000	0

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Tak

Completed Entitlement Issued by Affordability Summary	
Income Level	
Very Low	Deed Restricted
	Non-Deed Restricted
Low	Deed Restricted
	Non-Deed Restricted
Moderate	Deed Restricted
	Non-Deed Restricted
Above Moderate	
Total Units	

Building Permits Issued by Affordability Summary	
Income Level	
Very Low	Deed Restricted
	Non-Deed Restricted
Low	Deed Restricted
	Non-Deed Restricted

Moderate	Deed Restricted
	Non-Deed Restricted
Above Moderate	
Total Units	

Certificate of Occupancy Issued by Affordability Summary	
Income Level	
Very Low	Deed Restricted
	Non-Deed Restricted
Low	Deed Restricted
	Non-Deed Restricted
Moderate	Deed Restricted
	Non-Deed Restricted
Above Moderate	
Total Units	

Local Early Action Planning (LEAP) Reporting (CCR Title 25 §6202)

65,000.00	Total award amount is auto-populated based on amounts entered in rows 15-26.
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le A2)

Current Year
0
0
0
0
0
2
0
2

Current Year
24
0
24
0

0
1
0
49

Current Year
0
0
0
0
0
2
2
4

eligible uses specified in Section

[illegible]

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of the City Council

FROM: Wayne Peabody, Interim City Manager

SUBJECT: United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG)

RECOMMENDATION

Adopt the attached resolution requesting a grant from the United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG) for economic expansion program for the City of Willows

SITUATION (or BACKGROUND)

The City of Willows located in the heart of the Sacramento Valley with a population of 6,000, we stand at the edge of our future. The question is whether that future is bright where hometown youth return to find quality employment and start families with that familiar strong sense of community they grew up in or whether the lack of employment opportunities force them to locate elsewhere. Population growth is not only a desire but required for survival of the City of Willows. School systems have shared their need for increase enrollment to maintain solvency and continue to offer a quality education. City staff have laid the groundwork for this required growth, but additional technical assistance and marketing is required to achieve this goal.

Four business development focus areas have been identified within the city that will be critical to this growth.

- Basin Street: Provide support to the developer when injuries are received for available workforce, incentives and additional programs
- Downtown Willows: With all the activity, there are still vacant properties that have potential to increase the city's sales tax base
- North Humboldt Revitalization: With the demolition of the condemned motel, there are several properties available which would be ideal for retail development. With property owners the City wish to develop a cohesive planning/engineering architectural design to carry forward to use as a marketing tool when approaching business that are being invited to site along the I-5 corridor.
- Secondary Manufacturing/Distribution business: CalPlant1 nears completion of their facility and interest from green building manufactures has been noted, Farmers Brewing which has begun production and distribution and expansion of their market may require additional facilities.

While the focus is attracting businesses that would locate or expand in the four identified areas of growth and revitalization, every business requesting assistance would be served. A strong local economy is not only based on new opportunities but maintaining existing operations.

FINANCIAL CONSIDERATIONS

NOTIFICATION

Jody Samons
3 Core

ALTERNATE ACTIONS

No alternatives are recommended.

RECOMMENDATION

Adopt the attached resolution requesting a grant from the United States Department of Agriculture (USDA) Rural Business Development Grant (RBDG) for economic expansion program for the City of Willows

Respectfully submitted,

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

Wayne Peabody
Interim City Manager

Attachments:

- 1) Resolution

**CITY OF WILLOWS
RESOLUTION NO. XX-2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS
AUTHORIZING SUBMITTAL OF A RURAL BUSINESS DEVELOPMENT GRANT APPLICATION TO
THE UNITED STATES DEPARTMENT OF AGRICULTURE
FOR ECONOMIC EXPANSION PROGRAM FOR THE CITY OF WILLOWS.**

WHEREAS, The U.S. Department of Agriculture (USDA) has released a Request for Application (RFA) seeking qualified organizations to apply for Rural Business Development Grant (RBDG) funds to increase business opportunities, assist with economic development planning and the expansion of rural business; and

WHEREAS, the City of Willows has determined that there is a need for programs that will increase local business opportunities and expand rural business in the City of Willows; and

WHEREAS, the City Council recognizes the RBDG programs as a potential source of funds to help with economic development planning and to increase business opportunities within the City of Willows,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLOWS
that:

1. Wayne Peabody, Interim City Manager, or his designee, is authorized to respond to the Request for Application, to execute all required documents necessary to apply for and accept RBDG Grant funding in an amount not to exceed \$95,500.
2. Upon the approval of such application and grant of funding Wayne Peabody, Interim City Manager, or his designee, is further authorized to execute the USDA/RBDG Standard Agreement, any subsequent amendments thereto and, where applicable, any other documents required by the USDA pursuant to the grant of RBDG funds.
3. The City Council of the City of Willows hereby certifies that all funds received pursuant to the USDA/RBDG application will be used and accounted for in full compliance with all regulations and conditions imposed on the receipt of such funds.
4. Wayne Peabody, Interim City Manager, or his designee, is further authorized to perform any and all duties and responsibilities required under the terms of any such USDA/RBDG agreement entered into upon the receipt of such grant funding.