



Willows City Council Regular Meeting

July 25, 2023
Willows City Hall
6:00 PM

City Council
Rick Thomas, Mayor
David Vodden, Vice Mayor
Gary Hansen, Council Member
Casey Hofhenke, Council Member
Vacant, Council Member

City Manager
Marti Brown

City Clerk
Amos Hoover

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

Agenda

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. CHANGES TO THE AGENDA

5. PRESENTATION & DISCUSSION

a. Code Enforcement Efforts – Cedar Hills Apartments, 600 North Humboldt Street

Recommended Action: Receive presentation and discuss ongoing code enforcement efforts at Cedar Hills Apartments.

Requested by: Mayor Richard Thomas

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

b. Study Session - Master Fee Schedule, Impact Fees, and Cost Recovery Process

Recommended Action: Receive the presentation on the purpose, use and need of the Master Fee Schedule, Impact Fees, and Cost Recovery Process.

Contact: Pat Piatt, Community Development & Services Director, ppiatt@cityofwillows.org

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: ahoover@cityofwillows.org.

a. Register Approval

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

Contact: Lori Fahey, Accounting Manager, lfahey@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve the minutes of the July 11, 2023, City Council meeting.

Contact: Amos Hoover, City Clerk, ahoover@cityofwillows.org

c. **Wastewater Treatment Plant Maintenance Agreement Budget Increase**

Recommended Action: Adopt a resolution to amend the Inframark Agreement and approve expenditures that exceeded the contractual expenditures of \$60,000 annually for maintenance and repairs to the Wastewater Treatment Plant (WWTP) and increase the maintenance and repair budget by \$44,159 for additional expenditures through the remainder of the contract expenditure period ending October 31, 2023.

Contact: Pat Piatt, Community Development & Services Director, ppiatt@cityofwillows.org

7. **PUBLIC HEARING**

a. **Weed Abatement – Special Assessment**

Recommended Action: Upon conclusion of the public hearing, consider and adopt the attached resolution confirming costs of abatement and declaring a special assessment on those properties abated by the City as of August 4, 2023.

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

8. **DISCUSSION & ACTION CALENDAR**

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: ahoover@cityofwillows.org.

a. **Citygate Associates Contract - Law Enforcement Services Contract**

Recommended Action: Authorize the City Manager to execute a contract with Citygate Associates for an amount not-to-exceed \$34,000 to assist the City with reviewing, analyzing and possibly negotiating a new contract with the Glenn County Sheriff's Office.

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

b. **City Council Committee Appointments**

Recommended Action: Consider redistribution of City Council committee appointments to include the newly appointed council member; and appoint Councilmembers to vacant positions.

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

9. COMMENTS & REPORTS

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

10. ADJOURNMENT

This agenda was posted on July 20, 2023.

Amos Hoover, City Clerk

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

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.



PRESENTATION & DISCUSSION



PUBLIC COMMENT & CONSENT CALENDAR FORUM



PERIOD

06/13/2023 TO 07/21/2023

Payroll Direct Deposit 246668 TO 246704

General Checking 40782 TO 40792

Check Register 53313 TO 53413

APPROVAL DATE 07/25/2023

APPROVED _____

REPORT.: 07/17/23
RUN.....: 07/17/23 Time: 13:52
Run By.: Katie Butler

CITY OF WILLOWS
Check Register

PAGE: 001
ID #: PRCR
CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
246668	07/21/23	07/21/23	ENO00	ENOS, KYLE	07-23	01-24	1228.80
246669	07/21/23	07/21/23	LOM00	LOMBARD, TYLER JOSEPH	07-23	01-24	2411.64
246670	07/21/23	07/21/23	LOP02	Lopez, Jose	07-23	01-24	383.24
							----- 4023.68 ----- *****

REPORT: 07/17/23
 RUN: 07/17/23 Time: 16:23
 Run By: Katie Butler

CITY OF WILLOWS
 Check Register

PAGE: 001
 ID #: PRCR
 CTL.: WIL

Check Number	Date	Payroll Date	**Employee** Num Name	Actual Period	Fiscal Period	Gross Amount
40782	07/21/23	07/16/23	CHR00 CHRISTY, ALISHA	07-23	01-24	702.13
40783	07/21/23	07/16/23	HAR03 HARLAN, HELEN	07-23	01-24	557.60
446671	07/21/23	07/16/23	BRO01 Brown, Martha	07-23	01-24	5955.77
446672	07/21/23	07/16/23	BUT01 BUTLER, KATIE LEEANN	07-23	01-24	2077.38
446673	07/21/23	07/16/23	FAH00 FAHEY, LORI	07-23	01-24	3427.85
446674	07/21/23	07/16/23	HOO01 HOOVER, AMOS	07-23	01-24	2388.00
446675	07/21/23	07/16/23	PIA00 PIATT, JAMES PATRICK	07-23	01-24	4807.69
446676	07/21/23	07/16/23	RUS01 RUSTENHOVEN, TARA L	07-23	01-24	2406.92
446677	07/21/23	07/16/23	ARE00 Arellanes, Ashley Marie	07-23	01-24	507.70
446678	07/21/23	07/16/23	BRI00 BRIONES, BRENDA VALENZU	07-23	01-24	336.00
446679	07/21/23	07/16/23	EHO02 EHORN, CAITLIN A	07-23	01-24	1360.15
446680	07/21/23	07/16/23	GAM00 GAMBOA, YADIRA	07-23	01-24	352.00
446681	07/21/23	07/16/23	SPE02 SPENCE, KYLIEGH C	07-23	01-24	184.00
446682	07/21/23	07/16/23	VAR00 Vargas, Giovanni	07-23	01-24	624.00
446683	07/21/23	07/16/23	ARN02 ARNOLD, RAINA A	07-23	01-24	858.00
446684	07/21/23	07/16/23	BER01 BERGLUND, SOPHIA	07-23	01-24	311.60
446685	07/21/23	07/16/23	BER02 Berglund, Adessa	07-23	01-24	337.63
446686	07/21/23	07/16/23	BOB01 Bobadilla, Tristan	07-23	01-24	586.41
446687	07/21/23	07/16/23	COB00 Cobb, Trinity	07-23	01-24	426.48
446688	07/21/23	07/16/23	COB02 COBB, EMMA	07-23	01-24	451.00
446689	07/21/23	07/16/23	FLO00 Flowerdew, Nick	07-23	01-24	577.53
446690	07/21/23	07/16/23	GAR00 GARDNER, CAYLIE	07-23	01-24	401.15
446691	07/21/23	07/16/23	HUT04 HUTSON, KRISTINA RENEE	07-23	01-24	512.50
446692	07/21/23	07/16/23	LAN00 Lanzi, Karli	07-23	01-24	568.00
446693	07/21/23	07/16/23	ROP00 ROPER, JILLIAN S	07-23	01-24	527.54
446694	07/21/23	07/16/23	ENO00 ENOS, KYLE	07-23	01-24	3966.33
446695	07/21/23	07/16/23	LOM00 LOMBARD, TYLER JOSEPH	07-23	01-24	2145.50
446696	07/21/23	07/16/23	LOP02 Lopez, Jose	07-23	01-24	2683.16
446697	07/21/23	07/16/23	MON00 MONCK, NATHANIAL T	07-23	01-24	4538.77
446698	07/21/23	07/16/23	ABO00 ABOLD, STEVEN B	07-23	01-24	1930.10
446699	07/21/23	07/16/23	CAZ01 Cazares, Benjamin L.	07-23	01-24	1636.15
446700	07/21/23	07/16/23	MIN00 MINGS, MICHAEL E	07-23	01-24	2209.59
446701	07/21/23	07/16/23	PFY00 PFYL, NATISA N	07-23	01-24	2961.51
446702	07/21/23	07/16/23	RAN01 RANDOLPH, MATTHEW	07-23	01-24	2004.25
446703	07/21/23	07/16/23	REE00 REED, JOSHUA	07-23	01-24	1850.73
446704	07/21/23	07/16/23	VAS01 VASQUEZ, PEDRO CEASAR	07-23	01-24	2092.62

59263.74

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
40784	07/18/23	APL02 AFLAC WAGE WORKS	C30718	07/18/23	AFLAC DEPENT PRETAX	07-23	142.31	142.31
40785	07/18/23	CAL23 CALIFORNIA STATE DISBURSEM	C30718	07/18/23	CHILD SUPPORT	07-23	162.92	162.92
40786	07/18/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30718	07/18/23	STATE INCOME TAX	07-23	1607.40	1607.40
40787	07/18/23	EDD02 EMPLOYMENT DEVELOPMENT DEP	C30718	07/18/23	SDI	07-23	555.79	555.79
40788	07/18/23	ICM01 ICMA RETIREMENT TRUST 457	C30718	07/18/23	DEFERRED COMP - ICMA	07-23	200.00	200.00
40789	07/18/23	NAT00 NATIONWIDE RETIREMENT SOLU	C30718	07/18/23	USCM DEF. COMP. NAT	07-23	1070.34	
40789	07/18/23	NAT00 NATIONWIDE RETIREMENT SOLU	1C30718	07/18/23	USCM DEF. COMP. MTCH	07-23	278.85	1349.19
40790	07/18/23	PER01 P.E.R.S.	C30718	07/18/23	PERS PAYROLL REMITTANCE	07-23	9409.01	9409.01
40791	07/18/23	UMP00 UMPQUA BANK	C30718	07/18/23	DIRECT DEPOSIT	07-23	43141.06	43141.06
40792	07/18/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30718	07/18/23	FEDERAL INCOME TAX	07-23	4462.28	
40792	07/18/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30718	07/18/23	FICA	07-23	7657.48	
40792	07/18/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30718	07/18/23	MEDICARE	07-23	1790.86	13910.62
TOTAL DISBURSED...							70478.30	70478.30



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1014	ACCESS	06/13/2023	Regular	0.00	91.24	53313
1019	ACME RIGGING & SUPPLY COM	06/13/2023	Regular	0.00	523.30	53314
1027	AFFORDABLE COMPUTER SOLUT	06/13/2023	Regular	0.00	100.39	53315
1052	AMAZON.COM	06/13/2023	Regular	0.00	639.92	53316
1082	ARAMARK	06/13/2023	Regular	0.00	349.36	53317
1103	BAKER & TAYLOR BOOKS	06/13/2023	Regular	0.00	157.11	53318
1377	CAITLIN EHORN	06/13/2023	Regular	0.00	113.31	53319
1196	CALIFORNIA DEPT. OF JUSTI	06/13/2023	Regular	0.00	15.00	53320
1261	COMCAST CABLE	06/13/2023	Regular	0.00	147.94	53321
1308	DAHLMEIER INSURANCE AGENC	06/13/2023	Regular	0.00	64,353.00	53322
1564	INDUSTRIAL TRUCK & FARM	06/13/2023	Regular	0.00	33.92	53323
1566	INFRAMARK, LLC	06/13/2023	Regular	0.00	57,755.20	53324
1606	JEREMY'S PEST STOMPERS	06/13/2023	Regular	0.00	55.00	53325
1760	MATSON & ISOM TECHNOLOGY	06/13/2023	Regular	0.00	1,955.00	53326
1780	MIDWEST TAPE	06/13/2023	Regular	0.00	285.12	53327
1830	NEC FINANCIAL SERVICES LL	06/13/2023	Regular	0.00	268.08	53328
1897	PARCELQUEST	06/13/2023	Regular	0.00	4,497.00	53329
1917	PG & E	06/13/2023	Regular	0.00	297,138.80	53330
2332	Prentice Long, PC	06/13/2023	Regular	0.00	9,165.00	53331
2044	SAFETY TIRE SERVICE	06/13/2023	Regular	0.00	149.06	53332
2207	TYLER TECHNOLOGIES, INC	06/13/2023	Regular	0.00	6,662.75	53333
2210	U.S. BANK CORPORATE PAYME	06/13/2023	Regular	0.00	3,426.65	53334
2232	US BANK	06/13/2023	Regular	0.00	475.22	53335
2248	VERIZON WIRELESS	06/13/2023	Regular	0.00	350.39	53336
2260	WAL-MART COMMUNITY	06/13/2023	Regular	0.00	97.77	53337
2284	WILLDAN	06/13/2023	Regular	0.00	10,047.03	53338
2282	WILLOWS HARDWARE, INC.	06/13/2023	Regular	0.00	135.65	53339

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	38	27	0.00	458,988.21
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	38	27	0.00	458,988.21



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1082	ARAMARK	06/23/2023	Regular	0.00	174.68	53340
1118	BENNETT ENGINEERING SERVI	06/23/2023	Regular	0.00	1,572.00	53341
1298	CTC TECHNOLOGY & ENERGY	06/23/2023	Regular	0.00	2,323.58	53342
1564	INDUSTRIAL TRUCK & FARM	06/23/2023	Regular	0.00	85.02	53343
1623	JON'S BACKFLOW	06/23/2023	Regular	0.00	470.50	53344
1680	LANNIE'S SEPTIC TANK SERV	06/23/2023	Regular	0.00	123.34	53345
1760	MATSON & ISOM TECHNOLOGY	06/23/2023	Regular	0.00	4,534.00	53346
1770	MENDES SUPPLY COMPANY	06/23/2023	Regular	0.00	218.85	53347
1792	MJB WELDING SUPPLY, INC.	06/23/2023	Regular	0.00	49.60	53348
1851	NORTH STATE WATER TREATME	06/23/2023	Regular	0.00	150.00	53349
1852	NORTHERN CALIF. GLOVES	06/23/2023	Regular	0.00	184.88	53350
1896	PAPE MACHINERY INC.	06/23/2023	Regular	0.00	305.49	53351
1926	PLEXUS GLOBAL LLC	06/23/2023	Regular	0.00	140.00	53352
2041	SACRAMENTO VALLEY MIRROR	06/23/2023	Regular	0.00	883.20	53353
2295	WILLOWS ACE HARDWARE	06/23/2023	Regular	0.00	178.03	53354
2287	WILLOWS AUTO PARTS	06/23/2023	Regular	0.00	94.84	53355
2282	WILLOWS HARDWARE, INC.	06/23/2023	Regular	0.00	67.48	53356
2290	WILLOWS UNIFIED SCHOOL DI	06/23/2023	Regular	0.00	358.44	53357

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	27	18	0.00	11,913.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	27	18	0.00	11,913.93

Fund Summary

Fund	Name	Period	Amount
999	Cash Clearing	6/2023	11,913.93
			11,913.93



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1004	3CORE	06/27/2023	Regular	0.00	500.00	53358
1033	AIRGAS NCN	06/27/2023	Regular	0.00	154.99	53359
1051	ALVES DOOR COMPANY, INC.	06/27/2023	Regular	0.00	983.73	53360
1068	ANDY HEATH FINANCIAL SERV	06/27/2023	Regular	0.00	7,155.00	53361
1082	ARAMARK	06/27/2023	Regular	0.00	166.81	53362
1198	CALIFORNIA WATER SERVICE	06/27/2023	Regular	0.00	93.69	53363
1252	CLEARWAY ENERGY LLC	06/27/2023	Regular	0.00	122.22	53364
1261	COMCAST CABLE	06/27/2023	Regular	0.00	152.94	53365
1429	FEDEX	06/27/2023	Regular	0.00	11.05	53366
1434	FGL ENVIRONMENTAL	06/27/2023	Regular	0.00	102.00	53367
1539	HINDERLITER DELLAMAS & AS	06/27/2023	Regular	0.00	1,181.75	53368
1606	JEREMY'S PEST STOMPERS	06/27/2023	Regular	0.00	40.00	53369
2335	KITTELSON & ASSOCIATES INC	06/27/2023	Regular	0.00	1,591.25	53370
1886	P.F. PETTIBONE & CO.	06/27/2023	Regular	0.00	261.50	53371
2338	RJL TRUCK AND TRACTOR	06/27/2023	Regular	0.00	13,000.00	53372
2041	SACRAMENTO VALLEY MIRROR	06/27/2023	Regular	0.00	64.40	53373
2142	T & C CARPET CLEANING	06/27/2023	Regular	0.00	2,010.00	53374
1439	THE FIRST CHOICE COFFEE S	06/27/2023	Regular	0.00	45.00	53375
2287	WILLOWS AUTO PARTS	06/27/2023	Regular	0.00	60.78	53376
2308	WILLOWS AUTOMOTIVE	06/27/2023	Regular	0.00	65.00	53377
1902	WYATT PAXTON	06/27/2023	Regular	0.00	6,425.00	53378

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	22	21	0.00	34,187.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	22	21	0.00	34,187.11

Fund Summary

Fund	Name	Period	Amount
999	Cash Clearing	6/2023	34,187.11
			34,187.11



City of Willows

Check Register

Packet: APPKT00025 - 2023/06/27 REISSUE FROM 6/13/2023

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1019	ACME RIGGING & SUPPLY COM	06/27/2023	Regular	0.00	530.30	53379
1780	MIDWEST TAPE	06/27/2023	Regular	0.00	285.12	53380
2282	WILLOWS HARDWARE, INC.	06/27/2023	Regular	0.00	145.65	53381

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	3	0.00	961.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	8	3	0.00	961.07

Fund Summary

Fund	Name	Period	Amount
999	Cash Clearing	6/2023	961.07
			961.07



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1008	A.T.& T.	06/29/2023	Regular	0.00	976.31	53382
1019	ACME RIGGING & SUPPLY COM	06/29/2023	Regular	0.00	523.30	53383
1082	ARAMARK	06/29/2023	Regular	0.00	166.79	53384
1198	CALIFORNIA WATER SERVICE	06/29/2023	Regular	0.00	4,435.45	53385
1255	COASTLAND CIVIL ENGINEERI	06/29/2023	Regular	0.00	30,833.75	53386
1275	CORBIN WILLITS SYSTEMS	06/29/2023	Regular	0.00	480.52	53387
1463	GANDY-STALEY OIL CO.	06/29/2023	Regular	0.00	4,638.64	53388
2339	GOLD COUNTRY HYDRAULIC & HOSE, I	06/29/2023	Regular	0.00	348.75	53389
1564	INDUSTRIAL TRUCK & FARM	06/29/2023	Regular	0.00	65.66	53390
1627	JOSE LOPEZ	06/29/2023	Regular	0.00	215.00	53391
1398	KYLE ENOS	06/29/2023	Regular	0.00	215.00	53392
1760	MATSON & ISOM TECHNOLOGY	06/29/2023	Regular	0.00	3,910.00	53393
1763	MAXIMUM SECURITY SYSTEMS	06/29/2023	Regular	0.00	60.00	53394
1770	MENDES SUPPLY COMPANY	06/29/2023	Regular	0.00	76.17	53395
1780	MIDWEST TAPE	06/29/2023	Regular	0.00	285.12	53396
1810	MUNICIPAL EMERGENCY SERVI	06/29/2023	Regular	0.00	499.47	53397
2312	NAPA AUTO PARTS	06/29/2023	Regular	0.00	165.26	53398
1896	PAPE MACHINERY INC.	06/29/2023	Regular	0.00	449.10	53399
1897	PARCELQUEST	06/29/2023	Regular	0.00	4,522.00	53400
1917	PG & E	06/29/2023	Regular	0.00	12,839.41	53401
1978	REGIONAL GOVERNMENT SERVI	06/29/2023	Regular	0.00	103.98	53402
2337	ROGELIO GONZALEZ	06/29/2023	Regular	0.00	15.00	53403
2044	SAFETY TIRE SERVICE	06/29/2023	Regular	0.00	45.00	53404
2079	SIGNCO	06/29/2023	Regular	0.00	1,115.25	53405
2132	SUN LIFE FINANCIAL	06/29/2023	Regular	0.00	1,283.62	53406
2208	TYLER LOMBARD	06/29/2023	Regular	0.00	215.00	53407
2207	TYLER TECHNOLOGIES, INC	06/29/2023	Regular	0.00	1,087.50	53408
1798	UBEO WEST, LLC	06/29/2023	Regular	0.00	63.28	53409
2233	US BANK ST. PAUL CM-9703	06/29/2023	Regular	0.00	125.00	53410
2260	WAL-MART COMMUNITY	06/29/2023	Regular	0.00	245.73	53411
2282	WILLOWS HARDWARE, INC.	06/29/2023	Regular	0.00	239.00	53412

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	61	31	0.00	70,244.06
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	61	31	0.00	70,244.06

Fund Summary

Fund	Name	Period	Amount
999	Cash Clearing	6/2023	70,244.06
			70,244.06



City of Willows

Check Register

Packet: APPKT00031 - 20230630 ACCURAL 1- KB

By Check Number

Vendor Number Vendor Name
 Bank Code: Gen Chk-General Checking
 2332 Prentice Long, PC

Payment Date	Payment Type	Discount Amount	Payment Amount	Number
07/10/2023	Regular	0.00	9,165.00	53413

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	9,165.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	9,165.00

Fund Summary

Fund	Name	Period	Amount
999	Cash Clearing	7/2023	9,165.00
			9,165.00



City of Willows

Payment Reversal Register

APPKT00027 - 20230613 REVERSAL KB

Canceled Payables

Vendor Set: 01 - Vendor Set 01
 Bank: Gen Chk - General Checking

Vendor Number	Vendor Name				Total Vendor Amount
1802	PARCELQUEST				-4,497.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	53329	06/13/2023	06/13/2023	06/13/2023	-4,497.00
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
3382	ONLINE NAVIGATOR ACCOUNTS	06/01/2023	07/01/2023	4,497.00	

Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01
 Bank: Gen Chk - General Checking

Vendor Number	Vendor Name				Total Vendor Amount
1760	MATSON & ISOM TECHNOLOGY				-1,955.00
Payment Type	Payment Number	Original Payment Date	Reversal Date	Payment Amount	
Check	53326	06/13/2023	06/13/2023	-1,955.00	
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
88897	TIME NOT COVERED BY CLEARIT AGREEMENT	05/31/2023	05/31/2023	1,955.00	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
Gen Chk	-4,497.00	-1,955.00	-6,452.00
Report Total:	-4,497.00	-1,955.00	-6,452.00



City of Willows

Payment Reversal Register

APPKT00029 - 20230629 REVERSAL KB

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name				Total Vendor Amount
1019	ACME RIGGING & SUPPLY COM				-523.30
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	53383	06/29/2023	06/29/2023	05/25/2023	-523.30
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
332089	MOBIL/TYMCO GUTTERBROOM WIRE	05/25/2023	05/25/2023	523.30	

Vendor Number	Vendor Name				Total Vendor Amount
1021	MIDWEST TAPE				-285.12
Payment Type	Payment Number	Original Payment Date	Reversal Date	Cancel Date	Payment Amount
Check	53396	06/29/2023	06/29/2023	06/01/2023	-285.12
Payable Number:	Description	Payable Date	Due Date	Payable Amount	
503802533	BAD GUYS, BATMAN, ECT	05/18/2023	05/18/2023	189.19	
503337829	BLUEY SEASON 1 AND EVERYTHING EVERYWHERE	05/25/2023	05/25/2023	41.00	
503869361	BLUEY SEASON 2, PATERSON AND UNBEARABLE	06/01/2023	06/01/2023	54.93	

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
Gen Chk	-808.42	0.00	-808.42
Report Total:	-808.42	0.00	-808.42



Willows City Council Special Meeting Draft Action Minutes

Agenda Item #6b.

City Council
Rick Thomas, Mayor
David Vodden, Vice Mayor
Gary Hansen, Council Member
Casey Hofhenke, Council Member
Vacant, Council Member

July 11, 2023
Willows City Hall
4:30 PM

City Manager
Marti Brown

City Clerk
Amos Hoover

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

1. **CALL TO ORDER – 4:30pm**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Councilmembers Present: Councilmembers Hansen, Hofhenke, Vice Mayor Vodden, and Mayor Thomas

Councilmembers Absent:

4. **DISCUSSION & ACTION**

a. **City Council Vacancy – Appointment Process**

Action: No action taken.

b. **City Council Vacancy – Applicant Interviews**

Action: Interviewed Mr. Forrest Sprague and Mr. Evan Hutson for the City Council vacancy.

5. **ADJOURNMENT – 5:30pm**

Amos Hoover, City Clerk.



Willows City Council Meeting Draft Action Minutes

City Council
Rick Thomas, Mayor
David Vodden, Vice Mayor
Gary Hansen, Council Member
Casey Hofhenke, Council Member
Vacant, Council Member

City Manager
Marti Brown

City Clerk
Amos Hoover

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

July 11, 2023
Willows City Hall
6:00 PM

1. CALL TO ORDER - 6:01 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Councilmembers Hansen, Hofhenke, Vice Mayor Vodden, and Mayor Thomas

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

5. PRESENTATION & DISCUSSION

a. Comprehensive Sign Law Ordinance

Action: Received Comprehensive Sign Law Ordinance presentation (Chap 18.125).

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

Public Comments received:

Diana Ramirez

Shannon McGovern

a. Register Approval

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

b. Minutes Approval

Action: Approved minutes of the June 27 and June 30, 2023, City Council meeting.

c. Financial Consultant - Contract Extension

Action: Approved a one-year contract extension with Andy Heath, the City's Finance Consultant.

d. Speed Zone Engineering & Traffic Study (Radar Speed Survey)

Action: Adopted Speed Zone Engineering & Traffic Study except for maintaining the maximum speed limit of 25 miles per hour on both Laurel and Cedar Streets between Villa and Tehama.

Moved/Seconded: Councilmembers Hansen and Hofhenke
Yes: Councilmembers Hansen, Hofhenke, Vice Mayor Vodden, and Mayor Thomas
No: None
Absent: None

7. DISCUSSION & ACTION CALENDAR

a. **Design Contract to Rehabilitate the City Swimming Pool**

Action: Authorized City Manager to execute an agreement with Aquatic Design Group (ADG), to provide design and engineering services necessary to produce the final construction documents to rehabilitate the swimming pool in an amount not to exceed \$94,980. Additionally, the Council instructed city staff to re-engage with ADG, to investigate opportunities to whittle away costs of the project.

Public Comments Received:
Forrest Sprague
Dennis Asbury
Meagan Fischer
Doug Ross

Moved/Seconded: Vice Mayor Vodden and Councilmember Hofhenke
Yes: Councilmembers Hansen, Hofhenke, Vice Mayor Vodden, and Mayor Thomas
No: None
Absent: None

b. **South Tehama Street Water Main Extension Project**

Action: Approved the attached resolution authorizing the City Manager to execute an agreement with Allen Gill Construction for \$505,934, establishing an overall budget for the project of \$627,791; direct staff to develop an Ordinance to establish an Area of Benefit, and move forward with establishing an Area of Benefit to include those properties that will benefit from the construction of the water main.

Public Comments Received:
Joe Zazueta
Tavis Beynon

Moved/Seconded: Councilmember Hansen and Vice Mayor Vodden
Yes: Councilmember Hansen, Vice Mayor Vodden, and Mayor Thomas
No: Councilmember Hofhenke
Absent: None

c. **Vacant City Council Seat – Appointment**

Action: Passed resolution appointing Forrest Sprague to the City Council to complete the term ending in November 2024.

Public Comments Received: None

Councilmember Hansen motioned to appoint Evan Hutson to City Council. There was not a second; motion failed.

Moved/Seconded: Councilmember Hofhenke, Vice Mayor Vodden

Yes: Councilmember Hofhenke, Vice Mayor Vodden, and Mayor Thomas

No: Councilmember Hansen

Absent: None

8. **COMMENTS & REPORTS**

- a. City Council Correspondence
- b. City Council Comments & Reports

9. **CLOSED SESSION**

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

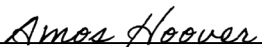
Title: City Manager

- b. **Significant exposure to litigation pursuant to § 54956.9(b)**

Action: Provided instruction to City Staff.

10. **ADJOURNMENT – 8:36 PM**

Dated: July 11, 2023



Amos Hoover, City Clerk



Date: July 25, 2023
To: Honorable Mayor and Councilmembers
From: Patrick Piatt, Community Development & Services Director
Marti Brown, City Manager
Subject: Wastewater Treatment Plant Maintenance Agreement Budget Increase

Recommendation:

Adopt a resolution (Attachment 1) to amend the Inframark Agreement (Attachment 2) and approve expenditures that exceeded the contractual expenditures of \$60,000 annually for maintenance and repairs to the Wastewater Treatment Plant (WWTP) and increase the maintenance and repair budget by \$44,159 for additional expenditures through the remainder of the contract expenditure period ending October 31, 2023.

Rationale for Recommendation:

The city's current agreement with Inframark to manage its WWTP has a built-in expenditure cap of \$60,000 per year for maintenance and repairs. From time to time (like this year), the cap is exceeded due to emergency repairs that are unavoidable and frequently time sensitive requiring an immediate remedy that cannot necessarily wait for the next City Council meeting (as in this case). In addition, proactive WWTP maintenance is imperative to protect public health and safety, as well as to avoid serious and hefty State penalties for non-compliance (e.g., sewage overflow, system failure).

Background:

Inframark is the contracted operator of the City's WWTP. As part of the agreement, Inframark performs ongoing maintenance and repairs to the WWTP up to \$60,000 per year, which is also included in the annual budget. Expenditures that exceed \$2,000 require staff approval. Consistently, the annual maintenance and repairs for the WWTP have not exceeded the contractual \$60,000; however, repairs in this contractual year have exceeded the budgeted amount and repairs that staff have approved will exceed the annually approved budget.

Discussion & Analysis:

The WWTP has undergone several repairs during the current contractual year. The June invoice provided by Inframark shows the remaining amount in the annual maintenance and repair budget is \$3,029. However, the City Manager approved expenditures in the amount of \$12,188 for regular maintenance of the WWTP backup generator - work that is required by State law (Attachment 3). This maintenance work exceeds the approved budget of \$60,000 by \$9,159. In addition, staff have been informed by Inframark that there are known valve repairs that must be performed before the end of the \$60,000 budget cycle approved in the agreement. The bid for a replacement valve will cost in excess of \$8,000, and quotes for labor are currently also being solicited. The estimated total cost to replace the valve is \$20,000. Given that there are three months remaining in the contract period, additional funds will be necessary for the proper operation and functioning of the WWTP. Staff recommends an additional \$15,000 for minor repairs throughout the remaining three months of the contract period.

The WWTP requires continuous maintenance and proactive repairs and/or replacement of equipment to guarantee that the WWTP functions as intended. To protect public health, the proper functioning of the WWTP is of high importance. If equipment at the WWTP were to fail, and untreated wastewater were to flow into unintended areas, there could be repercussions to the health and welfare of the public, as well as significant fines by the State of California. Proper operation of a WWTP requires a skilled and certified labor force with the ability to perform required maintenance and proactively make necessary repairs. As a result, the recommended action is necessary and required in order to satisfy State requirements and maintain a functioning WWTP.

Fiscal Impact:

The recommended action has a fiscal impact to the WWTP Enterprise fund of \$44,159.

Attachments:

1. Resolution XX-2023
2. Inframark Agreement
3. Generator Maintenance Quote



RESOLUTION NO. XX-2023

RESOLUTION AMENDING THE AGREEMENT WITH INFRAMARK, LLC AND APPROVING EXPENDITURES FOR MAINTAINANCE AND REPAIR SERVICES OF THE WASTEWATER TREATMENT PLANT

WHEREAS, the current agreement with Inframark, LLC allocates \$60,000 annually for maintenance and repair services for the Wastewater Treatment Plant (WWTP); and

WHEREAS, currently completed and projected maintenance and repair costs of the wastewater treatment plant will exceed the annual budgeted amount; and

WHEREAS, staff has determined these repairs and maintenance are critical to the safe operation of the plant and the protection of public health; and

WHEREAS, staff has determined that an additional \$44,159 is required through the remainder of the contract agreement for repairs and maintenance of the WWTP.

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

1. The City hereby amends the agreement with Inframark, LLC to increase the maintenance and repair expenditure budget by an additional \$44,159 through the remainder of the contract period ending on October 31, 2023.

PASSED AND ADOPTED by the City Council of the City of Willows this 25th day of July, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk



Generator Preventative Maintenance Agreement for Inframark



Inframark
1600 S. Tehama St.
Willows, CA 95988

Proposed Term 6.8.2023 – 12.31.2023

Generator Preventative Maintenance Agreement

Collicutt Energy Services is pleased to offer you the following quote for Maintenance Service. This quote will include all transportation, labor and materials for the work listed below.

Inclusions

Collicutt Energy Services will perform the following Reliability Inspections and Maintenance Services, to include transportation, labor and materials for work performed during business hours, Monday through Friday between 7AM and 4PM.

Scope of Work

- 1) Collicutt Energy Services will perform the following services:
 - i) Annual
 - (1) Lubrication
 - (a) Checking engine crank case oil level.
 - (b) Clean crankcase heater.
 - (c) Change crankcase oil.
 - (d) Inspect oil lines and connections.
 - (e) Check oil pressure.
 - (f) Change oil filters.
 - (g) Pull oil sample for lab analysis. Report to be submitted.
 - (2) Cooling System
 - (a) Check engine coolant level.
 - (b) Inspect radiator core.
 - (c) Inspect coolant line connections and hoses.
 - (d) Check fan belt tension and wear.
 - (e) Check radiator condition.
 - (f) Check coolant concentration and corrosion inhibitor.
 - (g) Inspect coolant pump.
 - (h) Inspect temperature regulator.
 - (i) Check the water jacket heater for correct operation.
 - (j) Pull coolant sample for lab analysis. Report to be submitted.
 - (k) Recommended 3 year cooling system service.
 - (3) Fuel System
 - (a) Check sediment bowls and open drains.
 - (b) Inspect all fuel system components for evidence of water, sludge, and rust.
 - (c) Check fuel level in day tank and main tank, where applicable.
 - (d) Check fuel pressures.
 - (e) Inspect and test fuel level float switches.
 - (f) Inspect fuel lines and fittings.

- (g) Inspect and test containment alarm.
 - (h) Inspect and test transfer pump.
 - (i) Change fuel filters.
 - (j) Pull fuel sample for lab analysis. Report to be submitted.
- (4) Air Induction and exhaust
- (a) Check air cleaner service indicator.
 - (b) Check/clean dust collector cap.
 - (c) Inspect manifold and air piping for leaks.
 - (d) Check all intake systems hoses and connections.
 - (e) Open condensation drains.
 - (f) Check engine exhaust system including after treatment devices.
 - (g) Replace air filters per technician's recommendations.
- (5) Electrical system
- (a) Check battery electrolyte condition and level, if applicable.
 - (b) Clean electrical connections and battery.
 - (c) Inspect alternator drive belt tension and wear.
 - (d) Check shutoff controls.
 - (e) Inspect starter.
 - (f) Check battery charging system for proper operation.
- (6) General
- (a) Visually check engine mounts.
 - (b) Visually check complete unit.
 - (c) Test run and check for misfire, vibration, or unusual noise.
 - (d) Inspect for cleanliness.
 - (e) Fill in run log sheet per visit and take photo of sheet for submission.
- ii) Items to be checked while engine is running (Exercise unit 30 min)
- (1) Check oil pressure, fuel pressure and belt driven accessory drives.
 - (2) Check oil level.
 - (3) Check generator frequency, voltage, and temperatures.
 - (4) Check for leaks or unusual noises.
 - (5) Check engine exhaust system.
 - (6) Check engine cooling fan.
 - (7) 2-hour load bank testing.
 - (8) Perform transfer test. *(Upon Customers' request)*
- 2) 24 Hour emergency service.
- 3) 2-hour response time.



Pricing for proposed term 6.8.2023 – 12.31.2023

Unit	Serial	Annual PM	2 hr. Load Bank*	3yr Cooling system Svc.
Kohler	2125294	\$2,216.45	\$1,068.12	\$8,903.16
		\$2,216.45	\$1,068.12	\$8,903.16
		2023 Total:	\$12,187.73	

*Load bank to be completed after Annual PM & Cooling system service.

Cost breakdown of cooling system service provided to customer (quote 13249)



Exclusions

Customers’ electrical equipment and or building circuits, functions and or operations. This contract does not include any repairs to the equipment. All repairs to the equipment must be approved by the customer. The pricing in this contract does not include applicable taxes.

Preferred Pricing

<u>Contract Labor Rate</u>	\$158.00	per hour portal to portal during normal business hours Monday through Friday 7 AM to 4 PM on all service trouble calls above and beyond the maintenance contract.
<u>Overtime Rate</u>	\$208.00	per hour portal to portal on all service trouble calls above and beyond the maintenance contract after normal business hours.
<u>Double-time Rate</u>	\$278.00	per hour portal to portal on Sundays and Holidays.
<u>Mileage Charge</u>	\$2.85	per mile round trip.
<u>Parts Markup</u>	30%	on all parts for repair work.
<u>Truck Charge</u>		No charge to contract customers.
<u>Diesel Fuel Delivery</u>		No labor, mileage, or truck charge 24/7 – 365 days a year with 300 gallons or more. \$150 for delivery fee. Quote will need to be provided.
<u>Rental Generator Rate</u>	20%	discount to contract customers if the rental is available with Collicutt Energy Services.

Note: It is the generator owners’ responsibility to ensure the generator is properly permitted and that the unit is being operated during the hours allowed and in accordance with their required laws and or regulations.

Submitted By: Ryan-Douglas Jackson

Email: Ryan-Douglas.Jackson@collicutt.com

Phone: 916-531-3437

Acceptance

The undersigned hereby accepts this Planned Maintenance Agreement and agrees to the Terms and Conditions of Sale found at collicutt.com/ustermsofsale

Inframark

Travis Barber
Area Manager

Print

Date

Signature

PO#



12349 Hawkins Street
Santa Fe Springs, CA 90670
Ph: (562) 944-4413

Inframark- Willows

PO Box 892
Willows, CA 95988

ESTIMATE

Quote Number	Quote Date	Page
13249	06/05/23	1

Your Contact Ryan-Douglas Jackson 916-531-3437 ryan-douglas.jackson@collicutt.com	Quote Expires 7/5/23
-----------------------------------------------------------------------------------------------------------------	--------------------------------

Prepared for	Travis Barber
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Site Address Inframark- Willows 1600 S. Tehama Street Willows, CA 95988	SN: 2125294
-----------------------------------------------------------------------------------------	--------------------

Collicutt Energy Services is pleased to offer you the following quote for Service. The following Service, to include transportation, labor and materials for work performed during regular business hours, Monday through Friday between 7AM and 4PM.

At your request, we are pleased to quote a 3 year cooling system service, as well as water pump replacement due to age.

This quote is to have a Collicutt Technician perform the following:

- Travel to and from job site.
- Perform a full 3-year Coolant System service which will include replacing drive belts, belt Tensioner & Idler Pulley , upper and lower radiator hoses, block heater hoses, install ball-valves and pipe fittings if needed, thermostats along with all appropriate gaskets & seals, radiator caps. Also replace the water pump. Refill the unit with new coolant. Test unit and check for leaks. Clean-up work area and return back to service. Remove and dispose of Hazardous Waste coolant.
- Additional freight may apply depending upon availability and how soon you need to part.
- Any additional parts and or labor will be re-quoted at the time of disassembly for approved prior to work being performed.

Thank you for the opportunity to present you with this Estimate for Repair, we look forward to working with you.

Quantity	Description	Price	Total
1	3 YEAR COOLING SYSTEM SERVICE PARTS	2,448.08	2,448.08
13	ANTI-FREEZE - GALLON	27.44	356.72
2	SUPER RAD FLUSH	11.98	23.96
1	WATER PUMP	3,416.33	3,416.33
1	LABOR & MILEAGE	2,057.00	2,057.00
1	FREIGHT	300.00	300.00
1	CONSUMABLES	258.06	258.06
1	ENVIRONMENTAL FEE	43.01	43.01

Total: \$ 8,903.16

Provided by: Ryan-Douglas Jackson

Approved by: _____
Print

Date: _____

Signature

PO #: _____



PUBLIC HEARING



Date: July 25, 2023
To: Honorable Mayor and Councilmembers
From: Nathan Monck, Fire Chief
Marti Brown, City Manager
Subject: Weed Abatement – Special Assessment

Recommendation:

Upon conclusion of the public hearing, consider and adopt the attached resolution confirming costs of abatement and declaring a special assessment on those properties abated by the City as of August 4, 2023.

Rationale for Recommendation:

As approved and authorized by the City Council, the public hearing provides those potentially being assessed the opportunity to contest charges associated with weed abatement activities.

Background:

On April 25, 2023, the City Council adopted a resolution declaring rubbish, refuse, and weeds to be a public nuisance. In addition, the resolution acknowledged that the Willows Fire Department surveyed the City for nuisance properties and notified the property owners that they must remove debris, refuse and weeds or the City would perform the task and bill the property owner accordingly. During the 2023 Weed Abatement Program, there were a total of 60 properties abated.

Discussion & Analysis:

In accordance with the California Administrative Code, a public hearing is required prior to the adoption of the resolution to confirm the cost of weed abatement and declare those costs a lien against those properties upon which work was performed. The purpose of this hearing is to discuss the cost of abatement only. The hearing on protesting and ordering abatement was held on May 23 ,2023. This public hearing was published in the local newspaper of general circulation.

Fiscal Impact:

Properties that the City Contractor abated have been billed to the property owner plus a 25% administration fee. The total cost to abate said properties is \$38,494.33 (not including the administrative fee). For those property owners that do not pay their bill to the City, a lien will be placed against the property and appear on the tax statement and the County tax rolls.

Attachments:

- Attachment 1: 2022 Weed Abatement Resolution XX-2023



**City of Willows
Resolution XX-2023**

**A RESOLUTION CONFIRMING COSTS OF ABATEMENTS AMENDED AND DECLARING
THEM A SPECIAL ASSESSMENT**

WHEREAS, the parcels listed and adopted by resolution were declared a nuisance and ordered to abate as of the Council meeting of April 25, 2023; and

WHEREAS, the required notices as set forth in Section 39500 through 39588 of the Government Code have been sent as required by law; and

WHEREAS, the owners of said parcels have an opportunity to protest at public hearing on May 23, 2023.

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

That the City Council of the City of Willows held the required public protest hearing on July 25, 2023, and hereby confirms the costs of abatement as described in Exhibit A attached herein and hereby declares those costs as a lien upon the property if full payment is not received by August 4, 2023.

PASSED AND ADOPTED by the City Council of the City of Willows this 25th day of July 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk

Attachment:

- Exhibit A: Costs of Abatement

Exhibit A

Physical Address	Type	Add	Location	add2	APN#	Cost	Column1
	Weed		Whole Parcel		001-010-027	\$650.00	
	Weed		Whole Parcel		001-010-028	\$406.25	
	Weed		Whole Parcel		001-010-029	\$568.75	
343 N. Humboldt Ave.	Weed	Trash	Whole Parcel		001-032-018	\$4,408.58	
310 El Dorado Ave.	Weed		Side		001-071-030	\$406.25	
138 Fern St.	Weed		Alleyway		001-121-003	\$406.25	
314 N. Enright Ave.	Weed		Whole Parcel		001-132-003	\$406.25	
	Weed		Alleyway		001-132-007	\$1,861.63	
221 N. Crawford Ave.	Weed		Front		001-142-010	\$406.25	
141 N. Crawford St.	Weed	Trash	Whole Parcel		001-152-007	\$6,627.16	
144 S. Enright Ave.	Weed		Alleyway		001-162-003	\$406.25	
1024 W. Sycamore St.	Weed		Side		001-162-009	\$406.25	
205,207,209 S. Crawford Ave.	Weed		Alleyway		001-172-005	\$406.25	
309 N. Merrill	Weed		Alleyway		001-193-009	\$406.25	
222 N. Culver St.	Weed		Alleyway		001-202-006	\$406.25	
229 N. Merrill Ave.	Weed		Front		001-203-005	\$406.25	
225 S. Culver St.	Weed		Front	Alleyway	001-231-011	\$406.25	
640 S. Culver St.	Weed		Front	Alleyway	001-303-002	\$406.25	
10 Sunset Dr.	Weed		Front	Alleyway	001-311-005	\$4,387.33	
	Trash						

Physical Address	Type	Add	Location	add2	APN#	Cost
415 S Plumas	Weed	Debris	Front	Rear	002-233-008	\$406.25
	Trash					
444 S Shasta	Weed		Front		002-262-003	\$406.25
637 S Shatsa	Weed		Rear	Alleyway	002-281-011	\$406.25
420 S Butte	Weed		Rear	Alleyway	002-291-004	\$406.25
444 S Butte	Weed		Whole Parcel		002-291-001	\$406.25

Physical Address	Type	Add	Location	add2	APN#	Cost
100/150 N Tehama	Weed		Whole Parcel		003-042-002	\$406.25
102 S Tehama	Weed		Whole Parcel		003-052-002	\$406.25
	Weed		Whole Parcel		003-052-003	\$406.25
	Weed		Whole Parcel		003-053-002	\$406.25
	Weed		Whole Parcel		003-062-001	\$406.25
375 S Tehama	Weed		Front		003-071-010	\$406.25
	Weed		Whole Parcel		003-072-002	\$406.25
321 E Sycamore	Weed	Furniture	Side	Alleyway	003-101-001	\$406.25
142 N Ventura	Weed		Front	Rear	003-221-011	\$406.25
140 N Ventura	Weed		Rear	Alleyway	003-221-012	\$406.25
136 N Ventura	Weed		Front		003-221-001	\$406.25
123 N Sierra	Weed		Rear	Alleyway	003-222-007	\$406.25
120 S Ventura	Weed		Rear	Alleyway	003-231-020	\$406.25

Physical Address	Type	Add	Location	add2	APN#	Cost
642 Glennwood	Weed		Whole Parcel		005-185-001	\$1,855.63
707 N Lassen	Weed		Rear	Alleyway	005-275-009	\$406.25
	Weed		Rear	Alleyway	005-275-010	\$406.25
650 N Shasta	Weed		Rear	Alleyway	005-282-009	\$406.25
644 N Shasta	Weed		Front	Rear	005-282-010	\$406.25
634 N Shasta	Weed		Rear	Alleyway	005-282-011	\$406.25
626 N Shasta	Weed		Front	Rear	005-282-012	\$406.25
649 N Butte	Weed		Rear	Alleyway	005-282-024	\$406.25
	Weed		Whole Parcel		005-283-001	\$406.25
	Vehicles	Appliance				
	Debris					
440 N Plumas	Weed		Rear	Alleyway	005-401-003	\$406.25
450 N Plumas	Weed		Rear	Alleyway	005-401-002	\$1,855.38
415 N Shasta	Weed		Rear	Alleyway	005-401-011	\$1,861.63
411 N Shasta	Weed		Rear	Alleyway	005-401-012	\$1,861.63
431 N Butte	Weed		Rear		005-402-015	\$406.25
456 N Tehama	Weed		Rear	Alleyway	005-403-013	\$406.25
447 N Tehama	Weed		Rear	Alleyway	005-403-008	\$406.25
450 Jefferson	Weed		Rear	Alleyway	005-383-001	\$406.25
460 N Humboldt	Weed		Front		005-370-024	\$406.25

Physical Address	Type	Add	Location	Add2	APN#	Cost
	Weed		Whole Parcel		017-330-012	\$406.25
	Weed		Whole Parcel		017-330-011	\$406.25
	Weed		Whole Parcel		017-330-020	\$406.25
	Weed		Whole Parcel		017-330-017	\$406.25
	Weed		Whole Parcel		017-330-018	\$406.25



DISCUSSION & ACTION CALENDAR



Date: July 25, 2023
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Subject: Citygate Associates Contract - Law Enforcement Services Contract

Recommendation:

Authorize the City Manager to execute a contract with Citygate Associates for an amount not-to-exceed \$34,000 to assist the City with reviewing, analyzing and possibly negotiating a new contract with the Glenn County Sheriff's Office.

Rationale for Recommendation:

The City's contract with the Glenn County Sheriff's Office needs to be renewed and renegotiated.

Background:

In 2017, the City of Willows entered into a five-year agreement with the Glenn County Sheriff's Office for law enforcement services. The agreement expired on June 30, 2022. Informal discussions regarding a renewed contract began with the County Administrator and former Sheriff in the spring of 2022. Initially, it seemed that the contract would roll over into another five-year contract per the terms of the contract (e.g., 3% increase) including a \$40,000 addition for animal care services.

In June of 2022, a new Sheriff was elected to office and in the late summer/early fall of 2022, the City Manager was informed by the County Administrator that the new Sheriff would prefer a one-year agreement for law enforcement services (as he would prefer to negotiate a new contract). While negotiations were initially delayed, management and the Sheriff's Office are now prepared to move forward with negotiating a new contract.

Discussion & Analysis:

The City needs to negotiate a new contract with the Glenn County Sheriff's Office for law enforcement services. The new negotiations require a deep understanding of law enforcement

services, levels of services (needed for the city) and cost allocation of staff time (for various positions in the Sheriff's Office). There is no city staff who have experience with cost allocations of staff time and negotiating a law enforcement contract. As demonstrated by the attached proposal (Attachment 1), Citygate Associates has extensive experience in this area and can provide guidance to city management and the City Council regarding a new contract for law enforcement services with the Glenn County Sheriff's Office.

Fiscal Impact:

The cost of the proposed contract will not exceed \$34,000 and would be expended from the City's General Fund Reserve. That said, there are expected cost savings from the forthcoming Community Development & Services Director vacancy starting August 4 that may be used to offset this expense.

Attachment:

- Attachment 1: Citygate Associates Proposal
- Attachment 2: XX-2023 Resolution



600 COOLIDGE DRIVE, SUITE 150 ▪ FOLSOM, CA 95630 ▪ PH (916) 458-5100 ▪ FX (916) 983-2090

July 10, 2023
Marti Brown, City Manager
City of Willows
201 N Lassen St.
Willows, CA 95988
mbrown@cityofwillows.org

RE: PROPOSAL TO ASSIST THE CITY OF WILLOWS WITH THE SHERIFF'S CONTRACT FOR SERVICE

Dear Ms. Brown:

Citygate Associates, LLC (Citygate) is pleased to present its proposal to the City of Willows to assist the City team in reviewing the operational and fiscal details of the pending County Sheriff's Department contract for Police Services to the City.

PROJECT UNDERSTANDING AND APPROACH

Citygate understands the City team desires an experienced and independent perspective regarding contracting for law enforcement services and pending changes to the City's contract with the Sheriff's Department.

The work will include a review of existing policing needs within the City, the proposed Sheriff's Department deployment and services to meet those needs, and then the resultant costs. Our assistance will follow the following tasks.

Task 1: Diagnostic Assessment

- ◆ Review the proposed Sheriff's Department contract, expense detail, and plan for services
- ◆ Discuss community views on risks to be protected and level of policing provided with City staff
- ◆ Interview Sheriff's Department leadership to deeply understand its services approach and cost detail, including back-up detail to justify component costs such as personnel, vehicles, and dispatch

Task 2: Work with City Staff on Findings and Possible Policy-to-Cost Options

- ◆ Prepare a short briefing of our findings and emerging opinions to City staff
- ◆ Return to the Sheriff's Department with any follow-up questions or options to consider
- ◆ Brief the City Council as directed regarding our findings and recommendations

Task 3: Assist the City as Requested with Sheriff's Department Discussions

- ◆ Citygate can assist City staff if requested with discussions regarding final services, costs, and contract language if requested

Task 4: Report Meetings and Presentations

- ◆ Once detailed discussions with the City and Sheriff's Department staffs are completed, Citygate can prepare an executive-summary-level public presentation report summarizing the revised contract's services and cost details for City Council consideration
- ◆ Citygate will attend meetings to present our analysis virtually or in person, as requested

Meetings:

Citygate will conduct multiple teleconference meetings in all tasks to conduct the interactive portions of our analysis and to brief the City team. If directed, we have included one on-site meeting *per task* for in-person work and/or briefings.

Contingency: Additional Unforeseen Work or Briefing Meetings

If any unforeseen work, such as multiple community meetings or implementation advice, is needed, Citygate can be available at our time and materials rates plus out-of-pocket expenses.

CITYGATE'S PROJECT TEAM

Chief Stewart Gary, MPA, Public Safety Principal



Chief Gary is the Public Safety Principal for Citygate Associates and is the retired Fire Chief of the Livermore-Pleasanton Fire Department in Alameda County, California. For 14 years, he was a lead instructor, program content developer, and consultant for the Standards of Coverage process. For many years he annually taught a 40-hour course on this systems approach for fire deployment at the California Fire Academy, and he teaches and consults across the United States and Canada on the Standards of Coverage process. Over more than 20 years, he has performed well over 400 public safety studies.

Chief Gary will direct the project and ensure all deliverables are reviewed and submitted in a timely manner.

Undersheriff Gary Elliott, MS, Police Services Senior Associate – Project Manager



Undersheriff Elliott has over 35 years of public service, including 30 years of law enforcement experience and 35 years in the United States Army Reserve. As the Second in Command of a medium sized Sheriff's Office in Northern California, Undersheriff Elliott was responsible for the day-to-day operations of the organization, which included over 560 full-time employees and a budget in excess of \$110 million. His Sheriff's Office experience includes 18 years on the SWAT Team as a tactical operator, team leader, and commander. Undersheriff Elliott also served in the Investigations Bureau for many years, first as detective, then as detective sergeant (supervisor), and finally as the Investigative Services Commander. He has investigated, supervised, or managed hundreds of criminal cases ranging from low-level property crimes, such as fraud, to complex homicide investigations. While serving as the Lieutenant in charge of patrol, Undersheriff Elliott was the project lead for installing in-car video cameras throughout the Sheriff's Office patrol fleet. As the Undersheriff, he implemented an agency-wide early intervention software system to enhance agency accountability. Undersheriff Elliott also has extensive leadership experience as a commissioned officer in the United States Army Reserve. He retired at the full rank of Colonel in September of 2018 after 35 years of service.

Undersheriff Elliott will lead the research, author any deliverables, and conduct any briefings as requested.

Chief John Carli, MSSL, Police Services Senior Associate



Chief John Carli has 32 years of experience in law enforcement and is recognized as a progressive, innovative leader who promotes best practices in officer safety and wellness. Even after retiring in March 2021, Chief Carli has been an outspoken advocate and thought leader for the profession, with his most relevant work focusing on national best practices in policing, community engagement, and officer safety and wellness. He was instrumental in implementing body-worn cameras to all officers in his agency as early as 2009. In the summer of 2016, Chief Carli was summoned to the White House to meet with President Obama in the wake of national high-profile officer-involved fatal encounters. Since then, he has dedicated his time and efforts to improve the profession and implement meaningful change. His preventive approach to promoting this culture of wellness led to the development of a unique law enforcement wellness app that was recently highlighted at the Police Executive Research Forum (PERF) national town hall meeting focusing on police officer suicides. More recently in 2020, the Vacaville Police Department, under his leadership, received the National Law

Enforcement Memorial Fund Destination Zero Award within the category of General Officer Safety. Chief Carli is a nationally recognized authority regarding use-of-force and de-escalation in policing, particularly addressing public trust and police legitimacy. Even after retirement, Chief Carli continues to serve as chair of the California Police Chief Association’s Data Sharing Task Force, which works closely with industry stakeholders, technology leaders, and the California Department of Justice.

Chief Carli will assist in the research and deliverables as well as co-present any briefings as requested.

Andrew Green, MBA, Local Government Fiscal Specialist



Mr. Green has over 35 years of experience in all aspects of municipal finance, including as a professional manager. He has had primary responsibility for the development and monitoring of citywide budgets for four municipalities, with total budgets ranging from \$70 million to \$680 million. He developed and fine-tuned long-range financial plans for multiple municipalities, including playing a lead role in taking the City of Pasadena from a \$10 million General Fund operating deficit to a \$5 million General Fund operating surplus. Mr. Green has extensive experience with all aspects of the operations of a municipal finance department. Additionally, Mr. Green has developed and implemented finance department strategic plans in several jurisdictions. He has also served on many government finance organizations, including California Society of Municipal Finance Officers Chapter Co-chair, League of California Cities Employee Relations Department representative, and the State of Nevada Committee on Local Government Finance committee member.

Mr. Green will assist the team by conducting a fiscal analysis of the current costing as outlined in the Sheriff’s contract.

PROJECT FEES

Citygate’s charges are based on *actual time* spent by the consultants at their established billing rates, plus reimbursable expenses incurred in conjunction with travel, printing, clerical, and support services related to the engagement. This cost proposal reflects Citygate’s best effort to be responsive to the City’s needs at a reasonable cost.

Project Cost Summary

Consultant Fees	Reimbursable Expenses	Administration (7.5% of Hourly Fees)	Total Citygate Project Amount
\$29,930	\$1,148	\$2,245	\$33,323

Citygate's hourly rates are shown in the following table.

Citygate Hourly Rates

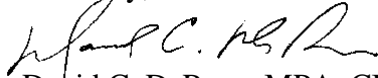
Classification	Rate	Consultant
Citygate President	\$260 per hour	David DeRoos
Public Safety Principal	\$260 per hour	Stewart Gary
Police Services Senior Associate – Project Manager	\$215 per hour	Gary Elliott
Police Services Senior Associate	\$195 per hour	John Carli
Local Government Fiscal Specialist	\$225 per hour	Andy Green
Report Project Administrator	\$140 per hour	Various
Administrative Support	\$100 per hour	Various

We will invoice monthly for Citygate time and actual costs (travel), as/if necessary. To this we add a seven-and-a-half percent (7.5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate's billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. If we are selected for this project, we will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment through ACH Transfer, if available.

* * *

As President of the firm, I am authorized to execute a binding contract on behalf of Citygate. For questions concerning this proposal, please contact Stewart Gary, Citygate's Public Safety Principal, at (916) 458-5100, extension 305 or via email at sgary@citygateassociates.com. Please also send emails to admin@citygateassociates.com to ensure a prompt response.

Sincerely,



David C. DeRoos, MPA, CMC
President

cc: Project Team

APPENDIX A

**CITYGATE QUALIFICATIONS AND
REFERENCES**

CITYGATE QUALIFICATIONS AND REFERENCES

EXPERIENCE OVERVIEW

Citygate Associates, LLC, founded in 1990, is comprised of senior public sector executives committed to public service. Our leading ambition is to serve you and your community to cultivate good governance and transformational change. Citygate’s Public Safety Services practice area conducts performance audits, organizational efficiency studies, workload and staffing assessments, deployment analyses, master and strategic plans, risk assessment studies, consolidation feasibility analyses, and GIS for cities, counties, and districts throughout the United States.

Over the last 30-plus years, Citygate has conducted over 600 successful engagements for public agencies throughout the United States. For more general information on Citygate’s other public sector general management services, please visit www.citygateassociates.com.

Over the last 30-plus years, Citygate has conducted over 600 successful engagements for public agencies throughout the United States.

Citygate has completed numerous studies throughout the country. We are currently conducting police staffing, operational, and organizational reviews for the cities of Oceanside and West Sacramento, and La Mesa. Citygate has also performed significant law enforcement reviews for the California Cities of Adelanto, Apple Valley, Brea, Buena Park, Burlingame, Elk Grove, Fullerton, Hesperia, Jurupa Valley, La Habra, Placentia, Rancho Cucamonga, Riverside, San Luis Obispo, Santa Monica, Temecula, Victorville, and Yorba Linda. We have also reviewed the operations and staffing of the Monterey County and Yuba County Sheriff’s Departments, in addition to having conducted many police services reviews outside of California.

“We work with consultants, obviously, all the time, but the work that Citygate did on this report is some of the best I’ve seen in my tenure here.”

—Former San Diego County CAO

Further, if previously unidentified issues arise that require additional expertise, Citygate can call upon a staff of more than 30 proven professionals and subject matter experts from varied local government disciplines to ensure the City receives the most up-to-date and workable recommendations. This flexibility represents the power and foundation of Citygate’s unique philosophy of a Virtual City Hall. Few, if any, firms can offer this overall depth of expertise.

Citygate’s projects are built upon the core principle of helping build better government. Citygate is known as the “tough” problem team. We are frequently selected when the situation is polarizing and stakeholders cannot risk a poor project outcome. We were the vendor quickly selected by the

Los Angeles County Chief Executive Officer to conduct the Woolsey Fire Disaster AAR. The County’s Task Force and Board of Supervisors unanimously accepted Citygate’s Woolsey Fire AAR Final Report. The Board also passed a motion to retain Citygate for implementation support.

As the City will learn from our references, Citygate has an outstanding track record with our clients, and many repeatedly utilize Citygate’s capabilities. As a County of San Diego former CAO stated: “*We work with consultants, obviously, all the time, but the work that Citygate did on this report is some of the best I’ve seen in my tenure here.*” This is not an isolated comment by one client, rather, it is the rule. Time after time, our clients say at the end of public presentations, “This was the best report/study we have ever received and now we finally understand the issues and choices.”

When Citygate commits to a client, we commit to that client’s long-term success, far beyond the scope of the initial project. We strongly encourage the City to contact any of our project references—they are *golden*.

For a more detailed list of Citygate’s police services projects, please visit our website at <https://citygateassociates.com/clients/>.

RELEVANT PROJECT EXPERIENCE

The following is a sample of Citygate’s relevant project experience, with specific client references provided after.

City of Oceanside, CA – Operational and Organizational Police Department Assessment

Citygate is currently nearing completion of an independent operational and organizational assessment for the City of Oceanside Police Department, affecting current, future, and long-term organizational, strategic, and operational plans. This review will examine current and future service delivery, quality of service, service delivery expectations, community engagement, community priorities, Departmental organization, and staffing and deployment feasibility to maintain current and future organizational efficiency. This study will assist with establishing efficiencies to ensure City, Department, and community needs are met by reviewing programming, infrastructure, operational efficiency, and fiscal impacts of associated findings and recommendations across the entire organization, as well as identifying planned service delivery systems and staffing allocation models to best serve the community and achieve City Council and Department goals and objectives. The Final Report was recently submitted and will be presented to the city in March 2023.

City of West Sacramento, CA – Comprehensive Police Operations and Staffing Assessment

Citygate is currently performing a comprehensive operations and staffing assessment for the Police Department in the City of West Sacramento, California. This assessment will analyze staffing

needs and service demands to determine an optimal staffing model, appropriately considering workload, performance measures, service delivery expectations, operating budgets, community priorities, and Departmental organization.

City of Elk Grove, CA – Police Staffing and Efficiency Study

Citygate completed a police staffing and efficiency study for the City of Elk Grove, California. This study determined an optimal staffing model, appropriately considering workload, performance measures, service delivery expectations, operating budgets, community priorities, and Departmental organization. In addition, this study forecast future needs, taking into consideration both short- and long-term objectives, community growth, and any other factors that could impact staffing requirements.

City of Pasco, WA – Police Department Strategic Plan (Including Staffing and Operations Review)

Citygate completed a police department strategic plan for the city of Pasco, Washington, to review current and future service delivery, quality of service, service delivery expectations, community engagement, community priorities, Departmental organization, and staffing and deployment feasibility to maintain current and future organizational efficiency. This review examined current service delivery models; staffing levels; programming; management structure; operational efficiency; alternative response models; and sustainability of mission, vision, and values. A fiscal review of the Police Department was also performed, and the report included an estimated cost for each of Citygate’s staffing recommendations. As part of this engagement, a community survey was conducted in English and Spanish and community workshops were facilitated. Also, since 36 Washington State legislative bills impacting law enforcement were signed into law during 2021, the City and Police Department requested Citygate conduct a detailed review and analysis of the new bills. As part of the analysis, Citygate developed an impact and implementation matrix the Department will be able to utilize moving forward.

City of Jurupa Valley, CA – Comprehensive City-Provided Police Department Feasibility Study

Citygate conducted a feasibility analysis for the City of Jurupa Valley, California, to determine the viability of separating from the Riverside County Sheriff’s Department and directly providing polices services. Citygate conducted an in-depth analysis of policing needs in the City, the risks to be protected, and the likely growth, leading to a refined police department size estimation and allowing for a close model of early years operating costs and capital and start-up expense needs. This study also provided a likely conversion-of-services timeline. The end result, in effect, provided the City Council and the community with a police services Master Plan and cost model. The City has since retained Citygate to conduct a study of hybrid public safety models for the City.

City of Jurupa Valley, CA – Follow-On Study of Hybrid Public Safety Models

As a follow-up engagement to Citygate’s 2021 feasibility analysis regarding City-provided police services, Citygate is currently conducting a study of hybrid public safety models for the City of Jurupa Valley, California. This study will examine hybrid models of public safety services the City may consider in addition to the current contracting model of law enforcement services being provided by the Riverside County Sheriff’s Department. This will entail reviewing with City staff the existing Sheriff’s Department quality of life service requests and services delivered to determine how the Sheriff’s Department is meeting the City’s current needs, as well as providing five alternative service delivery models, including two mental health response models and three community policing models.

Cities of San Mateo and Burlingame, CA – Police Department Consolidation Analysis

Citygate conducted a study to analyze the feasibility of merging all or a portion of the cities’ current Police Service operations to (1) reduce costs while retaining, at a minimum, the current service levels for each city, and (2) where possible, improve service levels without additional costs. Thus, this study addressed a range of possibilities for the cities to consider, from full consolidation of agency police services to partial sharing of various services.

Monterey County, CA – Services Delivery and Staffing Review of the Sheriff’s Department

Citygate completed a comprehensive services delivery and staffing review of the Monterey County Sheriff’s Department. This study addressed all facets of field, command, and support operations, including, but not limited to: Enforcement Operations (patrol), Corrections Operations (jail), Administration, Investigations, Internal Affairs, professional standards, training, records, support services, civil services, coroner services, and other specialty services.

City of San Luis Obispo, CA – Police Department Comprehensive Services Delivery and Staffing Review

Citygate completed a comprehensive services delivery and staffing review of the San Luis Obispo Police Department. The study included a review of the adequacy of the existing deployment system, scheduling, and staffing. Citygate’s report included a detailed analysis of the response time, crime, and call data that drives the recommendations for staffing in Patrol, as well as an assessment of the staffing of the support functions in the Department. The Police Master Plan was very well received by executive management and the City Council. The plan continues to drive annual budget decisions in a very tough environment to fund improvements.

City of Lawrence, KS – Police Department Comprehensive Management Study

Citygate performed a comprehensive management study for the Police Department in Lawrence, Kansas. Citygate’s assessment included a detailed analysis of every type of delivered services by the Department, covering its internal support services, community relations, and community oversight. A data-driven review considered the adequacy of the existing deployment system,

scheduling, and staffing. We reviewed response time, crime, and call data that drives the recommendations for staffing in Patrol. The project also entailed formal community listening sessions with approximately 100 diverse community stakeholders.

City of Woodbury, MN – Public Safety Staffing Study

Citygate completed a public safety staffing study for the City of Woodbury, Minnesota, that included a police, fire, and EMS integrated analysis. The police assessment involved an analysis of data related to crime, calls for service, and response times, as well an analysis of the following organizational units: Patrol Division, Investigations Division (General Investigations and Street Crimes Unit), Special Services Division, Support Services, and Administration.

“We looked at a lot of firms and we picked Citygate because we knew they wouldn’t tell us just what we wanted to hear but what we needed to hear.”

-Lee Vague, Public Safety Director & Police Chief, Woodbury, MN

City of Glendale, AZ – Comprehensive Public Safety Deployment and Performance Review

Citygate completed a comprehensive deployment and performance review for the Police and Fire Departments in Glendale, Arizona. This review included a police services workload and staffing analysis and advanced data analysis for both Departments.

City of Surprise, AZ – Public Safety Master Plan

Citygate assisted the City of Surprise by developing a comprehensive Public Safety Master Plan to enable the Police and Fire-Medical Departments to complete their organizational and programmatic goals in line with the General Plan 2035 and City Council Strategic Plan. Citygate comprehensively assessed all facets of the public safety operations, including mission, goals, policies, practices, deployment, facilities, equipment, programming, organizational structure, and staffing levels.

Cities of Lake Elsinore, Canyon Lake, Jurupa Valley, Moreno Valley, San Jacinto, Temecula, and Wildomar, CA – Feasibility Assessment of Establishing up to a Seven-City Police Services Joint Powers Authority

Citygate assessed the feasibility of establishing a Police services Joint Powers Authority (JPA) for up to seven cities in Riverside County, California, which include Lake Elsinore, Canyon Lake, Jurupa Valley, Moreno Valley, San Jacinto, Temecula, and Wildomar. This assessment compared the cost of the current agreement with the Riverside County Sheriff’s Department with the likely initial JPA costs regarding personnel.

City of Orem, UT – Operations Assessment for the Police and Fire Departments

Citygate completed an operations assessment for the Police and Fire Departments in the City of Orem, Utah. This assessment entailed an examination of the current staffing needs and anticipated workload increases based on community growth; the feasibility of continuing to operate a public safety answering point; and the performance and operational data to evaluate productivity and recommend improvements.

City of Riverside, CA – Police Department Headquarters and Facilities Siting Study

Citygate completed a Police Department facilities review and headquarters/facilities siting study for the City of Riverside, California, with the goal of developing a new police headquarters facility within the City that optimizes operational services to the community. Citygate provided an evaluation of the three existing policing facilities' functions, operations, and physical locations, related to the community they serve. Based on the evaluation of the facilities, Citygate determined what, if any, adjustments to policing operations are recommended to meet both current and projected future needs of the City. We also prepared an analysis of what policing functions the proposed new police headquarters, and potential sub-station(s), should provide and the approximate size of both sworn and professional workforce needed within the proposed police facilities. To determine this, Citygate evaluated the adequacy of staffing levels for current workload and meeting Department command staff's goals and objectives related to staffing and community service level expectations.

Yuba County, CA – Comprehensive Sheriff's Department Services Delivery and Staffing Review

Citygate completed a comprehensive services delivery and staffing review of the Yuba County Sheriff's Department to examine the current delivery of services and provide recommendations of alternatives needed to meet current best practices concerning appropriate staffing levels. The work plan addressed all facets of field, command, and support operations, including, but not limited to: the Operations Division, the Patrol Division, Investigations, Communications and Records, the Support Services Division, and Crime Analysis, as well as the Reserve and Volunteer programs. Animal Care Services and Corrections were excluded from this study.

REFERENCES

Reference #1

Company Name	City of Oceanside Police Department
Address	3855 Mission Ave.
City	Oceanside
State	CA
Zip	92058
Phone	(760) 435-4900
Email	SMarchand@oceansideca.org
Contact Name	Sean Marchand, Captain, Support Operations Division
Contact Phone	(760) 435-4900

Reference #2

Company Name	City of Jurupa Valley Police Department
Address	8930 Limonite Ave.
City	Jurupa Valley
State	CA
Zip	92509
Phone	(951) 332-6464
Email	rbutler@jurupavalley.org
Contact Name	Rob Butler, City Manager
Contact Phone	(951) 332-6464

Reference #3

Company Name	City of Minnetonka Police Department
Address	14600 Minnetonka Blvd.
City	Minnetonka
State	MN
Zip	55345
Phone	(952) 939-8551
Email	sboerboom@minnetonkamn.gov , agardner@minnetonkamn.gov
Contact Name	Scott Boerboom, Chief of Police
Contact Phone	(952) 939-8551

Reference #4

Company Name	City of Elk Grove Police Department
Address	8400 Laguna Palms Way
City	Elk Grove
State	CA
Zip	95758
Phone	(916) 627-3300
Email	bdavis@elkgrovepd.org
Contact Name	Bobby Davis, Chief of Police
Contact Phone	(916) 627-3300

Reference #5

Company Name	City of Pasco Police Department
Address	215 W. Sylvester St.
City	Pasco
State	WA
Zip	99301
Phone	(509) 545-3481
Email	ROSKEK@pasco-wa.gov
Contact Name	Ken Roske, Chief of Police
Contact Phone	(509) 545-3481

APPENDIX B

PROJECT TEAM RESUMES

Mr. Gary is the Public Safety Principal for Citygate Associates. Over the last 22 years, he has performed over 400 organizational and deployment studies on public safety departments and has led numerous police services projects, policy evaluations, and Citygate's most recent after-action review for Los Angeles County. Chief Gary is the retired Fire Chief of the Livermore-Pleasanton Fire Department in Alameda County, California. As Public Safety Principal, he leads Citygate's fire, emergency medical services, and police practices. After he led Citygate's law enforcement and fire services teams to successfully complete the Woolsey AAR for Los Angeles County, the Board passed a motion to retain him specifically, by name, for implementation oversight related to the report's recommendations. He also has eight years of experience as an elected official, five of which were as a city council member. He understands the needs of the policy makers to represent their community.

Mr. Gary started his career with the City of Poway in San Diego County, attaining the rank of Battalion Chief / Fire Marshal. He subsequently served as the Administrative Battalion Chief for the Carlsbad Fire Department in San Diego County. He was appointed Fire Chief for the City of Livermore, California in January 1994, and two years later, he successfully facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department from which he retired as Chief. This successful consolidation was awarded the esteemed Helen Putnam Award for Excellence and Innovation by the California League of Cities in 1999.

Mr. Gary has both a bachelor's and master's degree in Public Administration from San Diego State University. He holds an associate degree in fire science from Miramar Community College in San Diego and a certificate in fire protection administration from San Diego State, and he has attended hundreds of hours of seminar course work in fire protection.

Mr. Gary has served in elected professional positions, including: President, California League of Cities, Fire Chiefs Department; and Chairperson, San Diego County Paramedic Agencies. He has been involved in progressive responsibility for creating or implementing fire protection policy on the local, state, and national levels. He has served as a board member representing cities on the California Office of Emergency Services-Firescope Board and served two terms as the fire chief representative on the California League of Cities Board of Directors. Mr. Gary served on the Livermore School District Board and served as an elected official on the City of Livermore City Council.

Relevant Experience:

Since starting his consulting career with Citygate Associates in 2001, Chief Gary has successfully worked on, managed, or directed over 400 consulting projects. Some of the highlights and recent projects include:

- ◆ Currently serving as Public Safety Principal and Project Director for an independent operational and organizational assessment for the City of Oceanside Police Department, affecting current, future, and long-term organizational, strategic, and operational plans.

- ◆ Served as Public Safety Principal and Project Director for a police staffing and efficiency study for the City of Elk Grove, California.
- ◆ Currently serving as Public Safety Principal and Project Manager to perform a comprehensive operations and staffing assessment for the Police Department in the City of West Sacramento, California.
- ◆ Served as Public Safety Principal to perform a comprehensive public safety deployment and performance review of the Police and Fire Departments for the City of Glendale, Arizona.
- ◆ Currently serving as Public Safety Principal, JPA Feasibility Specialist, and Project Manager for a study of hybrid public safety models for the City of Jurupa Valley, California, a follow-on study to Citygate's 2021 feasibility analysis regarding City-provided police services.
- ◆ Served as Public Safety Principal, Joint Powers Authority Feasibility Specialist, and Project Manager for a comprehensive City-provided police department feasibility study for the City of Jurupa Valley, California.
- ◆ Serving as Public Safety Principal and Project Director for a comprehensive management study for the Lawrence Police Department in Lawrence, Kansas.
- ◆ Served as Public Safety Principal to perform a comprehensive services delivery and staffing review of the Monterey County Sheriff's Department.
- ◆ Served as Public Safety Principal and Fire Project Manager for an operations assessment for the Police and Fire Departments in the City of Orem, Utah, part of which will include a fire department Standards of Coverage assessment and a police field operations review.
- ◆ Served as Public Safety Principal and Project Director for a Police Department Strategic Plan for the City of Pasco, Washington.
- ◆ Served as Public Safety Principal and Local Knowledge Connection for a comprehensive services delivery and staffing review of the San Luis Obispo Police Department.
- ◆ Served as Public Safety Principal for Citygate's police department consolidation feasibility assessment for the Cities of Burlingame and San Mateo, California.
- ◆ Served as Public Safety Principal to assist the City of Temecula, California, in estimating the size and likely parcel assessment needed for a single in-town police facility.

Relevant Non-Citygate Experience:

- ◆ In 2002, Mr. Gary led a seminar that taught the Standards of Coverage (SOC) methodology to members of the Clark County Fire Department.
- ◆ In 2005 and into 2006, Mr. Gary coached and assisted the Clark County Fire Department with the initial draft of their rural SOC documents. He advised County GIS on how to prepare the necessary mapping and response statistics analysis. He then coached the project manager on collecting risk assessment information on each

rural area, which he then wove into an integrated draft set of risk statements and proposed response policies for each rural area.

- ◆ In 2000, Mr. Gary was the lead deployment consultant on a team that developed a new strategic plan for the San Jose Fire Department. The final plan, which used the accreditation system methods and SOC tools, was well received by the Department and City Council, which accepted the new strategic plan on a 9–0 vote.
- ◆ In 1996, Mr. Gary successfully studied and then facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department for which he served as Chief. The LPFD represents one of the few successful city-to-city fire mergers in California. The LPFD consisted of 128 total personnel with an operating budget for fiscal year 2000/2001 of \$18 million. Service was provided from eight stations and a training facility, with two additional stations under construction.
- ◆ In 1995, Mr. Gary began working with the International Association of Fire Chiefs and International City Management Association Accreditation project on the SOC system for fire service deployment. He reworked the material into a California manual and annually taught a 40-hour course for the California Fire Academy for many years. He conducts seminars on this deployment methodology for the International Fire Chiefs across the United States and Canada.
- ◆ In 1994, Mr. Gary effectively led the Livermore Fire Department’s addition of paramedic firefighters on all engines to increase service. Previously the Alameda County regional system was under-serving Livermore, and the local hospital emergency room was closing. Residents and the City Council approved a local EMS supplemental property tax assessment (successfully revoted after Proposition 218) to help pay for this increased service. In 1995, Mr. Gary assisted the City Council and the firefighters’ union in reaching a new understanding on staffing, and a fifth Fire Company was added to better serve the northwest area of Livermore.
- ◆ During his tenure in Carlsbad, he successfully master-planned and opened two additional fire stations and developed the necessary agreements between the development community and the City Council.
- ◆ Mr. Gary has developed fire apparatus replacement plans; procured fire apparatus; supervised the development of community disaster preparedness and public education programs; facilitated permit streamlining programs in the Fire Prevention and Building Departments; improved diversity in the Livermore Fire Department by hiring the first three female firefighters in the City; supervised the Livermore City Building Department, including plan check and inspection services for two years; and master-planned future growth in the north Livermore area for an additional 30,000 people in a “new town” area.

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- ◆ Mr. Gary facilitated a successful regional dispatch consolidation between Poway and the City of San Diego Fire Department. He developed and implemented fire department computer records systems for Carlsbad and Livermore.
 - ◆ Mr. Gary has been a speaker on the proper design of information systems at several seminars for Fire Chiefs, the California League of Cities, and the Fortune 100. He has authored articles on technology and deployment for national fire service publications.
 - ◆ Mr. Gary is experienced as an educator in teaching firefighting, paramedicine, and citizen CPR programs. As a community college instructor, he taught management and fire prevention. He has been an instructor for State Fire Training and the San Diego Paramedic program.

Instructor and Lecturer:

- ◆ Instructor and lecturer on fire service deployment for the Commission on Fire Accreditation SOC methodology. Over the last five years, Mr. Gary has presented one-day workshops across the US and Canada to fire chiefs. Presentations have included:
 - The International Association of Fire Chiefs Convention
 - US Navy Fire Chiefs in Norfolk, Virginia
 - US Air Force Fire Chiefs at the USAF Academy in Colorado Springs, Colorado
 - Seattle-area Fire Chiefs
 - Fire Chiefs Association of British Columbia in Vancouver
 - The Michigan/Indiana Fire Chiefs Association School at Notre Dame University
 - The California Fire Training Officers annual workshop
- ◆ Developed and taught the 40-hour course in fire deployment methods for the California Fire Academy for seven years. Over 250 fire officers have been trained in this course.

Presentations:

- ◆ “Mapping the Future of Fire.” First-ever fire service technology conference, October 2000, Dallas, Texas. Outlined fire service needs, especially for GIS mapping and mobile data technologies in the fire service.

Publications:

- ◆ Edited, partially wrote, and co-developed the second, third, and fourth editions of the *Commission on Fire Accreditation Standards of Response Cover Manual*.

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- ◆ “System of Cover: Using the Accreditation Commission’s SOC systems approach for deployment,” *Fire Chief*, February 2001.
 - ◆ “Data to Go: Designing and implementing wireless data technologies for the fire service,” *Fire Chief*, December 2000.

Memberships:

- ◆ International Association of Fire Chiefs – Fairfax, Virginia
- ◆ California Fire Chiefs Association – Rio Linda, California
- ◆ National Fire Protection Association – Quincy, Massachusetts

Gary Elliott has 30 years of experience in law enforcement at all levels of the organization culminating as the second in command of a medium-sized Sheriff's Office in California, with duties and authority across the entire spectrum of the agency. His experience with the Department includes 18 years on the Special Weapons and Tactics Team as a tactical operator, team leader, and commander. He also served in the Investigations Bureau for approximately seven years, first as detective, then as detective sergeant (supervisor), and finally as the Investigative Services Commander. He investigated, supervised, or managed hundreds of criminal cases ranging from low-level property crimes, such as fraud, to complex homicide investigations. Mr. Elliott also has extensive leadership experience as a commissioned officer in the United States Army Reserve. He retired at the full rank of Colonel in September of 2018 after with 35 years of service.

Relevant Experience:

The following is a selection of Mr. Elliott's consulting experience since joining Citygate:

- ◆ Currently serving as Police Services Senior Associate for an independent operational and organizational assessment for the City of Oceanside Police Department, affecting current, future, and long-term organizational, strategic, and operational plans.
- ◆ Currently serving as Police Services Senior Associate to perform a comprehensive operations and staffing assessment for the Police Department in the City of West Sacramento, California.
- ◆ Currently serving as Police Services Senior Associate and Project Manager for a comprehensive operations and staffing assessment of the Police Department in the City of Minnetonka, Minnesota.
- ◆ Served as Law Enforcement Services Specialist to assist with a comprehensive and neutral external review of the Woolsey Fire Incident on behalf of the Los Angeles County Office of Emergency Management.
- ◆ Served as Police Services Senior Associate for a Police Department facilities review and headquarters/facilities siting study for the City of Riverside, California, with the goal of developing a new police headquarters facility within the City that optimizes operational services to the community.
- ◆ Served as Police Services Senior Associate for a Police Department Strategic Plan for the City of Pasco, Washington.
- ◆ Served as Police Services Senior Associate for a study of hybrid public safety models for the City of Jurupa Valley, California, a follow-on study to Citygate's 2021 feasibility analysis regarding City-provided police services.
- ◆ Served as Police Services Senior Specialist for a comprehensive City-provided police department feasibility study for the City of Jurupa Valley, California.
- ◆ Served as Senior Police Services Associate for an operations assessment for the Police and Fire Departments in the City of Orem, Utah, part of which included a Fire Department Standards of Coverage assessment and a police field operations review.

- ◆ Served as Police Services Senior Associate to assist the City Council in the City of Coachella, California, in a workshop discussion to consider the methods of studying policing services.
- ◆ Served as Police Services Senior Associate for a feasibility assessment of establishing a Police services Joint Powers Authority for up to seven cities in Riverside County, California, which include Lake Elsinore, Canyon Lake, Jurupa Valley, Moreno Valley, San Jacinto, Temecula, and Wildomar.
- ◆ Served as Police Services Specialist to assist the City of Temecula, California, in estimating the size and likely parcel assessment needed for a single in-town police facility.

Employment:

Undersheriff

Solano County Sheriff's Office, Fairfield, California

February 1989–February 2019

- ◆ Managed the day-to-day operations of the organization, including four major functional divisions: Field Operations, Custody, Office of Emergency Services, and Administration.
- ◆ Spent over 18 years as member of the Department's Special Weapons and Tactics Team as a tactical operator, team leader, and commander.
 - Participated in, planned, supervised, and/or commanded practically every critical incident that the Department was involved in during tenure on the team.
- ◆ Served in the Investigations Bureau for approximately seven years, first as Detective, then as the Detective Sergeant (supervisor), and finally as the Investigative Services Commander.
 - Investigated, supervised, and/or managed hundreds of criminal cases ranging from low-level property crimes, such as fraud, to complex homicide investigations.
- ◆ As a Captain and Custody Division Commander, served as the Sheriff's principle advisor on prison realignment.
 - Entailed a paradigm shift in responsibilities for managing some criminal offenders from the state prison system to the county jail and probation systems.

Colonel

United States Army Reserve, Mountain View, California

January 1983–September 2018

- ◆ Served as the Operations Officer of a Military Intelligence Battalion in Iraq during Operation Iraqi Freedom from November 2004 to October 2005.
 - Awarded the Bronze Star Medal for meritorious service.
- ◆ Served as a small group leader (instructor) for the US Army's Command and General Staff Officer's Course for three years.

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- As a junior military police officer in the California Army National Guard, deployed to several domestic support operations to assist public safety during local emergencies, including wildfires, floods, and riots.

Education:

- ◆ Master of Science in Administration of Justice and Security, University of Phoenix – 2011
- ◆ Bachelor of Science in Management, Upper Iowa University – June 2003
 - Graduate with Honors
- ◆ Associate of Science in Business Administration, Solano Community College – 1993

Certificates:

- ◆ California Commission on Peace Officer Standards and Training Management Certificate
- ◆ FBI National Academy Session 235 Certificate in Police Management – December 2008
- ◆ US Army Command and General Staff Officer Course Certificate in Leadership – June 2008
- ◆ Robert Presley Institute of Criminal Investigation Certificate in Homicide Investigation – 2000

Chief John Carli has 32 years of experience in law enforcement and is recognized as a progressive and innovative leader who promotes best practices in officer safety and wellness. Even after retiring in March 2021, Chief Carli has been an outspoken advocate and thought leader for the profession, with his most relevant work focusing on national best practices in policing, community engagement, and officer safety and wellness. He was instrumental in implementing body-worn cameras to all officers in his agency as early as 2009. In the summer of 2016, Chief Carli was summoned to the White House to meet with President Obama in the wake of national high-profile officer-involved fatal encounters. Since then, he has dedicated his time and efforts to improve the profession and implement meaningful change. His preventive approach to promoting this culture of wellness led to the development of a unique law enforcement wellness app that was recently highlighted at the Police Executive Research Forum (PERF) national town hall meeting focusing on police officer suicides. More recently in 2020, the Vacaville Police Department, under his leadership, received the National Law Enforcement Memorial Fund Destination Zero Award within the category of General Officer Safety.

Chief Carli is a nationally recognized authority regarding use-of-force and de-escalation in policing, particularly addressing public trust and police legitimacy. He is an Executive Fellow with the National Police Foundation, focusing on the continuous improvement within the policing profession throughout his career. Even after retirement, Chief Carli continues to serve as chair of the California Police Chief Association's Data Sharing Task Force, which works closely with industry stakeholders, technology leaders, and the California Department of Justice. He is also a representative on the California Attorney General's Advisory Committee. He holds a master of science degree in Strategic Leadership and is a graduate of PERF's Senior Management Institute for Police.

Relevant Experience:

- ◆ Currently serving as Police Services Senior Associate for an independent operational and organizational assessment for the City of Oceanside Police Department, affecting current, future, and long-term organizational, strategic, and operational plans.
- ◆ Currently serving as Police Services Senior Associate for a Police Department comprehensive operations and staffing assessment for the City of West Sacramento, California.
- ◆ Currently serving as Police Services Senior Associate for a comprehensive operations and staffing assessment of the Police Department for the City of Minnetonka, Minnesota.
- ◆ Served as Police Services Senior Associate for a study of hybrid public safety models for the City of Jurupa Valley, California, a follow-on study to Citygate's 2021 feasibility analysis regarding City-provided police services.

Employment:

Vacaville Police Department in Vacaville, California

Chief of Police

2014–2021

- ◆ Led a municipal police department of more than 200 employees and an annual budget of \$42 million that was responsible for the safety and security of a resident population of 103,000.
- ◆ Maintained FBI “Secret” security clearance status; managed the Department’s Criminal Justice Information System security requirements per FBI and California Department of Justice standards.
- ◆ Implemented hardware/software solutions to improve public safety and security, including a Citywide license plate recognition camera system, a computer-aided dispatch / records management system, intelligence monitoring, body-worn cameras, and a new regional public safety radio communication system, including the development of radio towers.
- ◆ Participated in a national summit on high hazard professions, serving as a subject-matter expert on de-escalation and use-of-force policy and providing input and testimony on proposed legislation.
- ◆ Created several best-practice solutions, including the development of a first responder wellness app software platform, which includes resources and access to tele-therapy.
- ◆ Recognized as the top agency in the nation in 2020 by the National Law Enforcement Officers Memorial Fund, receiving the Destination Zero Award in the area of Officer Safety and Wellness.
- ◆ Developed an advanced learning model for critical decision-making and implemented a virtual reality training center for police officers.

Senior Police Lieutenant

2010–2014

- ◆ Served as Investigative Services Division Commander, the senior Second-in-Command officer within the Department from 2011 to 2014.
 - Managed all operations within the Investigative Services Division, including hiring, staffing, training, professional development, and support of all programs and personnel; acted as Department public information officer during critical events.
 - Provided direction and guidance to managers and supervisors within the following Department sections: Investigations, Narcotics, Crime Suppression, Evidence, Youth Services, Special Victims Unit, Family Resource Center, Crime Prevention, and Crime Analysis.
 - Established a computer crime response lab with advanced technical capabilities and trained staff capable of the highest level of expert investigative techniques.
- ◆ Served as Field Operations Division Commander from 2010 to 2011.

- Managed all operations within the Patrol and Traffic sections, including staffing, training, and professional development.
- Offered direction and guidance to managers and supervisors and mentored personnel.
- Developed and implemented Department policies, wrote grants, and managed budgets.
- Appointed as the SWAT Commander; deployed the SWAT / Hostage / Mobile Field Force specialized units and directed field operations and coordinated police response during critical incidents.

Senior Police Sergeant

2005–2010

- ◆ Served as the Office of Professional Standards Supervisor from 2009 to 2010, performing complex internal investigations and investigating citizen complaints involving police personnel; assisting in state and federal civil litigations; working closely with the City Attorney’s Office; and implementing a body-worn video recorder program for officers to reduce liability, improve professionalism, and increase credibility in criminal prosecutions.
- ◆ Served as Technical Projects Manager from 2005 to 2009, coordinating technology projects, including public video monitoring, a Countywide Emergency Notification System, mobile computers, Automated Crime Analysis, and Wireless 9-1-1.
- ◆ Served on Solano Regional geographic information systems initiatives and worked closely with other City department managers in a collaborative effort to share innovative technology applications.

Police Sergeant

2003–2005

- ◆ As Patrol Supervisor, supervised and directed police operations and managed comprehensive community events; served as Critical Incident Negotiating Team Supervisor, managing critical incidents; and served as a Firearms Instructor Supervisor, responsible for all Department firearms training and the management of the shooting range.

Vacaville Police Department and the Northern California Computer Crimes Task Force

Police Detective / Computer Crimes Investigator

1999–2003

Vacaville Police Department and Rohnert Park Department of Public Safety

Police Officer / K9 Officer / Field Training Officer

1989–1999

Napa Community College

Police Academy Instructor

2001–2016

ABC Events

Regional Event Security Manager

1997–2009

Education:

- ◆ Master of Science in Strategic Leadership, Mountain State University – 2009

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- ◆ Bachelor of Science in Criminal Justice Management, Union Institute and University – 2005
 - ◆ Associate of Science in Criminal Justice, Solano Community College – 2001

Certificates and Professional Development:

- ◆ California Commission on Peace Officer Standards and Training Executive Certificate – 2016
- ◆ Graduate of the Senior Management Institute for Police, Police Executive Research Forum in Boston, Massachusetts – 2013
- ◆ Graduate of the Los Angeles Police Department Leadership Program – 2012

Professional Affiliations:

- ◆ National Police Foundation – Executive Fellow
- ◆ International Association of Chiefs of Police
- ◆ California Police Chiefs Association

Mr. Green has over 35 years of experience in all aspects of municipal finance, including as a professional manager. He has had primary responsibility for the development and monitoring of citywide budgets for four municipalities, with total budgets ranging from \$70 million to \$680 million. He developed and fine-tuned long-range financial plans for multiple municipalities, including playing a lead role in taking the City of Pasadena, California, from a \$10 million General Fund operating deficit to a \$5 million General Fund operating surplus. Mr. Green also has a master's degree in Business Administration with honors.

Relevant Citygate Experience:

The following is a selection of Mr. Green's consulting experience since joining Citygate:

- ◆ Currently serving as Local Government Fiscal Specialist for an independent operational and organizational assessment for the City of Oceanside Police Department, affecting current, future, and long-term organizational, strategic, and operational plans.
- ◆ Served as Local Government Fiscal Specialist for a Police Department Strategic Plan for the City of Pasco, Washington.
- ◆ Currently serving as Local Government Fiscal Specialist for a comprehensive operations and staffing assessment of the Police Department for the City of Minnetonka, Minnesota.
- ◆ Served as Fiscal Specialist for a comprehensive City-provided police department feasibility study for the City of Jurupa Valley, California.
- ◆ Served as Fiscal Specialist for a comprehensive assessment of the Police Department and City Hall facilities for the City of Irwindale, California, in partnership with COAR Design Group (formerly Jeff Katz Architecture). Citygate's role in the study was to perform a thorough review of the Police Department to assess potential changes to future operations.
- ◆ Served as Fiscal Specialist for a study of hybrid public safety models for the City of Jurupa Valley, California, a follow-on study to Citygate's 2021 feasibility analysis regarding City-provided police services.
- ◆ Served as Fiscal Specialist for a feasibility assessment of establishing a Police services Joint Powers Authority for up to seven cities in Riverside County, California, which include Lake Elsinore, Canyon Lake, Jurupa Valley, Moreno Valley, San Jacinto, Temecula, and Wildomar.
- ◆ Served as City Finance and Strategy Specialist for a fire and EMS staffing and operations study of the fire department for the City of Fort Worth, Texas.
- ◆ Served as Fiscal Specialist for a service level assessment for the Orange County Fire Authority's Business Services functions. This was one of seven as-needed organizational service level assessments of operations for Orange County Fire Authority as part of a Master Services Agreement.

Relevant Non-Citygate Experience:

- ◆ Completed the Comprehensive Annual Financial Report on time and with clean audit opinions for four municipalities during more than 30 years of being primarily responsible for developing and monitoring the citywide budgets, with total budgets ranging from \$70 million to \$680 million.
- ◆ Developed and fine-tuned long-range financial plans for multiple municipalities, including playing a lead role in taking the City of Pasadena, California, from a \$10 million General Fund operating deficit to a \$5 million General Fund operating surplus.
- ◆ Served as financing team lead for numerous multi-million debt issuances, including the \$282 million ReTRAC, a \$108 million event center, and \$35 million in Cabela's projects in Reno, Nevada, and the \$156 million Rose Bowl renovation in Pasadena.
- ◆ Appointed to the Employee Relations Committee by the League of California Cities' Fiscal Officers Department and voted in as the second Vice President of the League's Executive Committee. (Change of employment prevented serving in this role).
- ◆ Served as Chief Negotiator for the Cities of Rialto, California, and Reno, Nevada, for various police and fire labor units, achieving successful multiple-year agreements in both Cities.
- ◆ Developed a strategic action plan to improve the motor pool operation of the City of Rialto.
- ◆ Developed a review, monitoring, and evaluation process for the worker's compensation program for the City of Rialto, which resulted in a 15 percent savings in costs.
- ◆ Served in the lead role in four different, successful financial system conversions.
- ◆ Appointed by the League of Nevada Cities to be a member of the Committee on Local Government Finance, which monitors and makes recommendations on statewide operations of local governments.
- ◆ Served as a board member and executive committee member of risk-sharing pool for the City of Rialto's liability function.
- ◆ Developed and implemented a cross-functional work-team concept in the finance departments of the Cities of Rialto and Reno, which improved operational efficiency and effectiveness, as well as department morale.
- ◆ Successfully motivated and directed staff to implement the various internal audit recommendations given to the finance departments for the Cities of Reno and Pasadena.
- ◆ Significantly increased the level of professionalism and education among the senior management staff of the finance departments of the Cities of Reno and Pasadena.

- ◆ Developed the first vision statements for the finance departments for the Cities of Reno and Pasadena, which served to maintain departmental focus on achieving the Citywide vision.
- ◆ Developed and implemented annual senior management staff retreats to ensure that department senior managers remained focused on the department and the Citywide vision.

Employment:

Director of Finance

City of Pasadena, California 2009–2015

Finance Director

City of Reno, Nevada 2001–2009

Director of Finance / Director of Administrative Services

City of Rialto, California 1992–2001

Director of Finance

City of San Bernardino, California 1986–1992

Assistant Director of Finance

City of San Bernardino, California 1985–1986

Internal Auditor / Budget Officer

City of San Bernardino, California 1984–1985

Honors and Awards:

- ◆ Pasadena NAACP Government Sector Honoree
- ◆ San Bernardino Management Association Manager of the Year
- ◆ San Bernardino NAACP Pioneer Award
- ◆ Government Finance Officer Association Certificate of Achievement in Outstanding Financial Reporting: eight years in Reno, nine years in Rialto, and six years in Pasadena
- ◆ Government Finance Officer Association Distinguished Budgeting Award: eight years in Reno and six years in Pasadena
- ◆ Fontana Branch Derby Club Outstanding Achievement Award

Mr. DeRoos is the President of Citygate Associates, LLC and former Deputy Director of the California Redevelopment Association. He earned his undergraduate degree in political science / public service (Phi Beta Kappa) from the University of California, Davis, and he holds a master's degree in public administration from the University of Southern California. Mr. DeRoos has over five years of operational experience as a local government administrator in land use planning, budgeting, and personnel and 30 years of consulting experience performing operations and management reviews of local government functions. Prior to joining Citygate in 1991, he was a Senior Manager in the State and Local government consulting division of Ernst & Young.

Relevant Experience:

- ◆ For all Citygate projects, Mr. DeRoos reviews work products and is responsible for ensuring that each project is conducted smoothly and efficiently within the schedule and budget allocated and that the project deliverables are in conformance to Citygate's quality standards.
- ◆ Currently serving in an oversight capacity for an independent operational and organizational assessment for the City of Oceanside Police Department, affecting current, future, and long-term organizational, strategic, and operational plans.
- ◆ Currently serving in an oversight capacity to perform a comprehensive operations and staffing assessment for the Police Department in the City of West Sacramento, California.
- ◆ Served in an oversight capacity for a police staffing and efficiency study for the City of Elk Grove, California.
- ◆ Served in an oversight capacity to perform a comprehensive services delivery and staffing review for the Yuba County Sheriff's Department.
- ◆ Served in an oversight capacity for a Police Department Strategic Plan for the City of Pasco, Washington.
- ◆ Served in an oversight capacity to perform a comprehensive services delivery and staffing review of the Monterey County Sheriff's Department.
- ◆ Served in an oversight capacity to perform a comprehensive public safety deployment and performance review of the Police and Fire Departments for the City of Glendale, Arizona.
- ◆ Served in an oversight capacity to evaluate the performance of the Peninsula Humane Society and Society for the Prevention of Cruelty to Animals in San Mateo County, California, to examine contractual compliance, as well as whether the necessary animal shelter operational elements exist to increase performance and transparency.
- ◆ Served in an oversight capacity for a comprehensive public safety Master Plan enabling the Police and Fire-Medical Departments to complete their organizational programmatic goals while falling in line with the General Plan 2035 for the City of Surprise, Arizona, and the City Council Strategic Plan.

- ◆ Served in an oversight capacity for an operations assessment for the Police and Fire Departments in the City of Orem, Utah, part of which included a fire department Standards of Coverage assessment and a police field operations review.
- ◆ Served in an oversight capacity for a comprehensive management study for the Lawrence Police Department in Lawrence, Kansas.
- ◆ Served in an oversight capacity for a feasibility assessment of establishing a Police services Joint Powers Authority for up to seven cities in Riverside County, California, which include Lake Elsinore, Canyon Lake, Jurupa Valley, Moreno Valley, San Jacinto, Temecula, and Wildomar.
- ◆ Served in an oversight capacity for a comprehensive services delivery and staffing review of the San Luis Obispo Police Department.
- ◆ Served in an oversight capacity for Citygate's police department consolidation feasibility assessment for the Cities of Burlingame and San Mateo, California.
- ◆ Served in an oversight capacity for a comprehensive services delivery and staffing review for the Police Department for the City of Eloy, Arizona.
- ◆ Currently serving in an oversight capacity for a study of hybrid public safety models for the City of Jurupa Valley, California, a follow-on study to Citygate's 2021 feasibility analysis regarding City-provided police services.
- ◆ Served in an oversight capacity for a comprehensive City-provided police department feasibility study for the City of Jurupa Valley, California.
- ◆ Served in an oversight capacity for a management review of the Police Department for the City of Maricopa, Arizona.
- ◆ Currently serving in an oversight capacity for a comprehensive operations and staffing assessment of the Police Department for the City of Minnetonka, Minnesota.
- ◆ Served in an oversight capacity for a public safety staffing study for the City of Woodbury, Minnesota, which entailed a fire services Standards of Coverage and headquarters assessment and a police, fire, and emergency medical services integrated analysis overview.
- ◆ Currently serving in an oversight capacity for the first-ever independent Standards of Coverage evaluation of the Los Angeles Fire Department's fire and emergency medical services deployment system.
- ◆ Served in an oversight capacity to conduct a comprehensive and neutral external review of the Woolsey Fire Incident on behalf of the Los Angeles County Office of Emergency Management.

Mr. DeRoos is a member of several professional and civic associations. He has taught for the UC Davis Extension College and for graduate classes in public administration, administrative theory, and labor relations for Golden Gate University and nonprofit and association management for the University of Southern California. He speaks and trains frequently on the topic of leadership, character, and values and has also been a speaker for the American Planning Association (APA), written for the California APA newsletter and the California Redevelopment Journal, and has been

a speaker on redevelopment, base closures, and related issues across the US. Mr. DeRoos holds a certificate in public sector labor management relations from UC Davis and is a Certified Management Consultant (CMC).



**City of Willows
Resolution XX-2023**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH CITYGATE ASSOCIATES, LLC TO ASSIST THE CITY WITH REVIEWING, ANALYZING, AND NEGOTIATING A NEW CONTRACT WITH THE GLENN COUNTY SHERIFF'S OFFICE

WHEREAS, in 2017, The City of Willows entered into a five-year agreement with Glenn County Sheriff's Office for law enforcement services; and

WHEREAS, on June 30, 2022, the contract expired; and

WHEREAS, while negotiations were underway with the prior Sheriff in the spring of 2022 to rollover the contract into another five-year contract with a 3% increase in the contract, a new Sheriff was elected in June 2022 who preferred to negotiate a new contract and provide a one-year extension to the previous contract; and

WHEREAS, these new negotiations require a deep understanding of law enforcement services, levels of service, and cost allocation of staff time; and

WHEREAS, Citygate Associates has extensive experience in these areas and can provide guidance to city management and the City Council regarding a new contract for law enforcement services; and

WHEREAS, the scope of work and fee provided by Citygate Associates appears to accurately reflect the level of effort needed to provide these services to the City.

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

1. The City Manager is hereby authorized and directed to execute a contract with Citygate Associates, LLC to assist the City with reviewing, analyzing, and negotiating a new contract with the Glenn County Sheriff's Office for an amount not to exceed \$34,000.
2. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council on this 25th day of July, 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk



Date: July 25, 2023
To: Honorable Mayor and Councilmembers
From: Amos Hoover, City Clerk/Assistant to the City Manager
Marti Brown, City Manager
Subject: City Council Committee Appointments

Recommendation:

Consider redistribution of City Council committee appointments to include the newly appointed City Councilmember; and appoint Councilmembers to vacant positions.

Rational for Recommendation:

With the resignation of former City Councilmember Jeff Williams, there are vacant City Council committee assignments that need to be filled.

Background:

Former City Councilmember Jeff Williams Resigned on May 23, 2023, from the City Council leaving his committee assignments vacant. On July 11, 2023, following an open call for applications, and interviews of qualified candidates, the Council appointed Forrest Sprague to fill the vacancy. As a result, it is reasonable to assume that the Council may wish to revisit its committee assignment appointments, especially since these committees/agencies are requesting to know who the new appointment is and require city representation.

Discussion & Analysis:

As noted on Attachment 2, there are a total of four committee assignment vacancies that were held by former Councilmember Williams and need to be filled.

Fiscal Impact:

There is no fiscal impact.

Attachments:

- Attachment 1: Profile Summary of Willows City Council Boards and Committees
- Attachment 2: 2023 Committee Appointments

PROFILE SUMMARY OF WILLOWS CITY COUNCIL COMMITTEES

Airport Land Use Committee

The Airport Land Use Commission (ALUC) ensures compatible land uses in vicinity of all new airports and vicinity of existing airports; provides for orderly development of air transit, protects public health, safety and welfare; prepares and adopts the airport land use plan; and reviews plans, regulations, and other actions of local agencies and airport operators. There is no institutional knowledge regarding the last time this committee convened (e.g., more than five years).

Glenn County Waste Management Regional Agency

The Waste Management Regional Agency was established in 1998 by a Joint Powers Agreement between County of Glenn and the Cities of Orland and Willows for the purpose of combining disposal and diversion quantities for determining compliance with AB 939 to allow for the efficient operation of diversion programs on a region-wide basis and:

- To assume the responsibilities of the County and the cities for implementation of the multi-jurisdictional Source Reduction and Recycling Element (SRRE), Household Hazardous Waste Element (HHWE), and the Non disposal Facility Element (NDFE) adopted by the County and the cities and any additional related elements or plans that may be required by state law including the Countywide Siting element (SE) and the Summary Plan (SP);
- To revise, as necessary, any existing elements;
- To prepare any new subsequent elements;
- To serve as the single agency responsible for the local approval and public review process of these elements;
- To prepare the annual reports for the reporting of progress toward AB 939 division goals; and
- To serve as the agency responsible for compiling the disposal information from haulers and facility operators for compliance with PRC Sections 41780 and 41821.5.

The Waste Management Regional Agency is governed by a Board of Directors consisting of Supervisors from the County and a City Council member from each of the two Cities - Orland and Willows - who are appointed by their respective Board of Supervisors and City Councils.

For more information:

<https://www.countyofglenn.net/dept/public-works/solid-waste-recycling/about-us>

Glenn County Transportation Commission

The Glenn County Transportation Commission is a regional transportation planning agency that discusses Glenn County's regional transportation planning and policy issues.

For more information:

<https://www.countyofglenn.net/committee/local-transportation-commission/welcome>

Regional Transit Committee

A Joint Powers Authority (under the umbrella of the Glenn County Transportation Commission) that oversees the County's transit system (e.g., Glenn Ride).

For more information:

<https://www.countyofglenn.net/committee/regional-transit-committee/welcome>

Local Agency Formation Commission (LAFCO)

LAFCO is a state mandated local agency that oversees boundary changes to cities and special districts, the formation of new agencies including incorporation of new cities, and the formation of local government agencies to preserve agricultural and open space lands, and to discourage urban sprawl. The Glenn Local Agency Formation Commission (LAFCO) was formed when the State Legislature passed the Knox-Nisbet Act of 1963. The law has been updated from time to time, most recently as the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

For more information:

<https://www.countyofglenn.net/committee/local-agency-formation-commission/welcome>

City Select Committee

The City Select Committee includes the mayors of both the Cities of Orland and Willows to appoint city representatives to countywide boards, commissions, committees and agencies. This committee typically meets once per year in January to make appointments.

For more information:

<https://www.countyofglenn.net/committee/city-selection-committee/welcome>

Countywide Mosquito & Vector Committee

The Glenn County Mosquito & Vector Control District is a special district governed by a 5-member board of trustees that set policy for the District. The main functions of the District are to control the threat of mosquito-borne diseases and to reduce nuisance mosquito populations using sound abatement methods that minimize risk to the environment and the public. There is no institutional knowledge regarding the last time this committee convened.

For more information:

<https://www.countyofglenn.net/dept/health-human-services/public-health/services/mosquito-and-vector-control>

Finance Committee

This Committee has never been defined and codified in any city policy documents. Should the Council wish to continue the formation of this committee, a policy document needs to be developed that defines the roles and responsibilities of the Committee and its members. Staff recommends leaving these appointments vacant until the Council establishes a policy for this committee.

Glenn-Colusa Irrigation District (GCID) - Voting Delegate

GCID is dedicated to providing reliable, affordable water supplies to its landowners and water users, while ensuring the environmental and economic viability of the region. As the largest irrigation district in the Sacramento Valley. The District fulfills its mission of efficiently and effectively managing and delivering water through an ever-improving delivery system and responsible policies while maintaining a deep commitment to sustainable practices. This delegate position is for one Councilmember to vote on behalf of the entire Council to elect a representative to the Board who will represent the Willows area. It is unclear when this delegate position was last actively used or needed. There is no institutional knowledge regarding the last time that the City played a role in voting for a District delegate.

For more information:

<https://www.gcid.net/>

League Legislative Delegate

The Council delegate votes at the League of California Cities Annual Conference on behalf of the entire Council and City concerning legislative policy matters that the League of California Cities proposes lobbying on and/or initiating with the Governor and/or State Legislature.

Library Board Liaison

The Council Library Board liaison is a non-voting delegate who attends the Library Board meetings and acts as a liaison between the Council and the Board Trustees.

3CORE (Formally known as Tri-Counties Economic Development Committee)

The goal of Tri-County Economic Development is to help communities expand their local economies and create jobs. There is no institutional knowledge as to when this committee last convened.

Community Development Block Grant (CDBG) Loan Committee

The CDBG Loan Committee oversees the City's former loan program. Currently, there are no CDBG loan funds. There are nine outstanding CDBG home loans, but there are no duties for the committee to oversee. There is no institutional knowledge re: when this committee last convened.

Public Safety Committee (Police & Fire)

This Council Committee meets on an as need basis to discuss public safety issues in the city including policing, fire safety, street safety, etc...

City & Counties Economic Development Steering Committee

Council Liaison to the County's Steering Committee to review and monitor the economic development activities of the California State Association of Counties (CSAC). There is no institutional knowledge re: when this committee last convened.

For more information:

<https://www.countyofglenn.net/committee/cities-county-economic-development-committee/welcome>

Sustainable Groundwater Management Act (SGMA) Board Committee

The Water Resources Program is responsible for disseminating information, facilitating outreach, and encouraging involvement in groundwater and water resource activities in Glenn County. This committee oversees the implementation of the SGMA and provides recommendations.

For more information:

<https://www.countyofglenn.net/dept/planning-community-development-services/water-resources/welcome>

WILLOWS CITY COUNCIL 2023 COMMITTEE APPOINTMENTS

COMMITTEE	MEMBER(S)	MEETING DATES/TIME	TERM EXPIRES
Airport Land Use Committee	Mayor	No regular meetings	12/2023
Glenn County Waste Management Regional Agency <i>(1 member, 1 alternate)</i>	Vacant Hansen (Alternate)	Quarterly, Third Thursday @ 10:30AM	12/2023
Regional Transit Committee <i>(2 members, 1 alternate)</i>	Hansen Vacant Hofhenke (Alternate)	Monthly, Third Thursday @ 9am	12/2023
Transportation Commission <i>(1 Member and 1 alternate)</i>	Hansen Vacant (Alternate)	Monthly, Third Thursday, following Transit Committee meeting	12/2023
LAFCO <i>(1 member, 1 alternate)</i>	Mayor Vodden (Alternate)	As needed, second Monday	12/2023
City Select Committee	Mayor	Annually in January	12/2023
Countywide Mosquito & Vector District	Vince Holvick Mayor (Alternate)	As needed	6/2023
Finance Committee <i>(2 members)</i>	Vacant Mayor	As needed	12/2023
GCID Voting Delegate <i>(Mayor)</i>	Mayor	As needed	12/2023
League Legislative Delegate <i>(Mayor)</i>	Mayor	@ Annual League Conference in September	12/2023
Library Board	Hofhenke	Every other month, Second Thursday @ 11:00 am	12/2023
3CORE (Formally known as Tri-Counties Economic Development Committee) <i>(1 member, 1 alternate)</i>	Vodden Mayor (Alternate)	As needed	12/2023
CDBG Loan Committee <i>(2 members)</i>	?	As needed	12/2023
Public Safety (Police & Fire) Committee <i>(2 members)</i>	Hansen Hofhenke	As needed	12/2023
City & Counties Economic Development Steering Committee <i>(2 members, 1 alternate)</i>	Mayor Vodden Hofhenke (Alternate)	As needed	12/2023
Sustainable Groundwater Management Act (SGMA) Board Committee <i>(1 member)</i>	Hansen	Monthly, First Monday @ 1:30 PM	N/A



COMMENTS AND REPORTS