



Willows City Council Regular Meeting

October 22, 2024
Willows City Hall
6:00 PM

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

City Manager
Marti Brown

City Clerk
Vacant

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

Agenda

Watch the Council meeting online via Zoom: <https://us06web.zoom.us/j/81128096707>

Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **CEREMONIAL MATTERS**

- a. **Proclamation – Veteran’s Day**

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: cityclerk@cityofwillows.org.

- a. **Register Approval**

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

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

- b. **Minutes Approval**

Recommended Action: Approve the October 15, 2024, meeting minutes.

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

7. **PUBLIC HEARING**

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

a. **2024 Community Development Block Grant**

Recommended Action: Conduct a Public Hearing for the Application Submission Phase of the 2024 Community Development Block Grant Over-the-Counter Sidewalk Rehabilitation and Competitive Planning Grant Applications; and Adopt a Resolution authorizing the Mayor of the City of Willows to execute an agreement, and any amendments thereto, with the State of California for the purposes of this grant.

Contact: Joe Bettencourt, Community Development & Services Director,
jbettencourt@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: cityclerk@cityofwillows.org.

a. **Lift Station Rehabilitation Project**

Recommended Action: Approve the attached resolution authorizing the City Manager to execute:

- An agreement with SnL Group, Inc. for the Lift Station Rehabilitation Project for \$1,564,980;
- A contract amendment with Coastland | DCCM for \$195,000 to provide project construction management and inspection services;
- A contract amendment with NexGen for \$40,000 to provide engineering support services during construction; and
- establishing an overall project budget of \$1,956,478.

Contact: John Wanger, City Engineer, jwanger@cityofwillows.org

b. **Potential Re-Prioritization of Pavement Management Program (PMP) List**

Recommended Action: Provide direction to staff to potentially revise and re-prioritize the Pavement Management Program list for street rehabilitation using SB 1 Transportation Funds.

Contact: Joe Bettencourt, Community Development & Services Director,
jbettencourt@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 October 16, 2024.

Tara Rustenhoven
Tara Rustenhoven, Deputy 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 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.



CEREMONIAL MATTERS

City of Willows
Proclamation
Veterans Day

WHEREAS, the 11th of November 1918, marked the end of the 'war to end all wars' and the cessation of the most destructive, sanguinary, and far-reaching war in human annals and the resumption by the people of the United States of peaceful relations with other nations, which we hope may never again be severed; and

WHEREAS, it is fitting that the recurring anniversary of this date should be commemorated with thanksgiving and prayer and exercises designed to perpetuate peace through good will and mutual understanding between nations; and

WHEREAS, on June 1, 1954, Congress declared that Armistice Day should be Veterans Day to honor all who had served in all wars to preserve world peace and on October 8, 1954, President Dwight D. Eisenhower issued the first Veterans Day Proclamation; and

WHEREAS, to protect the Nation they love, our veterans stepped forward when America needed them most. In conflicts around the world, their sacrifice and resolve helped destroy the enemies of freedom and saved millions from oppression. In answering history's call with honor, decency, and resolve, our veterans have shown the power of liberty and earned the respect and admiration of a grateful Nation; and

WHEREAS, all of America's veterans have placed our Nation's security before their own lives, creating a debt that we can never fully repay. Our veterans represent the best of America, and they deserve the best America can give them.

NOW THEREFORE, I, Gary Hansen, Mayor of the City of Willows and on behalf of the Willows City Council and the Citizens of Willows, do hereby proclaim November 11, 2024, as Veterans Day and urge all citizens of Willows to recognize the valor and sacrifice of our veterans through ceremonies and prayers.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 22nd day of October 2024.

Gary Hansen, Mayor





PUBLIC COMMENT & CONSENT CALENDAR FORUM



	<u>PERIOD</u>		
	10/11/2024	TO	10/11/2024
Check Register	54910	TO	54950
Payroll Check Register	40955	TO	40961
Payroll	946	TO	978

APPROVAL DATE 10/22/2024

APPROVED _____



City of Willows

Payment Register

APPKT00310 - 10-11-24 CHECK RUN

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name	Total Vendor Amount
	Void	0.00
Payment Type	Payment Number	Payment Date
**Void Check	54941	10/11/2024
		Payment Amount
		0.00

Vendor Number	Vendor Name	Total Vendor Amount
1004	3CORE	250.00
Payment Type	Payment Number	Payment Date
Check	54910	10/11/2024
		Payment Amount
		250.00
Payable Number	Description	Payable Date
1831	RUMIANO LOAN MANAGEMENT- SEPTEMBER 2024 - PLA	10/10/2024
		Due Date
		10/10/2024
		Discount Amount
		0.00
		Payable Amount
		250.00

Vendor Number	Vendor Name	Total Vendor Amount
1014	ACCESS	91.42
Payment Type	Payment Number	Payment Date
Check	54911	10/11/2024
		Payment Amount
		91.42
Payable Number	Description	Payable Date
11167877	OCTOBER 2024 SHREDDING	10/08/2024
		Due Date
		10/08/2024
		Discount Amount
		0.00
		Payable Amount
		91.42

Vendor Number	Vendor Name	Total Vendor Amount
1029	AFLAC- FLEX ONE	396.24
Payment Type	Payment Number	Payment Date
Check	54912	10/11/2024
		Payment Amount
		396.24
Payable Number	Description	Payable Date
INV0000824	AFLAC DENTAL	09/27/2024
		Due Date
		09/30/2024
		Discount Amount
		0.00
		Payable Amount
		107.66
INV0000825	AFLAC CANCER	09/27/2024
		Due Date
		09/30/2024
		Discount Amount
		0.00
		Payable Amount
		108.88
INV0000826	AFLAC ACCIDENT	09/27/2024
		Due Date
		09/27/2024
		Discount Amount
		0.00
		Payable Amount
		107.32
INV0000827	AFLAC STD	09/27/2024
		Due Date
		09/30/2024
		Discount Amount
		0.00
		Payable Amount
		29.12
INV0000829	AFLAC HOSPITAL	09/27/2024
		Due Date
		09/30/2024
		Discount Amount
		0.00
		Payable Amount
		29.06
INV0000830	AFLAC VISION	09/27/2024
		Due Date
		09/30/2024
		Discount Amount
		0.00
		Payable Amount
		14.20

Vendor Number	Vendor Name	Total Vendor Amount
1052	AMAZON CAPITAL SERVICES	219.85
Payment Type	Payment Number	Payment Date
Check	54913	10/11/2024
		Payment Amount
		219.85
Payable Number	Description	Payable Date
1RCX-RK7L-CW3J	NEW MATERIALS - BOOKS - LIBRARY	10/08/2024
		Due Date
		10/08/2024
		Discount Amount
		0.00
		Payable Amount
		219.85

Vendor Number	Vendor Name	Total Vendor Amount
1193	CALIFORNIA BUILDING STAND	64.80
Payment Type	Payment Number	Payment Date
Check	54914	10/11/2024
		Payment Amount
		64.80
Payable Number	Description	Payable Date
93024BSASRF	JULY - SEPTEMBER 2024 BSASRF	10/10/2024
		Due Date
		10/10/2024
		Discount Amount
		0.00
		Payable Amount
		64.80

Vendor Number	Vendor Name	Total Vendor Amount
1243	CITY OF ORLAND	26,088.02
Payment Type	Payment Number	Payment Date
Check	54915	10/11/2024
		Payment Amount
		26,088.02
Payable Number	Description	Payable Date
155	LIBRARY DIRECTOR SERV-JULY, AUGUST, SEPT 2024 -LIB	10/08/2024
		Due Date
		10/08/2024
		Discount Amount
		0.00
		Payable Amount
		26,088.02

Payment Register

APPKT00310 - 10-11-24 CHECK RUN

Vendor Number	Vendor Name					Total Vendor Amount
1261	COMCAST CABLE					418.23
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54916			10/11/2024		152.94
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290116196-91424	SERVICES FROM 9-19-24 TO 10-18-24 - FIRE	10/08/2024	10/08/2024	0.00	152.94	
Check	54917			10/11/2024		265.29
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
8155600290115941-92424	SERVICES FROM 9-29-24 TO 10-26-24 - CIVIC CENTER	10/08/2024	10/08/2024	0.00	265.29	
Vendor Number	Vendor Name					Total Vendor Amount
1277	CORNING LUMBER WILLOWS					45.17
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54918			10/11/2024		45.17
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2409-061972	50' SNAKE - RESTROOM - CIVIC CENTER - PUBLIC WORKS	10/08/2024	10/08/2024	0.00	20.00	
2409-063504	2X6 & PHILLIPS BITS - SOFTBALL BACKSTOPS - PW	10/08/2024	10/08/2024	0.00	25.17	
Vendor Number	Vendor Name					Total Vendor Amount
1334	DEPT. OF CONSERVATION					58.23
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54919			10/11/2024		58.23
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
93024SMIF	JULY 2024 - SEPTEMBER 2024 SMIF FEES - ENG	10/10/2024	10/10/2024	0.00	58.23	
Vendor Number	Vendor Name					Total Vendor Amount
1463	GANDY-STALEY OIL CO.					6,978.52
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54920			10/11/2024		6,978.52
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
224641	FUEL - PUBLIC WORKS & SEWER	10/08/2024	10/08/2024	0.00	804.40	
224642	FUEL - PUBLIC WORKS & SEWER	10/08/2024	10/08/2024	0.00	797.35	
87140-53124	FUEL - FIRE	10/10/2024	10/10/2024	0.00	881.56	
87140-63024	FUEL - FIRE	10/10/2024	10/10/2024	0.00	2,284.52	
87140-73124	FUEL - FIRE	10/10/2024	10/10/2024	0.00	643.42	
87140-83124	FUEL - FIRE	10/10/2024	10/10/2024	0.00	421.11	
87140-93024	FUEL - FIRE	10/10/2024	10/10/2024	0.00	1,146.16	
Vendor Number	Vendor Name					Total Vendor Amount
2458	GCS ENVIRONMENTAL EQUIPMENT SERVICES INC					5,709.59
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54921			10/11/2024		5,709.59
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
29239	STREET SWEEPER REPAIR - STREETS - PUBLIC WORKS	10/08/2024	10/08/2024	0.00	5,709.59	
Vendor Number	Vendor Name					Total Vendor Amount
2459	GLENN COUNTY PUBLIC WORKS AGENCY					168.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54922			10/11/2024		168.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
PW25-000533	CCG - 4 COLOR COPIES 48 SQFT - CCG	10/08/2024	10/08/2024	0.00	168.00	
Vendor Number	Vendor Name					Total Vendor Amount
1485	GLENN LOCAL AGENCY FORMAT					11,803.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54923			10/11/2024		11,803.00
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
GLENNLAFCO-FY24-25	GLENN LAFCO FISCAL YEAR 2024-25	10/10/2024	10/10/2024	0.00	11,803.00	

Payment Register

APPKT00310 - 10-11-24 CHECK RUN

Vendor Number	Vendor Name					Total Vendor Amount
2441	JENNIFER BORGMAN					250.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54924			10/11/2024	250.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
24-055	SYCAMORE PARK DSN K-O CITY FINANCE ED PLAN - CM	10/08/2024	10/08/2024	0.00	250.00	
Vendor Number	Vendor Name					Total Vendor Amount
1606	JEREMY'S PEST STOMPERS					95.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54925			10/11/2024	95.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
1012412	OCTOBER 2024 SERVICE - FIRE	10/08/2024	10/08/2024	0.00	40.00	
1042414	OCTOBER 2024 SERVICE - CIVIC CENTER	10/10/2024	10/10/2024	0.00	55.00	
Vendor Number	Vendor Name					Total Vendor Amount
1680	LANNIE'S SEPTIC TANK SERV					144.79
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54926			10/11/2024	144.79	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
26278	PORTABLE TOILET RENT & SERVICE - PARKS - PW	10/08/2024	10/08/2024	0.00	144.79	
Vendor Number	Vendor Name					Total Vendor Amount
1770	MENDES SUPPLY COMPANY					193.89
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54927			10/11/2024	193.89	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
R074711	JANITORIAL SUPPLIES - CIVIC CENTER	10/08/2024	10/08/2024	0.00	193.89	
Vendor Number	Vendor Name					Total Vendor Amount
1829	NCCSIF					12,822.25
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54928			10/11/2024	12,822.25	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
2911	FY 24-25 Q2 GENERAL LIABILITY INSURANCE - WC - CW	10/09/2024	10/09/2024	0.00	12,822.25	
Vendor Number	Vendor Name					Total Vendor Amount
2373	ODP BUSINESS SOLUTIONS					334.97
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54929			10/11/2024	334.97	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
387086486001	TONER, BIND & CLIPS - OFFICE SUPPLIES - CW	10/09/2024	10/09/2024	0.00	286.81	
389197263001	BINDER DIVIDERS - OFFICE SUPPLIES - CW	10/10/2024	10/10/2024	0.00	48.16	
Vendor Number	Vendor Name					Total Vendor Amount
1143	PEDRO BOBADILLA					576.92
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54930			10/11/2024	576.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
101124PB	RECREATIONAL SERVICES 9-28-24 TO 10-11-24	10/09/2024	10/09/2024	0.00	576.92	
Vendor Number	Vendor Name					Total Vendor Amount
2332	PRENTICE LONG, PC					12,600.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54931			10/11/2024	12,600.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
6995	SERVICES RENDERED THROUGH 9-26-24	10/09/2024	10/09/2024	0.00	9,165.00	
6996	N YOLO ST RECEIVERSHIP THROUGH 9-26-24	10/09/2024	10/09/2024	0.00	813.00	
6997	CITY SALES TAX THROUGH 9-26-24	10/09/2024	10/09/2024	0.00	1,216.00	
6998	POLICE DEPARTMENT ASSESSMENT THROUGH 9-26-24	10/09/2024	10/09/2024	0.00	1,406.00	

Payment Register

APPKT00310 - 10-11-24 CHECK RUN

Vendor Number	Vendor Name					Total Vendor Amount
2393	RICHARD THOMAS					456.24
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54932			10/11/2024		456.24
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
8224RT	RETURNED DIRECT DEPOSIT - REISSUE	10/09/2024	10/09/2024	0.00		228.12
91324RT	RETURNED DIRECT DEPOSIT - REISSUE	10/09/2024	10/09/2024	0.00		228.12
Vendor Number	Vendor Name					Total Vendor Amount
2041	SACRAMENTO VALLEY MIRROR					386.40
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54933			10/11/2024		386.40
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
2432	CA CD BLOCK GRANT 2024 APP - CW	10/10/2024	10/10/2024	0.00		386.40
Vendor Number	Vendor Name					Total Vendor Amount
2044	SAFETY TIRE SERVICE					2,478.50
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54934			10/11/2024		2,478.50
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
62473	REPAIRS - FIRE TRUCK #14 - FIRE	10/09/2024	10/09/2024	0.00		1,487.06
62507	REPAIRS - 2019 HENDRICKSON FIRETRUCK BASE #3	10/09/2024	10/09/2024	0.00		991.44
Vendor Number	Vendor Name					Total Vendor Amount
2056	SCALVINI TIRE & AUTO					3,025.63
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54935			10/11/2024		3,025.63
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
34398	REPAIRS & MAINTENANCE 2018 F250 - FIRE	10/09/2024	10/09/2024	0.00		2,540.37
34399	REPAIRS & MAINTENANCE 2018 F250 - FIRE	10/09/2024	10/09/2024	0.00		485.26
Vendor Number	Vendor Name					Total Vendor Amount
2334	STREAM IT NETWORKS LLC					85.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54936			10/11/2024		85.00
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
2024-10000055	OCTOBER 2024 INTERNET - PUBLIC WORKS	10/09/2024	10/09/2024	0.00		85.00
Vendor Number	Vendor Name					Total Vendor Amount
2132	SUN LIFE FINANCIAL					1,076.49
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54937			10/11/2024		1,076.49
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
5487105-0001-92524	SEPTEMBER 2024 INSURANCE - GAP	10/09/2024	10/09/2024	0.00		1,076.49
Vendor Number	Vendor Name					Total Vendor Amount
1439	THE FIRST CHOICE COFFEE S					45.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54938			10/11/2024		45.00
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
1672	OCTOBER 2024 - WATER FILTRATION - FIRE	10/08/2024	10/08/2024	0.00		45.00
Vendor Number	Vendor Name					Total Vendor Amount
2207	TYLER TECHNOLOGIES, INC					1,410.00
Payment Type	Payment Number			Payment Date		Payment Amount
Check	54939			10/11/2024		1,410.00
Payable Number	Description	Payable Date	Due Date	Discount Amount		Payable Amount
025-482242	PROJECT MANAGEMENT - INSTALLED ACCOUNTS - CW	10/10/2024	10/10/2024	0.00		250.00
045-486111	PARKS & REC SVCS IMPLMENTATION - REC	10/09/2024	10/09/2024	0.00		1,160.00

Payment Register

APPKT00310 - 10-11-24 CHECK RUN

Vendor Number	Vendor Name					Total Vendor Amount
2232	US BANK					4,365.49
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54940			10/11/2024	4,365.49	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
BROWN92324-01	VISTAPRINT - POSTCARDS - CITY FIN ED PLAN - CM	10/10/2024	10/10/2024	0.00	130.82	
BROWN92324-02	FLIPPING BOOK - CITY FIN ED PLAN - CM	10/10/2024	10/10/2024	0.00	59.00	
BROWN92324-03	LEAGUE OF CA CITY - 2024 MUNICIPAL FINANCE - CM	10/10/2024	10/10/2024	0.00	500.00	
BROWN92324-04	VISTAPRINT - POSTCARDS - CITY HALL CRAWL CFEP - CM	10/10/2024	10/10/2024	0.00	113.67	
BROWN92324-05	AMAZON - DRINK MIX - CITY HALL CRAWL -CFEP - CM	10/10/2024	10/10/2024	0.00	27.95	
BROWN92324-06	AMAZON - SUPPLIES - CITY HALL CRAWL - CFEP - CM	10/10/2024	10/10/2024	0.00	48.18	
BROWN92324-07	IMPRINT - PENS & LIP BALM - CITY HALL CRAWL - CFEP	10/10/2024	10/10/2024	0.00	378.11	
BROWN92324-08	IMPRINT - PENS & LIP BALM - RUSH - CITY CRAWL-CFEP	10/10/2024	10/10/2024	0.00	29.51	
BROWN92324-09	THE COOKIE TREE - TOWN HALL MEETING - CITY FIN ED	10/10/2024	10/10/2024	0.00	69.00	
BROWN92324-10	CONSERVATION AMBASSADORS - CITY CRAWL - CFEP - CI	10/10/2024	10/10/2024	0.00	1,000.00	
HOOVER92324-01	DOLLAR TREE - SUPPLIES - CITY CRAWL - CFEP - CM	10/10/2024	10/10/2024	0.00	12.17	
HOOVER92324-02	BOARDS GALORE - FOOD - CITY CRAWL - CITY FIN ED PL	10/10/2024	10/10/2024	0.00	193.05	
HOOVER92324-03	ALL STAR RENTS - CITY CRAWL - CITY FIN ED PLAN-CM	10/10/2024	10/10/2024	0.00	257.20	
HOOVER92324-04	COSTCO - FOOD - CITY CRAWL - CITY FIN ED PLAN - CM	10/10/2024	10/10/2024	0.00	372.41	
HOOVER92324-05	ALL STAR RENTS - LOST BALL - CITY CRAWL - CFED-CM	10/10/2024	10/10/2024	0.00	10.77	
MEZA92324-01	WALMART - OFFICE SUPPLIES - LIBRARY	10/10/2024	10/10/2024	0.00	29.50	
MEZA92324-02	WALMART - OFFICE SUPPLIES - LIBRARY	10/10/2024	10/10/2024	0.00	103.21	
MONCK92324-06	CHEVRON - FUEL OES FUNDED - FIRE	10/10/2024	10/10/2024	0.00	100.06	
MONCK92324-07	ROCKET - FUEL - OES FUNDED - FIRE	10/10/2024	10/10/2024	0.00	104.94	
MONCK92324-08	CHEVRON - FUEL OES FUNDED - FIRE	10/10/2024	10/10/2024	0.00	42.56	
MONCK92324-09	CHEVRON - FUEL OES FUNDED - FIRE	10/10/2024	10/10/2024	0.00	52.58	
MONCK92324-10	LES SCHWAB TIRES - ALIGNMENT 2018 FORD F250 - FIRE	10/10/2024	10/10/2024	0.00	114.99	
MOORE92324-01	WALMART.COM - SUPPLIES - CITY CRAWL - CITY FIN ED	10/10/2024	10/10/2024	0.00	52.79	
MOORE92324-02	CALPERS - PARKING - ED FORUM - FINANCE	10/10/2024	10/10/2024	0.00	10.00	
MOORE92324-03	SOUTHWEST - FLIGHT CALPERS CONFERNCE - FINANCE	10/10/2024	10/10/2024	0.00	53.98	
MOORE92324-04	SOUTHWEST - FLIGHT CALPERS CONFERNCE - FINANCE	10/10/2024	10/10/2024	0.00	173.99	
MOORE92324-05	WALMART - SUPPLIES - TOWN HALL - CITY ED FIN PLAN	10/10/2024	10/10/2024	0.00	24.32	
MOORE92324-06	BOARDS GALORE - SUPPPLES - TOWN HALL - CITY FIN ED	10/10/2024	10/10/2024	0.00	150.15	
PFYL92324-01	AMERICAN SIGN - SIGNAL - STREETS - PUBLIC WORKS	10/10/2024	10/10/2024	0.00	86.55	
PFYL92324-02	MAR-VAL - BALLOONS - CITY CRAWL - CITY FIN ED PLAN	10/10/2024	10/10/2024	0.00	64.03	

Vendor Number	Vendor Name					Total Vendor Amount
2233	US BANK ST. PAUL CM-9703					125.00
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54942			10/11/2024	125.00	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
14434404	BASE FEE - INVESTMENT ACCOUNT	10/10/2024	10/10/2024	0.00	125.00	

Vendor Number	Vendor Name					Total Vendor Amount
2248	VERIZON WIRELESS					403.32
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54943			10/11/2024	403.32	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
9974852499	SEPTEMBER 2024 SERVICE	10/10/2024	10/10/2024	0.00	403.32	

Vendor Number	Vendor Name					Total Vendor Amount
2433	VESTIS					317.02
Payment Type	Payment Number			Payment Date	Payment Amount	
Check	54944			10/11/2024	317.02	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
5066689153	UNIFORM SERVICE - PUBLIC WORKS	10/10/2024	10/10/2024	0.00	158.51	
5066693530	UNIFORM SERVICE - PUBIC WORKS	10/10/2024	10/10/2024	0.00	158.51	

Payment Register

APPKT00310 - 10-11-24 CHECK RUN

Vendor Number 2260	Vendor Name WAL-MART COMMUNITY - CREDIT CARD					Total Vendor Amount 460.68
Payment Type Check	Payment Number 54945			Payment Date 10/11/2024		Payment Amount 460.68
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
604234-1658048817-01	SUPPLIES - PUBLIC WORKS	10/09/2024	10/09/2024	0.00	75.13	
604234-1658048817-02	CITY HALL CRAWL - CITY FINANCE ED PLAN - CM	10/09/2024	10/09/2024	0.00	30.03	
604-234-1658048817-03	COPY PAPER - GENERAL OFFICE - CW	10/09/2024	10/09/2024	0.00	55.17	
604234-1658048817-04	CITY HALL CRAWL - CITY FINANCE ED PLAN - CM	10/09/2024	10/09/2024	0.00	15.14	
604234-1658048817-05	SUPPLIES - FIRE HOUSE - FIRE	10/09/2024	10/09/2024	0.00	280.80	
604234-1658048817-06	CITY HALL CRAWL - CITY FINANCE ED PLAN - CM	10/09/2024	10/09/2024	0.00	4.41	

Vendor Number 2295	Vendor Name WILLOWS ACE HARDWARE					Total Vendor Amount 444.85
Payment Type Check	Payment Number 54946			Payment Date 10/11/2024		Payment Amount 444.85
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
115331	WAX RING - OFFICE BATHROOM - CIVIC CENTER - PW	10/09/2024	10/09/2024	0.00	10.71	
115340	MOP - CLEANING SUPPLIES - CIVIC CENTER - PW	10/09/2024	10/09/2024	0.00	16.08	
115347	FLAT BAR - REPAIRS - SOFTBALL BLEACHERS - PW	10/09/2024	10/09/2024	0.00	42.86	
115359	PAINT SOCCER - REC - PUBLIC WORKS	10/09/2024	10/09/2024	0.00	318.47	
115383	SUPPLIES - SOFTBALL BACKSTOPS - PUBLIC WORKS	10/09/2024	10/09/2024	0.00	12.86	
115394	CUT WHEEL- SUPPLIES - GRINDER - PUBLIC WORKS	10/09/2024	10/09/2024	0.00	7.43	
115630	SUPPLIES SIREN E-3 FIRE	10/09/2024	10/09/2024	0.00	36.44	

Vendor Number 2317	Vendor Name WTCOX					Total Vendor Amount 220.55
Payment Type Check	Payment Number 54947			Payment Date 10/11/2024		Payment Amount 220.55
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount	
3140658	NEW MATERIAL - MAGAZINE SUBSCRIPTIONS - LIBRARY	10/10/2024	10/10/2024	0.00	220.55	



City of Willows

Payment Register

APPKT00313 - PAYROLL LIABILITY CHECKS 10-11-24

01 - Vendor Set 01

Bank: Gen Chk - General Checking

Vendor Number	Vendor Name			Total Vendor Amount	
1029	AFLAC- FLEX ONE			792.48	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	54948	10/11/2024		792.48	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0000824	AFLAC DENTAL	09/27/2024	09/30/2024	0.00	107.66
INV0000825	AFLAC CANCER	09/27/2024	09/30/2024	0.00	108.88
INV0000826	AFLAC ACCIDENT	09/27/2024	09/27/2024	0.00	107.32
INV0000827	AFLAC STD	09/27/2024	09/30/2024	0.00	29.12
INV0000829	AFLAC HOSPITAL	09/27/2024	09/30/2024	0.00	29.06
INV0000830	AFLAC VISION	09/27/2024	09/30/2024	0.00	14.20
INV0000845	AFLAC DENTAL	10/11/2024	10/31/2024	0.00	107.66
INV0000846	AFLAC CANCER	10/11/2024	10/31/2024	0.00	108.88
INV0000847	AFLAC ACCIDENT	10/11/2024	10/11/2024	0.00	107.32
INV0000848	AFLAC STD	10/11/2024	10/31/2024	0.00	29.12
INV0000850	AFLAC HOSPITAL	10/11/2024	10/31/2024	0.00	29.06
INV0000851	AFLAC VISION	10/11/2024	10/31/2024	0.00	14.20

Vendor Number	Vendor Name			Total Vendor Amount	
1194	CALIFORNIA STATE DISBURSE			162.92	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	54949	10/11/2024		162.92	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0000852	CHILD SUPPORT	10/11/2024	10/11/2024	0.00	162.92

Vendor Number	Vendor Name			Total Vendor Amount	
2223	UNITED PUBLIC EMPLOYEES A			233.10	
Payment Type	Payment Number	Payment Date	Payment Amount		
Check	54950	10/11/2024		233.10	
Payable Number	Description	Payable Date	Due Date	Discount Amount	Payable Amount
INV0000857	PUBLIC SAFETY DUES	10/11/2024	10/31/2024	0.00	233.10



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 9/23/2024-10/6/2024

Packet: PYPKT00292 - PAY PERIOD 09/23/24 to 10/06/24 PAYDATE 10/11/24

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
ABOLD, STEVEN B	ABO00	10/11/2024	971	2,130.09
ARELLANES, ASHLEY MARIE	ARE00	10/11/2024	40957	332.64
BETTENCOURT, JOSEPH	BET01	10/11/2024	976	4,750.61
BOBADILLA, TAVIAN	BOB02	10/11/2024	962	88.00
BOBADILLA, PEDRO D	BOB00	10/11/2024	961	50.00
BRIONES, BRENDA VALENZU	BRI00	10/11/2024	956	448.00
BROTT, SHERRY	BRO02	10/11/2024	951	50.00
BROWN, MARTHA	BRO01	10/11/2024	948	5,676.92
CANO, GABRIELA M	CAN01	10/11/2024	40958	116.00
CASTORENA, SOFIA	CAST01	10/11/2024	40959	112.00
EHORN, CAITLIN A	EHO02	10/11/2024	957	1,468.00
EHORN, MARIA ANNETTE	EHO00	10/11/2024	952	50.00
ENOS, KYLE	ENO00	10/11/2024	966	2,350.24
FUENTES, JAIME	FUE01	10/11/2024	967	2,114.24
GALLARDO-CANO, NATALY	GAL01	10/11/2024	963	112.00
GAMBOA, YADIRA	GAM00	10/11/2024	958	352.00
HANSEN, GARY L	HAN02	10/11/2024	946	250.00
HARLAN, HELEN	HAR03	10/11/2024	964	53.31
HAZLETT, ROBIN	HAZ01	10/11/2024	949	1,988.62
HUTSON, EVAN C	HUT01	10/11/2024	968	250.00
JIMENEZ, LUIS	JIM001	10/11/2024	40960	100.00
LOMBARD, TYLER JOSEPH	LOM00	10/11/2024	969	2,266.80
LOPEZ, MATTHEW	LOP03	10/11/2024	970	825.60
MINGS, MICHAEL E	MIN00	10/11/2024	972	1,933.69
MONCK, NATHANIAL T	MON00	10/11/2024	977	11,410.16
MOORE, JOANNE	MOO01	10/11/2024	950	4,743.20
MYERS, HOLLY	MEY00	10/11/2024	953	50.00
PFYL, NATISA N	PFY00	10/11/2024	978	3,001.51
RANDOLPH, MATTHEW	RAN01	10/11/2024	973	1,757.60
RANDOLPH, CORA	RAN02	10/11/2024	40961	112.00
RAYGOZA, RODRIGO	RAY00	10/11/2024	965	189.00
REED, JOSHUA	REE00	10/11/2024	974	1,757.60
RUSTENHOVEN, TARA L	RUS01	10/11/2024	955	2,446.92
SPENCE, KYLIEGH C	SPE02	10/11/2024	959	688.00
SPRAGUE, FORREST	SPR00	10/11/2024	947	250.00
THOMAS, RICHARD	THO00	10/11/2024	40955	250.00
VALENCIA, LLANIRA	VAL01	10/11/2024	954	50.00
VARGAS, GIOVANI	VAR00	10/11/2024	960	592.00
VASQUEZ, PEDRO CEASAR	VAS01	10/11/2024	975	2,596.77
VODDEN, DAVID	VOD00	10/11/2024	40956	250.00
			Totals:	58,013.52



Willows City Council Regular Meeting Action Minutes

October 15, 2024
Willows City Hall
6:00 PM

Agenda Item #6b.

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

City Manager
Marti Brown

City Clerk
Amos Hoover

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

1. CALL TO ORDER – 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: Councilmember Sprague

4. CHANGES TO THE AGENDA

5. CEREMONIAL MATTERS

- a. **Proclamation – Fire Prevention Month** – Received by Fire Chief Nate Monck

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Register Approval

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

b. Minutes Approval

Action: Approved the September 24, 2024, meeting minutes.

c. Support for Proposition 36 – Pulled by Councilmember Vodden

Action: Approved a resolution declaring the City of Willows' support for Proposition 36 – The Homelessness, Drug Addiction, and Theft Reduction Act.

d. Office of Emergency Services - Portal to Portal Agreement

Action: Approved a resolution amending the current resolution on file with the California Office of Emergency Services (CAL OES) to ensure prompt and adequate compensation for mutual aid and pre-position assignments.

Motion to approve items a, b, and d, on the consent calendar:

Moved/Seconded: Councilmembers Thomas and Vodden

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

No: None

Absent: Councilmember Sprague

Motion to approve item c on the consent calendar:

Moved/Seconded: Councilmember Thomas and ice Mayor Hutson

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

No: None

Absent: Councilmember Sprague

7. DISCUSSION AND ACTION CALENDAR

a. The Finance & Measure i Oversight Committee

Action: Approved replacing the former “Finance Committee” with The Finance and Measure i Oversight Committee (FMiOC) and approved its Bylaws.

Moved/Seconded: Councilmembers Vodden and Thomas

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

No: None

Absent: Councilmember Sprague

b. FY 2025-26 Stop-Gap Financing Options

Action: Received presentation and provided feedback and direction to staff.

8. COMMENTS & REPORTS

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

9. ADJOURNMENT - 7:33PM

Amos Hoover, City Clerk



PUBLIC HEARING



Date: October 22, 2024

To: Honorable Mayor and Councilmembers

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

Subject: 2024 Community Development Block Grant

Recommendation:

Conduct a Public Hearing for the Application Submission Phase of the 2024 Community Development Block Grant (CDBG) Over-the-Counter Sidewalk Rehabilitation and Competitive Planning Grant Applications; and Adopt a Resolution authorizing the Mayor of the City of Willows to execute an agreement, and any amendments thereto, with the State of California for the purposes of this grant.

Rationale for Recommendation:

Staff received direction from the City Council to apply for a CDBG Over-the-Counter (OTC) sidewalk rehabilitation project to obtain conformance with ADA standards. They also directed staff to submit a competitive application to develop plans, specifications and bid documents for future road rehabilitation construction projects.

Background:

The California Department of Housing & Community Development (HCD) recently released a CDBG Notice of Funding Availability (NOFA) making \$34 million develop viable communities by the provision of decent affordable housing, a suitable living environment, and to expand economic opportunities, principally for the benefit of Low- and Moderate-Income (LMI) persons, families, households, and neighborhoods.

At the August 27, 2024, City Council meeting, the Council discussed potential projects for the grant application including improvements to local infrastructure, code enforcement and planning activities for plans and specifications. At the time, the 2024 NOFA had not yet been released and the exact application guidelines and criteria were unclear.

Staff returned to the City Council on September 10, 2024, seeking specific direction to pursue an OTC application for sidewalk rehabilitation or procurement of fire engine to replace a current apparatus that is passed its useful life. Staff was directed by the Council to prepare an OTC application for

sidewalk rehabilitation and a competitive planning application for development of plans, specifications, and bid documents for a future road rehabilitation project.

Discussion & Analysis:

The proposed OTC sidewalk rehabilitation application seeks approximately three million dollars in funding to rehabilitate sidewalks throughout the city of willows that are out of compliance with ADA standards. Staff focused on critical paths to schools and the most severely damaged sidewalks. The disabled and disadvantaged communities will benefit by bringing sidewalks into compliance with ADA standards. Below are some of the specific benefits:

1. Accessibility and Mobility

ADA compliant sidewalks provide safe, accessible routes for those using wheelchairs, walkers, or other mobility aids. ADA-compliant sidewalks with ramps and tactile paving help people with visual impairments or limited mobility navigate the environment safely and independently. Many people in low-income areas rely on walking or public transportation due to the high cost of car ownership. Well-maintained sidewalks improve their ability to commute to work, school, or essential services, making walking a practical and safe option.

2. Safety

Sidewalks separate pedestrians from vehicular traffic, reducing the risk of accidents and fatalities. Individuals with disabilities and those in low-income areas are more vulnerable to traffic-related incidents if sidewalks are absent or in disrepair. Having a good sidewalk infrastructure ensures that these groups are not disproportionately exposed to danger.

3. Health and Well-being

Sidewalks promote walking, which is an affordable and accessible form of exercise. For low-income communities, where access to recreational facilities may be limited, sidewalks offer a space for outdoor physical activity, improving health outcomes. A well-maintained, walkable environment encourages outdoor social interaction and connection with nature, which can positively impact mental well-being, particularly in communities where stressors may be more prevalent.

4. Economic Opportunity

Good sidewalks allow low-income residents to easily walk to public transportation or jobs that are within walking distance. Access to reliable pedestrian infrastructure helps reduce transportation costs and increases the ability to pursue employment opportunities. Investing in sidewalks can attract businesses to underserved areas, stimulating local economies and creating a more vibrant community.

5. Social Equity

Ensuring accessible sidewalks demonstrates a municipality's commitment to inclusivity and equal access for all citizens, regardless of physical ability or income. It helps eliminate disparities in infrastructure that often exist in marginalized communities. For people with disabilities, poorly maintained or absent sidewalks can lead to social isolation. A well-designed sidewalk system promotes participation in community life, shopping, attending events, and more.

Consistency with Council Priorities and Goals:

The proposed project is consistent with the following Council Priorities and Goals:

- Priority #1: Financial Stability, Goal 2: Develop Grant Strategy to Pursue Funds.
- Priority #2: Economic Development, Goal 4: Improve City Appearance to Attract Businesses/Visitors.
- Priority #3: Public Safety
- Priority #5: Infrastructure Improvements

Fiscal Impact:

The fiscal impact is the staff and consultant time to develop the application, including approximately \$5,000 to \$7,000 of the City Engineer’s effort to develop bid estimates and specifications. There is no local match requirement should the application be successful.

Attachments

- Attachment 1 – Resolution XX-2024



City of Willows

RESOLUTION No: XX-2024

A RESOLUTION OF THE CITY OF WILLOWS APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

WHEREAS, the City of Willows is eligible to apply for the Housing and Community Development- 2024 Community Development Block Grant and has over 51% low/moderate income households within its Census Tract; and

WHEREAS, the City of Willows must hold a public hearing and adopt by Resolution a list of projects that will be applied for, which must include a description of the projects and amounts of each proposed project; and

WHEREAS, the City has undergone a public process to ensure public input into the community's priorities and the project application list;

WHEREAS, the funding from the Community Development Block Grant will provide financing for the City of Willows to rehabilitate numerous sidewalks and develop plans, specifications and bid documents for future road rehabilitation projects.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Willows, State of California, as follows:

1. The City Council has reviewed and hereby approves the submission to the State of California applications in the aggregate amount, not to exceed, of \$3,600,000 for the following CDBG activities, pursuant to the 2024 CDBG NOFA:

Activity	Dollar Amount Being Requested for the Activity
Infrastructure Project- Sidewalk Rehabilitation	3,084,113
Planning- Development of Plans/Specs for Road Rehab	280,373
General Administration	235,514

2. The City Council hereby approves the use of Program Income in an amount not to exceed \$0 for the CDBG activities.
3. The City Council acknowledges compliance with all state and federal public participation requirements in the development of its applications.

4. The City Council hereby authorizes and directs the City Manager or designee, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications.
5. If an application is approved, the Mayor or designee, is authorized to enter into, execute and deliver the grant agreement, any recordable or nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.
6. If an application is approved, the City Manager or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED by the Willows City Council this 22nd day of October, 2024 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Tara Rustenhoven, Deputy City Clerk

Attachment:

- Exhibit A: Resolution Certification for the State..

Resolution of the Governing Body

RESOLUTION NO. Insert Number

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the City Council of the **City** of Willows as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$3,600,000 for the following CDBG activities, pursuant to the and 2024 CDBG NOFA:

List activities and amounts

Activity (e.g. Public Services, Infrastructure, etc.)	Dollar Amount Being Requested for the Activity
Infrastructure Project- Sidewalk Rehabilitation	\$ 3,084,113
Planning- Development of Plans/Specs for Road Rehab	\$ 280,373
General Administration	\$ 235,514
	\$
	\$

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed \$0 for the CDBG activities described in Section 1.

SECTION 3:

The **City Council** acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The **City Council** hereby authorizes and directs the City Manager or designee*, to execute and deliver all applications and act on the **City's** behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the Mayor or designee*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement), any recordable or

nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the City Manager or designee*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the **City** of Willows held on 10/22/2024 by the following vote:

AYES: Enter # of votes or names

ABSENT: Enter # absentees or names

NOES: Enter # of votes or names

ABSTAIN: Enter # of abstains or names

Gary Hansen, Mayor
City Council

STATE OF CALIFORNIA
City of Willows

I, Tara Rustenhoven, Deputy **City** Clerk of the **City** of Willows, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 22nd day of October, 2024 and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Tara Rustenhoven, Deputy **City** Clerk of the **City** of Willows,
State of California

By: Tara Rustenhoven, Deputy City Clerk



DISCUSSION & ACTION CALENDAR



Date: October 22, 2024
To: Honorable Mayor and Councilmembers
From: John Wanger, City Engineer
Joe Bettencourt, Community Services Director
Marti Brown, City Manager
Subject: Lift Station Rehabilitation Project

Recommendation:

Approve the attached resolution (Attachment 1) authorizing the City Manager to execute:

- An agreement with SnL Group, Inc. for the Lift Station Rehabilitation Project for \$1,564,980;
- A contract amendment with Coastland | DCCM for \$195,000 to provide project construction management and inspection services;
- A contract amendment with NexGen for \$40,000 to provide engineering support services during construction; and
- establishing an overall project budget of \$1,956,478.

Rationale for Recommendation:

In December 2021, the City of Willows issued Certificates of Participation that included an additional \$3.3 million of bond monies for the rehabilitation of sewage lift stations and other sewage infrastructure. The Lift Station Rehabilitation Project is one of the most significant and much needed sewage related projects planned for the use of these bond monies. The remaining bond monies will be used to repair those sewage mains in the greatest disrepair throughout the city.

Background:

As part of the City's ongoing efforts to improve reliability of the sewer collection system, construction bid documents were prepared for the Lift Station Rehabilitation Project. The overall project includes a combination of Capital Improvement Projects SS-001-231 (Sycamore LS), SS-001-232 (Pacific LS), SS-001-233 (Lassen LS), SS-001-234 (Road 57 LS), and SS-001-235 (Cherry LS).

The Lift Station Rehabilitation Project includes critical upgrades to piping, pumps, electrical, instrumentation, and control systems at the City's five sanitary sewer lift stations. The project involves replacement of corroded hatches, piping, valves, and rehabilitation of wet well concrete

(sealing), installation of new control panels, pumps, level instruments and wet well fall protection grating. The proposed upgrades will significantly improve the overall reliability of the lift stations, as well as improve staff's ability to monitor, identify, and proactively mitigate issues affecting the lift stations which will improve incident response time and reduce the risk of sewer overflow events.

In August 2024, the bid documents were completed and the notice to contractors to bid on the project was published. The Notice indicated that bids were due on September 18, 2024.

On September 18, 2024, bids were opened for the Lift Station Rehabilitation Project. Seven (7) bids were received ranging in price from \$1,564,980 to \$2,204,672. These costs were for the base bid only. There were bid alternates to consider if pricing came in below the estimate; however, in accordance with the bid documents, the project must be awarded based on the lowest base bid. The lowest responsible base bid was submitted by SnL Group, Inc. of Redding, CA. Based on both the City Municipal Code and the Public Contract Code, the project must be awarded to the lowest responsive and responsible bidder.

Staff has completed a check of SnL Group, Inc.'s bid, found it responsive, the contractor's license is active and valid (e.g., they possess a Class A license as required by the bid documents that expires on 10/31/2025), the prime contractor and the listed subcontractors were all appropriately registered with the Department of Industrial Relations (for submittal of prevailing wages), and the bid contained the required information per the Notice to Bidders.

Discussion & Analysis:

The original budget for this project (including all 5 lift stations) in the Capital Improvement Program for FY 2023/24 was based on an Assessment Report (not final plans) and showed \$700,000 for construction and \$105,000 for construction management and inspection services (15% of construction). At the completion of the construction documents, the Engineer's estimate for construction of the project rose to \$875,000. The City has budgeted \$901,750 for construction (not including Construction Management and inspection) which is funded from the proceeds of refinancing the bonds for the wastewater treatment plant. The funds currently reside in the City's Sewer Capital Fund.

Bid results were sent to NexGen, the design engineer for the overall project, for review and comment regarding why the bid prices were so far above the original Engineer's Estimate. Based on a detailed analysis provided by NexGen, they found the following:

- The estimated level of construction staff time needed to complete certain components of the project that was shown in the Engineer's Estimate was significantly less than what was included in the bid. This level of detail was not provided in the original Engineer's cost estimates reviewed by City staff; however, NexGen was able to confirm this when they completed a thorough review of the low bidder's bid.
- Some components of the installation of the piping within the lift stations (core drilling, patching, concrete encasement of the pull boxes, etc.) was not accounted for in the Engineer's Estimate.

- NexGen had estimated a contractor profit of 10% in their original estimate. It is not possible to tell what level of contractor profit was included in the low bid, but NexGen suspects it may be higher than 10%.

The cost for this project is more than was originally allocated in the Capital Improvement Program; however, improvements to the lift stations are a critical part of the collection system that can reduce the chances for a sewer overflow if any of the pump stations were to fail.

The other concurrent project currently under design is rehabilitation of approximately 5,000 feet of sewer mains. The size of the sewer main rehabilitation project was predicated on the lift station project’s original budget. Due to the age and condition of the lift stations, staff recommends upgrading all five stations at this time. While rehabilitating the collection system is also very important, staff ranks this project as a higher priority because if a lift station fails, the release of effluent could be significantly greater than the potential backup of a single line in the collection system.

Should the Council adopt the staff recommendation, funding for the sewer line rehabilitation project would be scaled back to allow for additional bond proceeds to be used for the lift station project and less money would be allocated to the sewer line rehabilitation project.

Environmentally, the project is determined to be Categorically Exempt in accordance with Section 15301(b) and 15302(c), in that this project will construct improvements to existing publicly owned sewage facilities involving negligible or no expansion of capacity.

Staff has found that SnL Group, Inc.’s bid satisfies the bidding requirements and recommends the Council award the project to SnL Group Inc.

Fiscal Impact:

Based on the low bid for the project, the overall recommended budget for this project is as follows:

Construction:	\$ 1,564,980
Contingency (10%):	\$ 156,498
Construction Engineer Support (NexGen) ⁱ	\$ 40,000
Construction Mgmt/Inspection ⁱⁱ	\$ 195,000
Total Overall Budget	\$ 1,956,478

This project will be funded with the proceeds from the \$3,300,000 refinanced as part of the Sewage Fund’s Certificates of Participation for the wastewater treatment plant. To date, the following projects have been funded from the bond proceeds:

- Allocated \$142,029 for the WWTP bar screen and valve replacement,
- Allocated \$170,931 for NexGen’s design for the lift stations,
- CCTV of sewer lines \$28,376 (already spent), and
- Design contract to Coastland for \$79,575 to rehabilitate approximately 5,000 feet of sanitary sewer mains.

Based on these allocations, \$420,911 of bond proceeds have already been used. Should the Council approve moving forward with the Lift Station Rehabilitation Project with an overall budget of \$1,956,478, the allocation of bond proceeds for all projects will total \$2,377,389. The remaining unallocated bond proceeds will be approximately \$922,611.

Per the August 13, 2024, award of design for the sewer rehabilitation project, the estimate to rehabilitate the roughly 5,000 feet of sewer mains was \$1,520,000. With the final cost of the Lift Station Rehabilitation project totaling significantly higher than expected, the overall target amount for the rehabilitation of sewer mains would be reduced to approximately \$900,000.

Attachment:

- Attachment 1: Resolution – XX-2024

ⁱ As the responsible design engineer, NexGen has been requested to provide engineering support services during the construction phase of the project. The work would include the review of submittals from the contractor to ensure they meet the intent of their design, review of any Requests for Information submitted by the contractor regarding their design, review any change order requests, attend one site meeting per lift station, compile the record drawings, and testing/startup of each pump station.

ⁱⁱ Although 170 working days are allowed for the overall project, some of the contract time will be ordering and waiting for critical components to be fabricated and shipped to the project (e.g., control panels) and no onsite inspections will be needed during that time. Staff assumes 10 days of inspections per lift station will be needed for work on the piping and wet wells for the lift stations (e.g., 50 days total), and 5 days of inspections per lift station for work associated with the control panels (e.g., 25 days total). If City Public Works staff can monitor work for some of the control panel work, the overall budget could be slightly reduced. The budget presented assumes that all inspection work is done by Coastland staff (worst case scenario). Besides the inspections, this also includes construction management necessary for the project, including the preconstruction meeting, weekly meetings during construction, processing of material submittals and requests for information, evaluating, negotiating and issuing any change orders, inspection coordination, tracking weekly statements of working days, checking prevailing wage rate reports, processing monthly pay requests, scheduling maintenance, coordinating with City staff, contractor correspondence, monitoring daily inspection reports for completeness, and other work as may be required.



**City of Willows
Resolution XX-2024**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH SNL GROUP, INC. FOR THE LIFT STATION REHABILITATION PROJECT, SIGN A CONTRACT AMENDMENT WITH COASTLAND CIVIL ENGINEERING TO PROVIDE CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES, SIGN A CONTRACT AMENDMENT WITH NEXGEN FOR ENGINEERING SUPPORT SERVICES DURING CONSTRUCTION AND APPROVE AN OVERALL BUDGET FOR THE PROJECT.

WHEREAS, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the Lift Station Rehabilitation Project ("Project"); and

WHEREAS, bids for the Project were opened on September 18, 2024, in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

WHEREAS, seven bids were received with the bids ranging from a low bid of \$1,564,980 to a high of \$2,204,672, with the low bid being from SnL Group, Inc.; and

WHEREAS, staff has determined that SnL Group, Inc.'s bid satisfies the bidding requirements for the Project; and

WHEREAS, staff has verified that SnL Group, Inc. possesses valid California Contractor's Licenses under the requested Class A, number 987763 (expires 10/31/2025) as required to qualify to perform the Project; and

WHEREAS, the Project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Section 15301(b) and 15302(c), in that this project will construct improvements to improve the existing publicly owned sewerage facilities involving negligible or no expansion of capacity; and

WHEREAS, Coastland Civil Engineering, as the City Engineer, has provided an overall estimated budget of \$195,000 to provide construction management and inspection services associated with this project; and

WHEREAS, NexGen, as the Design Engineer, has provided an overall estimated budget of \$40,000 to provide engineering support services during construction; and

WHEREAS, the overall budget for the project has been estimated at \$1,956,478; and

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

1. The above recitals are true and correct and are hereby incorporated into this Resolution as findings of the City Council of the City of Willows.
2. The Project is categorically exempt from CEQA in accordance with Section 15301(b) and 15302(c) of Title 14 of the California Code of Regulations.
3. In accordance with California Public Contract Code Section 20160 and following other applicable laws, the City Council of the City of Willows hereby finds the bid of SnL Group, Inc. for the Lift Station Rehabilitation Project to be the lowest responsive bid and waives any irregularities in such bid in accordance with applicable law.
4. The contract for the Project is hereby awarded to SnL Group, Inc., in the amount of \$1,564,980, conditioned on SnL Group, Inc.'s timely execution of the Project contract and submitting all required documents, including, but not limited to, certificates of insurance, and endorsements, in accordance with the Project bid documents.
5. The City Manager is hereby authorized and directed to execute with SnL Group, Inc. for performance of the Project in accordance with the bid documents and applicable law upon submission by SnL Group, Inc. of all documents required pursuant to the Project bid documents.
6. The City Manager is hereby authorized and directed to execute a contract amendment with Coastland Civil Engineering in the amount of \$195,000 to provide Construction Management and Inspection Services associated with this project.
7. The City Manager is hereby authorized and directed to execute a contract amendment with NexGen in the amount of \$40,000 to provide engineering support services during construction of this project.
8. That the overall budget for the Project be established at \$1,956,478.
9. The City Manager is hereby authorized to execute any contract change orders in accordance with the Project contract documents so long as the total Project cost does not exceed the total funding for this Project in the adopted budget.
10. City staff is hereby directed to issue a Notice of Award to SnL Group, Inc.
11. This Resolution shall become effective immediately.
12. All portions of this resolution are severable. Should any individual component of this Resolution be adjudged to be invalid and unenforceable by a body of competent jurisdiction, then the remaining resolution portions shall be and continue in full force and effect, except as to those resolution portions that have been adjudged invalid. The City Council of the City of

Willows hereby declares that it would have adopted this Resolution and each section, subsection, clause, sentence, phrase and other portion thereof, irrespective of the fact that one or more section subsection, clause sentence, phrase or other portion may be held invalid or unconstitutional.

PASSED AND ADOPTED by the City Council of the City of Willows this 22nd day of October 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Gary Hansen, Mayor

Tara Rustenhoven, Deputy City Clerk



Date: October 22, 2024

To: Honorable Mayor and Councilmembers

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

Subject: Potential Re-Prioritization of Pavement Management Program (PMP) List

Recommendation:

Provide direction to staff to potentially revise and re-prioritize the Pavement Management Program list for street rehabilitation using SB 1 Transportation Funds.

Rationale for Recommendation:

At the June 25, 2024 City Council meeting, while approving projects funded with SB-1 funds, the City Council expressed interest in re-prioritizing roads that were in greater disrepair in lieu of preserving roads that are in mid-grade condition.

Background:

On June 25, 2024, the City Council approved the rehabilitation of South Culver Avenue from West Sycamore to West Laurel Streets, Madrone Manor and bike lanes on West Sycamore Street from North Villa to South Culver Avenues. The area of South Culver Avenue is ranked at 70 on the Pavement Condition Index (PCI) and was slated for a micro-resurfacing and cape seal in an effort to preserve roads with a mid-grade PCI rating costing less per square foot and adding longevity to the road. However, the City Council directed staff to examine roads that had lower PCI ratings in order to address the most severely damaged streets within the city even if it meant repairing only a portion of a street or block.

For example, at the same meeting, a detailed cost estimate was provided for Oak Street between South Marshall Avenue and South Lassen Street, which is 28,860 square feet of road and has a PCI of 16. Due to the deteriorated condition of this section of Oak Street, the road would have to be completely rehabilitated (e.g., pavement and base section of the road). To complete this project, the detailed cost estimate was \$435,000. The total budget for the scope of the originally approved projects mentioned in the first paragraph of the Background Section were \$460,000, so a total rehabilitation project similar in scope and size to these is feasible (e.g., like Oak Street).

Specific details on the treatments and cost estimated for these previous selected projects are as follows:

Street Name	Limit	Area (SF)	Pavement Condition Index	Total Estimated Cost	Type of Treatment
West Sycamore Street	North Villa to South Culver Avenues	66,000	70	\$57,000	Bike Lane Striping and Signage
South Culver Avenue	West Sycamore to West Laurel Streets	47,322	32	\$350,000	Type III Micro Surface w/ARHM Cape Seal
Madrone Manor	Cul de sac	5,040	20	\$53,000	3" Asphalt Mill/Fill

Discussion & Analysis:

Attachment 1 contains a list of roads with the lowest PCI ratings in the city. The highlighted roads on the list contain a rehabilitation area that is similar to Oak Street and therefore may have a similar estimated budget. Some smaller sections of roads that are not highlighted could be combined to produce a project similar in size and budget. Routes that run close to schools, like North Murdock Avenue between French and Green Streets are usually considered a higher priority due to their proximity to a school. The roads highlighted in green require a 40% cost share from the County and therefore would be dependent on the availability of County funds and interest level in partnering on those projects. Once one or more street segments are selected, a detailed cost estimate will need to be developed to determine an accurate project budget.

Consistency with Council Priorities and Goals:

The proposed project is consistent with the following Council priorities and goals:

- Priority #3: Public Safety
- Priority #5: Infrastructure Improvements

Fiscal Impact:

Should the Council direct staff to re-prioritize the PMP list and select city street sections that are in the worst disrepair to rehabilitate, several funding sources would be used to fund any new projects, including Gas Tax, RSTP, and SB 1 Funds. No General Fund monies would be used to repair any Council approved street projects.

Attachments

- Attachment 1 – Low PCI Roads

StreetID	SectionID	Street Name	Begin Location	End Location	No. of Lanes	FC	Length (ft)	Width (ft)	Area (sf)	ST	PCI Date	PCI
PACIAV	10	PACIFIC AVE	N/W WOOD ST	S/JACKSON ST	2	R	413	45	18,585	AC	4/9/2021	34
SBUTTE	30	S BUTTE ST	N/ W LAUREL ST	S/ W SYCAMORE ST	2	R	904	53	47,912	AC	4/9/2021	34
SPLUMS	10	S PLUMAS ST	N/ELM ST	S/CEDAR ST	2	R	432	52	22,464	AC	4/9/2021	34
SSHAST	20	S SHASTA ST	N/ W LAUREL ST	S/ W SYCAMORE ST	2	R	902	53	47,806	AC	4/9/2021	34
WWALST	10	W WALNUT ST	E/ ENRIGHT AVE	W/N MERRILL AVE	2	R	1,200	48	57,600	AC	4/9/2021	34
BRENNP	10	BRENNAN PL	E/HUMBOLDT AVE	N/GREEN ST	2	R	1,250	36	45,000	AC	4/9/2021	33
NMERIL	10	N MERRILL AVE	N/ W SYCAMORE ST	S/ W WOOD ST	2	R	1,313	52	68,276	AC	4/9/2021	33
NCRAWF	10	N CRAWFORD AVE	N/ W SYCAMORE ST	S/ W WOOD ST	2	R	1,305	52	67,860	AC	4/9/2021	32
ROAD53	20	ROAD 53	E/ S TEHAMA ST	RR TRACKS	2	C	335	20	6,700	AC	4/9/2021	32
SCULAV	30	S CULVER AVE	N/ W LAUREL ST	S/ W SYCAMORE ST	2	R	910	53	48,230	AC	4/9/2021	32
SCULAV	20	S CULVER AVE	N/CEDAR AVE	S/W LAUREL AVE	2	R	1,338	53	70,914	AC	4/9/2021	31
SMERRI	30	S MERRILL AVE	N/ CEDAR ST	S/ W LAUREL ST	2	R	1,378	52	71,656	AC	4/9/2021	31
SSHAST	10	S SHASTA ST	N/ELM ST	S/W LAUREL ST	2	R	1,829	52	95,108	AC	4/9/2021	31
NPLUMA	10	N PLUMAS ST	N/ W SYCAMORE ST	S/ W WOOD ST	2	R	1,303	53	69,059	AC	4/9/2021	30
SMARAV	20	S MARSHALL AVE	N/ BIRCH ST	END	2	R	447	53	23,691	AC	4/9/2021	30
CYPRST	10	CYPRESS ST	E/ S VILLA ST	W/ S CULVER AVE	2	R	1,152	36	41,472	AC	4/9/2021	29
SCRAWF	10	S CRAWFORD AVE	N/ W LAUREL ST	S/ W SYCAMORE ST	2	R	900	52	46,800	AC	4/9/2021	29
SMARAV	10	S MARSHALL AVE	N/ELM ST	S/ BIRCH ST	2	R	906	52	47,112	AC	4/9/2021	29
NENRIG	10	N ENRIGHT AVE	N/ W SYCAMORE ST	S/ W WOOD ST	2	R	1,309	52	68,068	AC	4/9/2021	28
NMARAV	20	N MARSHALL AVE	W/W WILLOW ST	S/ W WOOD ST	2	R	380	26	9,880	AC	4/9/2021	28
SCULAV	10	S CULVER AVE	N/ELM ST	S/CEDAR ST	2	R	436	53	23,108	AC	4/9/2021	28
SVENTU	10	S VENTURA ST	N/E OAK ST	S/E SYCAMORE ST	2	R	451	26	11,726	AC	4/9/2021	28
SPLUMS	30	S PLUMAS ST	N/ W LAUREL ST	S/ W SYCAMORE ST	2	R	902	53	47,806	AC	4/9/2021	27
WOAKST	30	W OAK ST	E/ S LASSEN ST	W/ S TEHAMA ST	2	R	1,546	42	64,932	AC	4/9/2021	27
WWALST	35	W WALNUT ST	SHASTA	BUTTE	2	A	345	54	18,630	AC	4/9/2021	27
GREENS	45	GREEN ST	LASSEN	PLUMAS	2	R	330	36	11,880	AC	4/9/2021	26
SMURAV	20	S MURDOCK AVE	N/BIRCH ST	END	2	R	447	52	23,244	AC	4/9/2021	26
CEGST	10	CEDAR ST	E/S VILLA ST	W/ S CULVER AVE	2	R	1,150	43	49,450	AC	4/9/2021	25
EOAKST	10	E OAK ST	E/S COLUSA ST	W/ S SACRAMENTO ST	2	R	753	37	27,861	AC	4/9/2021	23
SMERRI	20	S MERRILL AVE	N/ELM ST	S/CEDAR ST	2	R	421	52	21,892	AC	4/9/2021	23
WWILST	30	W WILLOW ST	E/N CULVER AVE	W/N MERRILL AVE	2	R	345	52	17,940	AC	4/9/2021	23
NBUTTE	40	N BUTTE ST	N/ GREEN ST	RR TRACKS	2	R	359	28	10,052	AC	4/9/2021	22
NMURAV	10	N MURDOCK AVE	N/ W SYCAMORE ST	589 FT N/W SYCAMORE ST	2	R	698	52	36,296	AC	4/9/2021	22
SMURAV	30	S MURDOCK AVE	N/W LAUREL ST	S/ W SYCAMORE ST	2	R	909	52	47,268	AC	4/9/2021	22
EURST	10	EUREKA ST	BUTTE ST	TEHAMA ST	2	R	725	27	19,575	AC	4/9/2021	20
MADRON	10	MADRONE MNR	S/EDGEWOOD WY	END	2	R	321	26	8,346	AC	4/9/2021	20
NORTHG	10	NORTHGATE DR	E/PACIFIC AVE	END	2	R	685	37	25,345	AC	4/9/2021	19
VILLAC	10	VILLA CT	W/ S VILLA AVE	END	2	R	274	36	9,864	AC	4/9/2021	19
SYOLOS	05	S YOLO ST	E ASH ST	E LAUREL	2	R	310	36	11,160	AC	4/9/2021	18
NMURAV	40	N MURDOCK AVE	N/FRENCH ST	S/GREEN ST	2	R	776	48	37,248	AC	4/9/2021	17
CANTST	10	CANTON ST	E/ S TEHAMA ST	END	2	R	163	53	8,639	AC	4/9/2021	16
WOAKST	20	W OAK ST	E/ S MARSHALL ST	W/ S LASSEN ST	2	R	555	52	28,860	AC	4/9/2021	16
WASHST	30	W ASH ST	E/ S LASSEN ST	W/ S TEHAMA ST	2	R	1,556	53	82,468	AC	4/9/2021	13
NALPIN	10	N ALPINE ST	N/E SYCAMORE ST	S/E WALNUT ST	2	R	439	33	14,487	AC	4/9/2021	11
BIRST	20	BIRCH ST	E/S SHASTA ST	W/ S TEHAMA ST	2	R	748	53	39,644	AC	4/9/2021	9



COMMENTS AND REPORTS