



Willows City Council Regular Meeting

December 12, 2023
Willows City Hall
Regular Session - 6:00 PM

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

City Manager
Marti Brown

City Clerk
Amos Hoover

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

Agenda

Watch the Council meeting online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/89031347035?pwd=Zk5xKDwnUtObznEmvdoC7QvAXGOFvj.1>

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **PRESENTATION**

a. **Study Session – Community Development Block Grant (CDBG) Overview**

Recommendation: Receive presentation and overview of Community Development Block Grants and potential funding sources; and provide feedback and direction.

Contact: Joe Bettencourt, Community Development & Services Director,
jbettencourt@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: Amos Hoover, City Clerk, ahoover@cityofwillows.org

b. Minutes Approval

Recommended Action: Approve the November 28, 2023, meeting minutes.

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

c. Dispatch: CAL FIRE Contract Amendment

Recommended Action: Adopt a resolution, authorizing the City Manager to execute a contract amendment for dispatch services, agreement #2CA06449, with CAL FIRE for the remainder of Fiscal Year 2023-24.

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

d. General Plan Update - Rezone (GPA-23-02; RZ-23-02)

Recommended Action: Introduce second reading by title only and approve a resolution entitled: "A resolution approving the request to amend the general plan land use map (file#GPA-23-02) and redesignate one parcel from Office and Professional to Light Industrial and approve the request to modify the zoning map (file#RZ-23-02) and rezone one parcel from RP (multiple residence professional office district) to ML (Light Manufacturing) for property located at assessor's parcel numbers 003-121-015."

Contact: Byron Turner, City Planner, bturner@cityofwillows.org

e. Award of Contract - Library HVAC System Replacement

Recommended Action: Approve a resolution authorizing the City Manager to sign an agreement with B&M Builders, Inc. for \$64,000 to replace three HVAC units on the roof of the Public Library building and establish an overall budget for the project of \$70,400.

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

f. WM Franchise Agreement – Annual Consumer Price Index Rate Increase

Recommended Action: Approve the WM Consumer Price Index (CPI) increase of 3.32%.

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

7. DISCUSSION AND 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. Proposed Five-Year Capital Improvement Program (CIP) for FY 2023-2027

Recommended Action: Review, provide feedback, direction and any amendments regarding the attached Five-Year Capital Improvement Program for FY 2023-27.

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

b. Law Enforcement Services Agreement

Recommended Action: Review and approve the proposed law enforcement services contract with the Glenn County Sheriff's Office.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org and Carolyn Walker, City Attorney

c. Election of Mayor and Vice Mayor

Recommended Action: Accept nominations and elect a Mayor and Vice Mayor to preside over the City Council for the 2024 calendar year.

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

d. 2024 City Council Committee Appointments

Recommended Action: Appoint Councilmembers to City Committees and Boards for the 2024 calendar year.

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

e. Planning Commission Appointments

Recommended Action: Direct staff to initiate an open call for applications to appoint two new commissioners to the Planning Commission and appoint two Councilmembers to serve on a Planning Commissioner Appointment Ad Hoc Committee to interview and recommend appointments to the full Council.

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

8. COMMENTS & REPORTS

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

9. CLOSED SESSION

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

a. Conference with Labor Negotiators (§54957.6)

Agency Designated Representatives:

Marti Brown, City Manager and Carolyn Walker, City Attorney

Employee Organizations: WEA, UPEC, and All Employees

b. Conference with Legal Counsel – Existing Litigation (§54956.9)

Name of Case: Willows Residents for Due Process vs. Respondent,
Willows Unified School District

10. ADJOURNMENT

This agenda was posted on December 7, 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

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):

Overview and Potential Funding

Council Informational Report | December 12, 2023

FUNDING PASS THROUGH

U.S. Department of Housing and Urban Development (HUD):
The program is authorized under Title I of the Housing and Community Development Act of 1974, Public Law 93-383, as amended 42 U.S.C. 5301.

C.A. Department of Housing and Community Development (HCD):
Administers the State of California's annual federal allocation of CDBG funds for eligible municipalities.

Local Jurisdiction :
Applies for funding based on project need and funding availability.

OBJECTIVES

HUD: Development of viable urban communities by providing decent housing and a suitable living environment and through expanding economic opportunities, principally, for persons of low- and moderate-income.

HCD: Partners with cities and counties to improve the lives of their low- and moderate-income residents through the creation and expansion of community and economic development opportunities in support of livable communities.

ASSISTANCE TYPES

CDBG funds are provided as grants to jurisdictions. Grants can vary based on annual allocations and activity limits. Grants must address one of three national objectives:

1. Benefit to low- and moderate-income persons
2. Aid in the prevention or elimination of slums and blight, or
3. To meet an urgent need

“Persons of low and moderate income” are defined as families, households, and individuals whose incomes do not exceed 80 percent of the county area median income, adjusted for family or household size.

LOW MOD TYPES

1. Low-Mod Limited Clientele (LMC) defined by income limits and presumed benefit.
2. Low-Mod Area Benefit (LMA) identified using census block groups and tracts.
3. Low-Mod Housing (LMH) defined by household income limits.
4. Low-Mod Job Creation or Retention Activities (LMJ) number of full-time jobs produced or retained.

2024 TENTATIVE TIMELINES

- **January 2024-** HCD Releases Notice of Funding Availability (NOFA)
- **January 2024-** City Council provides direction to staff on highest priority projects for the application.
- **February 2024-** Application period opens (30 days after NOFA Released)
- **February/March 2024-** Hold a Public Hearing to discuss application activities and amounts.
- **April 2024-** Applications are due (60 days after applications become available).
- **3 – 6 months after application submittal-** If awarded, a Standard Agreement is executed between HCD and the grantee.

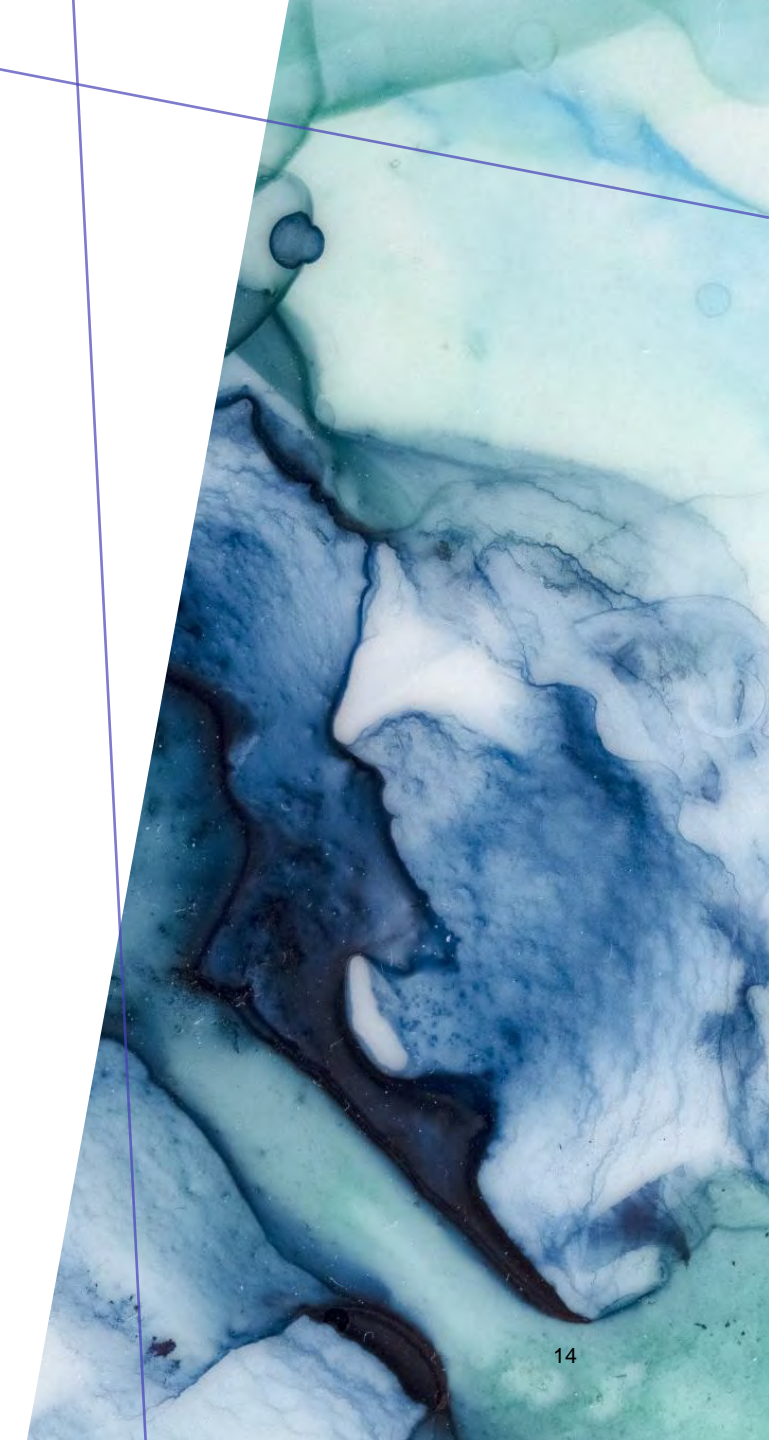
TENTATIVE 2024 ELIGIBLE ACTIVITIES

- **Approximately \$40 million available**
 - 81% available for Over the Counter (OTC) including Economic Development, Housing, Infrastructure, and Public Facility projects or programs
 - 9% available for Competitive (Planning and Public Services)
- **1 OTC and 1 competitive or 2 competitive applications**
 - \$3.25 million jurisdiction limit
 - Public Services or Planning – Up to \$250,000
 - Construction Projects – Up to \$3.25 million
 - Housing Program – Up to \$1.5 million
 - Economic Development program – Up to \$1.5 million

CITY OF WILLOWS – POTENTIAL PROJECTS

- Matching Funds for Fire Engine 2
- Other Fire Apparatus
- Code Enforcement Activities
- Infrastructure Improvements – Basin Street Properties
- Park & Recreation Project(s)
- Economic Development Activities
- ADA Improvements
- Public Program Infrastructure

QUESTIONS/COMMENTS?





PUBLIC COMMENT & CONSENT CALENDAR FORUM



PERIOD

11/30/2023 TO 12/1/2023

Check Register 53885 TO 53939

APPROVAL DATE 12/12/2023

APPROVED _____



City of Willows

Check Register

Packet: APPKT00131 - AP Paid - 11/30/23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1014	ACCESS	11/30/2023	Regular	0.00	87.70	53885
1033	AIRGAS NCN	11/30/2023	Regular	0.00	140.90	53886
1052	AMAZON CAPITAL SERVICES	11/30/2023	Regular	0.00	715.64	53887
2350	AMOS HOOVER	11/30/2023	Regular	0.00	555.90	53888
1068	ANDY HEATH FINANCIAL SERV	11/30/2023	Regular	0.00	12,292.50	53889
1082	ARAMARK	11/30/2023	Regular	0.00	678.48	53890
1252	CLEARWAY ENERGY LLC	11/30/2023	Regular	0.00	10,771.18	53891
1255	COASTLAND CIVIL ENGINEERI	11/30/2023	Regular	0.00	56,832.50	53892
1261	COMCAST CABLE	11/30/2023	Regular	0.00	611.26	53893
1264	COMP INC	11/30/2023	Regular	0.00	300.00	53894
1275	CORBIN WILLITS SYSTEMS	11/30/2023	Regular	0.00	480.52	53895
1277	CORNING LUMBER WILLOWS	11/30/2023	Regular	0.00	68.46	53896
1325	DEMCO, INC.	11/30/2023	Regular	0.00	2,525.36	53897
1463	GANDY-STALEY OIL CO.	11/30/2023	Regular	0.00	3,882.81	53898
1498	GLENN CO. OFFICE OF EDUCA	11/30/2023	Regular	0.00	60.00	53899
1503	GLENN CO. SHERIFFS DEPT.	11/30/2023	Regular	0.00	1,285,306.80	53900
2375	GLENN-COLUSA IRRIGATION DISTRIK	11/30/2023	Regular	0.00	120.89	53901
1566	INFRAMARK, LLC	11/30/2023	Regular	0.00	54,161.74	53902
2365	ITF	11/30/2023	Regular	0.00	527.17	53903
2363	LACO Associates	11/30/2023	Regular	0.00	15,729.59	53904
1680	LANNIE'S SEPTIC TANK SERV	11/30/2023	Regular	0.00	144.79	53905
1710	LIFE ASSIST	11/30/2023	Regular	0.00	369.64	53906
1760	MATSON & ISOM TECHNOLOGY	11/30/2023	Regular	0.00	4,289.01	53907
1770	MENDES SUPPLY COMPANY	11/30/2023	Regular	0.00	150.17	53908
1792	MJB WELDING SUPPLY, INC.	11/30/2023	Regular	0.00	53.32	53909
2312	NAPA AUTO PARTS	11/30/2023	Regular	0.00	176.25	53910
1849	NORTH STATE AIR COND. &	11/30/2023	Regular	0.00	15,000.00	53911
1851	NORTH STATE WATER TREATME	11/30/2023	Regular	0.00	150.00	53912
2373	ODP Business Solutions	11/30/2023	Regular	0.00	170.39	53913
1864	O'REILLY AUTO PARTS	11/30/2023	Regular	0.00	153.45	53914
2374	Pac Machine	11/30/2023	Regular	0.00	17,838.08	53915
1896	PAPE MACHINERY INC.	11/30/2023	Regular	0.00	69.78	53916
1917	PG & E	11/30/2023	Regular	0.00	11,646.90	53917
	Void	11/30/2023	Regular	0.00	0.00	53918
	Void	11/30/2023	Regular	0.00	0.00	53919
1926	PLEXUS GLOBAL LLC	11/30/2023	Regular	0.00	80.00	53920
2332	Prentice Long, PC	11/30/2023	Regular	0.00	18,387.00	53921
1978	REGIONAL GOVERNMENT SERVI	11/30/2023	Regular	0.00	5,709.40	53922
2372	Solution Centic Consulting	11/30/2023	Regular	0.00	1,307.00	53923
2123	STEVE ABOLD	11/30/2023	Regular	0.00	1,098.57	53924
2334	STREAM IT NETWORKS LLC	11/30/2023	Regular	0.00	85.00	53925
2153	TEHAMA COUNTY EAC	11/30/2023	Regular	0.00	45.00	53926
1439	THE FIRST CHOICE COFFEE S	11/30/2023	Regular	0.00	45.00	53927
1798	UBEO WEST, LLC	11/30/2023	Regular	0.00	63.28	53928
2232	US BANK	11/30/2023	Regular	0.00	861.02	53929
2233	US BANK ST. PAUL CM-9703	11/30/2023	Regular	0.00	2,959.41	53930
2248	VERIZON WIRELESS	11/30/2023	Regular	0.00	402.92	53931
2260	WAL-MART COMMUNITY	11/30/2023	Regular	0.00	78.55	53932
2295	WILLOWS ACE HARDWARE	11/30/2023	Regular	0.00	674.48	53933
2291	WILLOWS CHRISTIAN CHURCH	11/30/2023	Regular	0.00	500.00	53934

Check Register

Vendor Number 1902	Vendor Name WYATT PAXTON	Payment Date 11/30/2023	Payment Type Regular	Discount Amount 0.00	Payment Amount 6,927.50	Number 53935
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Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	97	49	0.00	1,535,285.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	97	51	0.00	1,535,285.31



City of Willows

Check Register

Packet: APPKT00133 - Accounts Payable Paid - 12-01-23

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
2377	ALLEN GILL CONSTRUCTION	12/01/2023	Regular	0.00	462,880.61	53936
2312	NAPA AUTO PARTS	12/01/2023	Regular	0.00	26.34	53937
2044	SAFETY TIRE SERVICE	12/01/2023	Regular	0.00	486.61	53938
2282	WILLOWS HARDWARE, INC.	12/01/2023	Regular	0.00	354.74	53939

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	9	4	0.00	463,748.30
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
	9	4	0.00	463,748.30

Fund Summary

Fund	Name	Period	Amount
999	Cash Clearing	12/2023	463,748.30
			463,748.30



Willows City Council Regular Meeting Action Minutes

Agenda Item #6b.

November 28, 2023
Willows City Hall
Regular Session - 6:00 PM

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

City Manager
Marti Brown

City Clerk
Amos Hoover

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

1. CALL TO ORDER – 6:00PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

Item #8h on the agenda was moved to item #8b.

5. CLOSED SESSION REPORT OUT

a. Labor Negotiations

Mayor Thomas reported there was an agreement reached to have a temporary hiring freeze of the Finance and Human Resources Specialist position until March 2024 at the November 14 City Council meeting.

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 November 14, 2023, meeting minutes, and the November 21, 2023, Town Hall meeting minutes.

c. City Manager Contract – Item pulled from Consent Calendar

Action: Authorized the City Attorney to amend the City Manager's contract to include two additional weeks of paid vacation per year for a total of four weeks paid vacation (instead of a Cost-of-Living Adjustment (COLA)).

Moved/Seconded: Councilmembers Hansen and Hutson

Yes: Councilmembers Hansen, Hutson, and Sprague, Vice Mayor Vodden, and Mayor Thomas
No: None

d. **\$4 Million Clean California Grant – Revised Scope of Work to Upgrade Sycamore Park**

Action: Approved resolution authorizing the City Manager to execute all associated documents to receive the grant award.

Public Comment

Dennis Asbury

Motion to approve items A, B, and D on the Consent Calendar.

Moved/Seconded: Councilmembers Hansen and Sprague

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

No: None

7. PUBLIC HEARING

a. **General Plan Update - Rezone (GPA-23-02; RZ-23-02)**

Action: Held a public hearing and passed a first reading of a resolution entitled: “A resolution approving the request to amend the general plan land use map (file#GPA-23-02) and redesignate one parcel from Office and Professional to Light Industrial and approve the request to modify the zoning map (file#RZ-23-02) and rezone one parcel from RP (multiple residence professional office district) to ML (Light Industrial) for property located at assessor’s parcel numbers 003-121-015.”

Hearing Opened at 6:17 PM, Closed 6:18 PM

Public Comment

Lorri Pride

Moved/Seconded: Councilmembers Hansen and Sprague

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

No: None

b. **Community Development Block Grant (CDBG) Closeout (Rumiano Cheese) - #17-CDBG-12031**

Action: Held a public hearing and authorized the City Manager to approve, sign, and submit all forms required for the closeout of Community Development Block Grant #17-CDBG-12031.

Hearing Opened at 6:31 PM, Closed 6:32 PM

Moved/Seconded: Councilmembers Hansen and Hutson

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

No: None

8. DISCUSSION AND ACTION CALENDAR

a. Lease of City Owned Property for Agricultural Purposes

Action: Lease awarded to Qaiser Ahmad for \$36,995 for the first year.

Moved/Seconded: Vice Mayor Vodden and Councilmember Hansen

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

No: None

b. Fiscal Emergency & Sales Tax Ballot Measure – Clarification of Resolution Vote

Action: Clarified the Council vote on declaration of fiscal emergency and resolution to place a Transaction and Use Tax measure on March 5, 2024, ballot.

Public Comment

Lorri Pride

Doug Ross

Roberta Asbury

Dennis Asbury

Moved/Seconded: Vice Mayor Vodden and Councilmember Hansen

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

No: Councilmember Sprague

c. UPDATED: Future Short- and Long-Term Options for Law Enforcement Services

Action: Received staff presentation, discussed potential plans of action as it relates to law enforcement services. Announced potential 2 ½ year agreement with the Glenn County Sheriff's Office to continue law enforcement services. No action taken.

d. Fiscal Emergency – City Finances, Educational Action Plan

Action: Item continued until after January 1, 2024.

e. Legal Opinion – Gift of Public Funds

Action: Waived Attorney-Client privilege and authorized the City Manager to release the City Attorney's recent legal opinion regarding the gift of public funds between two public agencies.

Moved/Seconded: Mayor Thomas and Councilmember Hansen

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

No: Councilmember Hutson

f. **City Hall - Holiday Closure**

Action: Approved closing City Hall and all non-emergency services on December 27, 28 and 29.

Moved/Seconded: Councilmembers Hutson and Hansen

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

No: None

g. **2024 City Council Meeting Calendar & City Hall Closure Schedule (Holidays)**

Action: Approved the 2024 City Council Meeting Calendar and City Hall Closure Schedule.

Moved/Seconded: Councilmember Hansen and Vice Mayor Vodden

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

No: None

h. **Public Safety Ad Hoc Committee – Proposed Name Change**

Action: Approved name change of the Public Safety Ad Hoc Committee to the Law Enforcement Services Ad Hoc Committee.

Moved/Seconded: Councilmembers Sprague and Hutson

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

No: None

9. **COMMENTS & REPORTS**

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

9. **CLOSED SESSION**

a. **Conference with Legal Counsel – Existing Litigation (§54956.9)**

Report Out: Received information on the case and gave directions to the City Attorney.

10. **ADJOURNMENT - 9:13PM**

Amos Hoover, City Clerk



Date: December 12, 2023
To: Honorable Mayor and Council Members
From: Nathan Monck, Fire Chief
Marti Brown, City Manager
Subject: Dispatch: CAL FIRE Contract Amendment

Recommendation:

Adopt a resolution, authorizing the City Manager to execute a contract amendment for dispatch services, agreement #2CA06449, with CAL FIRE for the remainder of Fiscal Year 2023-24.

Rationale for Recommendation:

CAL FIRE has been the emergency dispatch center for Willows Fire Department since 2020. This contract continues the same level of service already received from CAL FIRE. This contract ensures fire dispatching services remain intact until Willows Fire transitions to Glenn County Sherriff's Office for dispatching services.

Background:

Prior to 2020, Willows Fire operated a small dispatch center that serviced the City of Willows and nine other fire departments. With increased call volume, it became no longer feasible due to safety concerns for Willows Fire to continue dispatch services. The City of Willows has contracted dispatch services to CAL FIRE since January of 2020. There have been multiple unanticipated delays in the effort to transition to centralized fire dispatch services at the Glenn County Sheriff's Office. CAL FIRE has continued to provide dispatch services despite the current contract that expired September 30, 2023.

Discussion & Analysis:

CAL FIRE is the only feasible dispatching option for Willows Fire Department until centralized dispatch with Glenn County Sherriff's Office is operational. Willows Fire Department radios are already programmed and work sufficiently with the CAL FIRE dispatching center. Corning Fire Dispatch is unable to dispatch for Willows Fire due to our larger call volume. There are no other dispatching options available to Willows Fire. As the start date of centralized dispatch with

Glenn County Sheriff's Office continues to be pushed back, CAL FIRE TGU has agreed to a contract amendment through the close of FY 2023-24. The City of Willows will only be charged for those dispatch services that it uses. CAL FIRE will continue to prorate the cost of the contract according to the contract length.

Fiscal Impact:

The maximum cost of the contract is \$66,532 and reflects a \$49,899 increase from the original contract. The pro-rated cost is consistent with the cost of prior years' dispatching services. There is no significant change in dispatching costs, for the timeframe and scope, from the prior contract.

Attachments:

- Attachment 1: Resolution XX-2023
- Attachment 2: CAL FIRE Dispatch Contract
- Attachment 3: LG-1A Amendment
- Attachment 4: Cost Worksheet Amendment



**City of Willows
Resolution xx-2023**

**APPROVING THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE
FOR FIRE DEPARTMENT DISPATCH SERVICES FROM July 1, 2023 to June 30,2024**

WHEREAS, the California Department of Forestry and Fire has provided dispatching services to the City of Willows and the Willows Fire Department since January of 2020; and

WHEREAS, the anticipated transition to centralized dispatch at the Glenn County Sheriff Office has been delayed due to unforeseen circumstances and will not be a viable dispatching option till later in 2023;

NOW THERE BE IT RESOLVED by the City Council of the CITY OF WILLOWS, that said Council does hereby approve the amendment to the agreement with the California Department of Forestry and Fire Protection (CAL FIRE) dated July 1, 2023. This amendment to the agreement provides dispatch services from July 1, 2023 to June 30, 2024.

BE IT FURTHER RESOLVED that Marti Brown, the City Manager, or her designee, is hereby authorized to sign and execute said agreement on behalf of the CITY OF WILLOWS

PASSED AND ADOPTED by the City Council of the City of Willows this 12th day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk

**COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT**
LG-1 REV. 1/2023

AGREEMENT NUMBER	2CA06449
REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

CITY OF WILLOWS

2. The term of this Agreement is: **July 1, 2023** through **September 30, 2023**

3. The maximum amount of this Agreement is: **\$ 16,633.00**
Sixteen thousand, six hundred thirty-three dollars and zero cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work – Includes page 2 (contact page) in count for Exhibit A	4	pages
Exhibit B – Budget Detail and Payment Provisions	2	pages
Exhibit C – General Terms and Conditions	7	pages
Exhibit D – Additional Provisions	6	pages
Exhibit E – Description of Other Services	1	pages

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY

LOCAL AGENCY'S NAME
CITY OF WILLOWS

BY (Authorized Signature)

Marti Brown

DATE SIGNED(Do not type)

July 25, 2023

PRINTED NAME AND TITLE OF PERSON SIGNING
Marti Brown, City Manager

ADDRESS
201 N Lassen, Willows, CA 95988

STATE OF CALIFORNIA

AGENCY NAME
California Department of Forestry and Fire Protection

BY (Authorized Signature) — DocuSigned by:

Matthew Sully

DATE SIGNED(Do not type)

10/3/2023

PRINTED NAME AND TITLE OF PERSON SIGNING
Matthew Sully, Assistant Deputy Director, Cooperative Fire

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460

California Department of General Services Use Only

APPROVED

NOV 9 2023
BHK:abs

OFFICE OF LEGAL SERVICES
DEPT. OF GENERAL SERVICES

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**EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT**

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief:		Local Agency:	
Name:	Bob Farias	Name:	City of Willows
Phone:	(530) 528-5199	Phone:	(530) 934-7041
Fax:	(530) 529-8538	Fax:	(530) 934-7042

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief:	Bob Farias	Local Agency:	CITY OF WILLOWS
Section/Unit:	Tehama-Glenn	Section/Unit:	
Attention:	Laurianne Griffin	Attention:	Marti Brown
Address:	604 Antelope Blvd., Red Bluff, CA 96080	Address:	201 N Lassen, Willows, CA 95988
Phone:	(530) 528-5118	Phone:	(530) 934-7041
Fax:	(530) 529-8538	Fax:	(530) 934-7042

Send an additional copy of all correspondence to:

**CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460**

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.

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EXHIBIT A **SCOPE OF WORK**

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board's established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to fire prevention, fire suppression and emergency medical response.

To comply with the STATE's mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to: required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

- 1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.
- 2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.
- 3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.
- 4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency

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dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE's Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

- A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.
- B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.
- C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.
- D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.

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- E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.
- F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.
- G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.

All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.

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EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

- A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.
- B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.
- C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:
- 1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.
 - 2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.
 - 3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.
 - 4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.
 - 5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.
 - 6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.
 - 7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:
 - a. The Director predicts a cash flow shortage, or
 - b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.
- D. invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit D, Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

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- E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. BUDGET CONTINGENCY CLAUSE

- A. If the LOCAL AGENCY's governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.
- B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.
- C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.
- D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.
- E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.
- F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.

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EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. **APPROVAL**: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.
2. **AMENDMENT**: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. **ASSIGNMENT**: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.
4. **EXTENSION OF AGREEMENT**:
 - A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.
 - B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.

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- C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.
5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.
7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY's Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a "reasonable period of time" shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.
8. **TERMINATION FOR CAUSE/CANCELLATION:**
- A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.

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- B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.
9. **INDEPENDENT CONTRACTOR**: Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.
10. **NON-DISCRIMINATION CLAUSE**: During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g.cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.
- In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.
11. **TIMELINESS**: Time is of the essence in the performance of this agreement.
12. **COMPENSATION**: The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.
13. **GOVERNING LAW**: This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
14. **CHILD SUPPORT COMPLIANCE ACT**: "For any Agreement in excess of \$100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:
- A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings' assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
- B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."

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15. **UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

- A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for \$5,000,000 combined single limit per occurrence.
 - B. Dispatch services – Any commercial insurance shall provide at least general liability for \$1,000,000 combined single limit per occurrence.
 - C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.
 - D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.
18. **WORKERS COMPENSATION:** (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).
- A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.

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- B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.
- C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.
19. **CONFLICT OF INTEREST**: LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. **LABOR CODE/WORKERS' COMPENSATION**: LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
21. **AMERICANS WITH DISABILITIES ACT**: LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis

Contractor Name: CITY OF WILLOWS

Contract No.: 2CA06449

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of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. **LOCAL AGENCY NAME CHANGE:** An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
23. **RESOLUTION:** A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
24. **AIR OR WATER POLLUTION VIOLATION:** Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
25. **AFFIRMATIVE ACTION.** STATE certifies its compliance with applicable federal and State hiring requirements for persons with disabilities, and is deemed by LOCAL AGENCY to be in compliance with the provisions of LOCAL AGENCY'S Affirmative Action Program for Vendors.
26. **DRUG AND ALCOHOL-FREE WORKPLACE.** As a material condition of this Agreement, STATE agrees that it and its employees, while performing service for LOCAL AGENCY, on LOCAL AGENCY property, or while using LOCAL AGENCY equipment, shall comply with STATE's Employee Rules of Conduct as they relate to the possession, use, or consumption of drugs and alcohol.
27. **ZERO TOLERANCE FOR FRAUDULENT CONDUCT IN LOCAL AGENCY SERVICES.** STATE shall comply with any applicable "Zero Tolerance for Fraudulent Conduct in LOCAL AGENCY Services." There shall be "Zero Tolerance" for fraud committed by contractors in the administration of LOCAL AGENCY programs and the provision of LOCAL AGENCY services. Upon proven instances of fraud committed by the STATE in connection with performance under the Agreement, the Agreement may be terminated consistent with the termination for cause/cancellation term, Exhibit C, section 8, subsection B, of Cooperative Fire Programs Fire Protection Reimbursement Agreement, LG-1, between the California Department of Forestry and Fire Protection (CAL FIRE) and the LOCAL AGENCY.
28. **CONFIDENTIAL INFORMATION.** "Confidential information" means information designated by CAL FIRE and/or the LOCAL AGENCY disclosure of which is restricted, prohibited or privileged by State and federal law. Confidential Information includes, but is not limited to, information exempt from disclosure under the California Public Records Act (Government Code Sections 6250 et seq.) Confidential Information includes but is not limited to all records as defined in Government Code section 6252 as well as verbal communication of Confidential Information. Any exchange of Confidential Information between parties shall not constitute a "waiver" of any exemption pursuant to Government Code section 6254.5

CAL FIRE and LOCAL AGENCY personnel allowed access to information designated as Confidential Information shall be limited to those persons with a demonstrable business need for such access. CAL FIRE and LOCAL AGENCY agree to provide a list of authorized personnel in writing as required by Government Code section 6254.5(e). CAL FIRE and the LOCAL

Contractor Name: CITY OF WILLOWS

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AGENCY agree to take all necessary measures to protect Confidential Information and shall impose all the requirements of this Agreement on all of their respective officers, employees and agents with regards to access to the Confidential Information. A Party to this Contract who experiences a security breach involving Confidential Information covered by this Contract, agrees to promptly notify the other Party of such breach

29. **ENTIRE AGREEMENT**: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.

Contractor Name: CITY OF WILLOWS

Contract No.: 2CA06449

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EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

Schedules

The following Schedules are included as part of this agreement (check boxes if they apply):

- A. Fiscal Display, PRC 4142 AND/OR PRC 4144** - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.
- B. STATE Funded Resource** - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.
- C. LOCAL AGENCY Provided Local Funded Resources** - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.
- D. LOCAL AGENCY Owned STATE Maintained Vehicles** - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

Contractor Name: CITY OF WILLOWS

Contract No.: **2CA06449**

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LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

- E. Certification of Insurance** - Provider Insurance Certification and/or proof of self-insurance.

Contractor Name: City of Willows

Contract No: 2CA06449

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EXHIBIT D, SCHEDULE A
LOCAL FUNDED – STATE RESOURCES
FISCAL DISPLAY
PRC 4142

NAME OF LOCAL AGENCY: City of Willows

CONTRACT NUMBER: **2CA06449**

Index: 2500

PCA: 27640

Fiscal Year: 2023/24

This is Schedule A of Cooperative Agreement originally dated July 1, 2023, by and between CAL FIRE of the State of California and LOCAL AGENCY.

(See Attached)

Fiscal Year: 2023
 Index: 2500
 PCA: 27640
 PRC: 4142

Unit:

PS Sub Total (+2%)	\$0
OE Sub Total	\$14,850
Admin	\$1,783
Total	\$16,633

Contract Name: CITY OF WILLOWS

Contract No.: 2CA06449

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Comments
 This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2023 between "CITY OF WILLOWS" and The California Department of Forestry and Fire Protection (CAL FIRE)

CAL FIRE Unit Chief	Bob Farias
CAL FIRE Region Chief	George Morris III

Number of Positions	Classification/ad-ons (Pick From List)	RET.	Period	Salary Months	Salary Rate	Total Salary	EDWC Rate	EDWC Periods	Total EDWC	Salary Benefits	FFI UI	EDWC Benefits	Total Salary & EDWC	Total Position Cost
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0	\$0	0	\$0	\$0	\$0	\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
					\$0	\$0			\$0	\$0		\$0	\$0	\$0
	Overtime				\$0	\$0			\$0	\$0		\$0	\$0	\$0

Operating Expense

Category (Pick from List)	Details	Number	Months	Rate	Sub-Total	Uniform Benefits	Total
GENERAL EXPENSE	Miscellaneous	270	1	\$55	\$ 14,850		\$ 14,850
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -

Total OE \$ 14,850

Contractor Name: City of Willows

Contract No: 2CA06449

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EXHIBIT D, SCHEDULE B
STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: City of Willows

This is Schedule B of Cooperative Agreement originally dated July 1, 2023, by and between CAL FIRE of the State of California and LOCAL AGENCY.

FISCAL YEAR: 2023/24

Unit Administration

1-Battalion Chief

5 - Fire Captains: ECC

.5 - Communications Operators

Contractor Name: City of Willows

Contract No: 2CA06449

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EXHIBIT D, SCHEDULE E

This is Schedule E of Cooperative Agreement originally dated July 1, 2023, by and between the CAL FIRE of the State of California and LOCAL AGENCY

NAME OF LOCAL AGENCY:City of Willows

The CAL FIRE, State of California and its officers, agents, employees, and servants are included as additional insured for the purposes of this contract. The State shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed in LG1, Page 2.

FISCAL YEAR: 2023/24

SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR TORT LIABILITY

This is to certify that LOCAL AGENCY has elected to be self-insured under the self-insurance provision provided in Exhibit C, Section 17.

* By: Marti Brown Signature MARTE BROWN Printed Name
CITY MANAGER Title 9/5/23 Date

~~**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR WORKER'S COMPENSATION BENEFITS**~~

~~This is to certify that LOCAL AGENCY has elected to be self-insured for Workers' Compensation benefits which comply with Labor Code Section 3700 as provided in Exhibit C, Section 18.~~

~~* By: Marti Brown Signature MARTE BROWN Printed Name~~
~~CITY MANAGER Title 9/5/23 Date~~

~~**SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR LOCAL AGENCY OWNED VEHICLES**~~

~~This is to certify that LOCAL AGENCY has elected to be self-insured for local agency-owned vehicles under the self-insurance provision provided in Exhibit D, Schedule D.~~

~~* By: Marti Brown Signature MARTE BROWN Printed Name~~
~~CITY MANAGER Title 9/5/23 Date~~

Contractor Name: City of Willows
Contract No: 2CA06449

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Exhibit E
DESCRIPTION OF OTHER SERVICES

The Red Bluff Emergency Command Center will provide the following services:

Serve as the secondary public safety answering point for emergency service requests within the following jurisdictions: City of Willows. Emergency callers will be transferred to and interrogated by the Red Bluff Emergency Command Center.

Provide dispatching services for City of Willows.

Perform call taking and dispatching services utilizing existing CAL FIRE computer aided dispatch system (CAD), radio, internet, and telephone infrastructure within the Red Bluff Emergency Command Center.

CAL FIRE will be responsible for maintaining the existing CAL FIRE VHF Radio between the Red Bluff Emergency Command Center and Red Mountain Vault.

Provide City of Willows, access to dispatch report records via the CAL FIRE reporting program.

Provide City of Willows a district wide repeated radio frequency as a command frequency for dispatching calls.

City of Willows will be responsible for the following:

Labor and costs associated with the purchasing, upgrading, and maintaining all fixed radio infrastructure (radios, antennas, base station radios, etc.) required for the communication between City of Willows and the Red Bluff Emergency Command Center.

Labor and costs associated with the purchasing, upgrading, maintaining, and programming of all mobile radio infrastructure (mobile radios, handie talkies, pagers, etc.).

Providing the Red Bluff Emergency Command Center dispatch response plans, including copies of all auto and mutual aid agreements.

Ensuring all field user radio communications and interactions with the Red Bluff Emergency Command Center are in accordance with the TGU Radio Communications Guide and FCC requirements.

Providing Red Bluff Emergency Command Center with timely map data updates.

All costs associated with the programming, updating, or changing of Red Bluff Emergency Command Center radios (alert tone changes, frequency changes, repeater changes, etc.) at request of or to meet the needs of the City of Willows.

All services beyond those listed may require contract review which may lead to additional costs.

**COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT AMENDMENT**

**AGREEMENT
NUMBER**

**AMENDMENT
NUMBER**

LG-1A REV. 1/2023

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 1 Pages

2CA06449

1

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME

California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME

CITY OF WILLOWS

2. The term of this Agreement is: July 1, 2023 through June 30, 2024

3. The maximum amount of this Agreement is: \$ 66,532.00
Sixty-six thousand, five hundred thirty two dollars and zero cents.

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

This amendment changes the original term of the agreement, July 1, 2023 to September 30, 2023, with an additional nine months through June 30, 2024. The agreement amount is increased by \$49,899.00 (see attached) as a result of this change. The new agreement total will not exceed \$66,532.00 total and the new term of the agreement is July 1, 2023 thorough June 30, 2024.

All other terms and conditions shall remain the same.
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

LOCAL AGENCY

California Department of General Services Use Only

LOCAL AGENCY'S NAME
CITY OF WILLOWS

BY (Authorized Signature)

DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING
Marti Brown, City Manger

ADDRESS
201 N Lassen, Willows, CA 95988

STATE OF CALIFORNIA

AGENCY NAME
California Department of Forestry and Fire Protection

BY (Authorized Signature)

DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING
Matthew Sully, Assistant Deputy Director, Cooperative Fire

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460



Date: December 12, 2023
To: Honorable Mayor and Councilmembers
From: Byron Turner, City Planner
Marti Brown, City Manager
Subject: General Plan Update - Rezone (GPA-23-02; RZ-23-02)

Recommendation:

Introduce second reading by title only and approve a resolution entitled: "A resolution approving the request to amend the general plan land use map (file#GPA-23-02) and redesignate one parcel from Office and Professional to Light Industrial and approve the request to modify the zoning map (file#RZ-23-02) and rezone one parcel from RP (multiple residence professional office district) to ML (Light Manufacturing) for property located at assessor's parcel numbers 003-121-15."

Rationale for Recommendation:

Per WMC Section 18.20.030 all zone changes require city approval. This zoning change has been requested by the applicant and is consistent with the City's General Plan.

Background:

Per WMC Section 18.20.040 a public hearing with the Planning Commission was held on November 15, 2023, with a recommendation to the City Council to approve the proposal to rezone General Plan Amendment. Subject to WMC Section 18.20.050, the recommendation requires City Council action and approval per WMC 18.20.060.

Discussion & Analysis:

The applicant, Mary Susan Fleming, has filed Rezone and General Plan Amendment applications for consideration by the Planning Commission. The request is to amend the zoning and general plan land use designation on the above referenced parcel located within the City of Willows. The parcel is currently zoned RP (Multiple Residence Professional Office District) with the land use designation of Office & Professional. The applicant is requesting rezoning to ML (Light Industrial). The parcel is located at 345 E. Laurel Street

A 1,900 square foot structure is currently located on the site. The site was originally 2 parcels, and the structure had inadvertently been constructed across the property line. In 2021, the parcels were merged in order to correct this violation. As part of the merger, the entire parcel was rezoned to RP. This action rendered the existing building as a non-conforming use, as the structure does not meet Residential or Professional Office building standards. The request is to rezone the lot to ML (Light Industrial) zone which would require the amendment of the city's zoning map as well. The second request is to amend the land use designation on the parcel from Office & Professional to Light Industrial. Additionally, this will result in an amendment to the city's land use map.

According to the applicant, they were not aware that rezoning to RP would create the nonconformity.

The zoning directly to the west is currently ML, which is consistent with the surrounding area. The reasoning for the rezone and general plan amendment requests is to allow the existing structure to be improved and utilized as a business.

On November 15, 2023, the Planning Commission held a public meeting and recommended the project for approval to the City Council.

Public Hearing:

Per WMC Section 18.20.030(2) Notice of the proposed applications and public hearing was posted in a local newspaper and property owners within 300 feet of the subject site were sent notice. No written or verbal comments have been received from the adjoining property owners.

Environmental Review:

The project has been reviewed pursuant to the California Environmental Quality Act (CEQA). City staff has determined that the proposed project is exempt from further CEQA review and qualifies as a Categorical Exemption pursuant to Section 15061(3).

Fiscal Impact:

There is a Pass Through Agreement (PTA) and deposit on file to process the application and project.

Attachments:

- Attachment 1: City Council Draft Resolution
- Attachment 2: Planning Commission Resolution of November 15, 2023
- Attachment 3: Existing Zoning Map
- Attachment 4: Resulting Zoning Map
- Attachment 5: Aerial of the parcel and surrounding area



**City of Willows
RESOLUTION NO. __-2023**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS APPROVING THE REQUEST TO AMEND THE GENERAL PLAN LAND USE MAP (FILE#GPA-23-02) AND REDESIGNATE ONE PARCEL FROM OFFICE AND PROFESSIONAL TO LIGHT INDUSTRIAL AND APPROVE THE REQUEST TO MODIFY THE ZONING MAP (FILE#RZ-23-02) AND REZONE ONE PARCELS FROM RP (MULTIPLE RESIDENCE PROFESSIONAL OFFICE DISTRICT) TO ML (LIGHT MANUFACTURING) FOR PROPERTY LOCATED AT ASSESSORS PARCEL NUMBERS 003-121-15

WHEREAS the applicant Mary Susan Fleming has filed Rezone and General Plan Amendment applications for consideration; and

WHEREAS the Planning Commission conducted a public hearing on November 15, 2023, to review the rezone and redesignation proposals and recommended the City Council adopt the requests; and

WHEREAS Per Chapter 18.20.050, upon receipt of such report from the planning commission, the city council shall set the matter for public hearing and notice according to guidelines set forth in state law; and

WHEREAS the City Council conducted a public hearing on November 28, 2023, to review the proposals, which hearing was noticed in a local newspaper ten days prior to the hearing; and

WHEREAS the City Council has reviewed the proposals, the staff report as presented and considered all public comments; and

WHEREAS the City Council finds that the request to modify the zoning map and general plan land use map is exempt from environmental review as required by CEQA using the "General Rule" Section 15061(b)(3) that is applied to proposals, which will have no potential adverse impact on the environment.

NOW THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF WILLOWS FINDS:

SECTION 1. That the approval to redesignate the City of Willows Land Use Map for the subject parcel will not have a significant impact on the environment.

SECTION 2. That the approval to amend the City of Willows Zoning Map for the subject parcel will not have a significant impact on the environment.

SECTION 3. The City Council hereby does approve the requests to amend the general plan designation from Office and Professional to General Commercial and amend the zoning from RP (Multiple Residence Professional Office District) to ML (Light Industrial).

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 12th day of December 2023, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

APPROVED:

Richard Thomas, Mayor

ATTESTED:

Amos Hoover, City Clerk

PC RESOLUTION NO. XXX-2023

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WILLOWS
RECOMMENDING THE REQUEST TO REZONE ONE PARCEL FROM RP (MULTIPLE
RESIDENCE-PROFESSIONAL OFFICE DISTRICT) TO ML (LIGHT INDUSTRIAL) ZONING
AND CHANGE THE GENERAL PLAN LAND USE DESIGNATION FROM OFFICE AND
PROFESSIONAL TO LIGHT INDUSTRIAL DESIGNATION BE FORWARDED TO THE CITY
COUNCIL FOR APPROVAL FOR PROPERTY LOCATED AT ASSESSORS PARCEL NUMBERS 003-121-15**

WHEREAS, the applicant Mary Susan Fleming has filed Rezone and General Plan Amendment applications for consideration, and,

WHEREAS, City of Willows Municipal Code Chapter 18.20 states that all zone changes require city approval, and,

WHEREAS the Planning Commission did, on November 15, 2023, hold a public hearing to consider all public oral and written comments, letters and documents, staff reports, and all other documents and evidence which are a part of the Record; and,

WHEREAS notice of the Planning Commission meeting held on November 15, 2023, was published in a newspaper of general circulation in the City in accordance with law, and mailing to property owners within 300 feet were sent; and,

WHEREAS the Planning Commission has reviewed all evidence submitted in connection with the application, including public testimony, staff report, supporting documentation, City codes and regulations, and all other relevant documents and evidence which are part of the record of proceedings; and,

WHEREAS the Planning Commission finds that the rezone/general plan change proposal is considered exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(3).

NOW THEREFORE, BE IT RESOLVED, that the Planning Commission of the City of Willows does hereby find that the proposal to rezone the subject parcel from RP zoning to ML zoning, and change the land use designation on the parcel from Office and Professional to Light Industrial, is consistent with the City of Willows General Plan, the City of Willows Municipal Code, and hereby forwards the request to the City Council with a recommendation to approve the request, subject to the attached conditions of approval set forth in Attachment #2.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted at a regular meeting of the Planning Commission of the City of Willows on Wednesday, the 15th day of November 2023, by the following

vote, to wit:

AYES _____

NOES _____

ABSTAIN _____

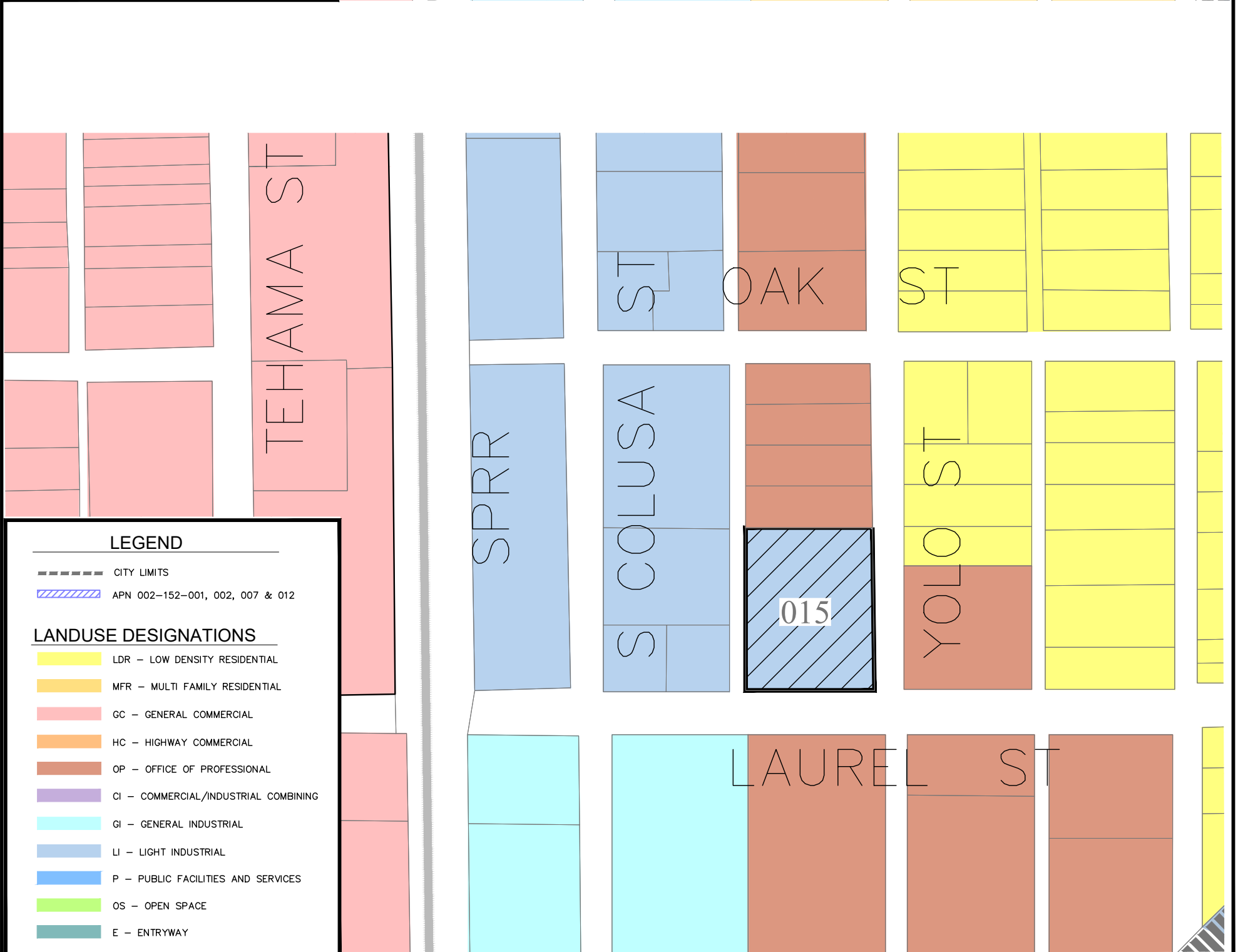
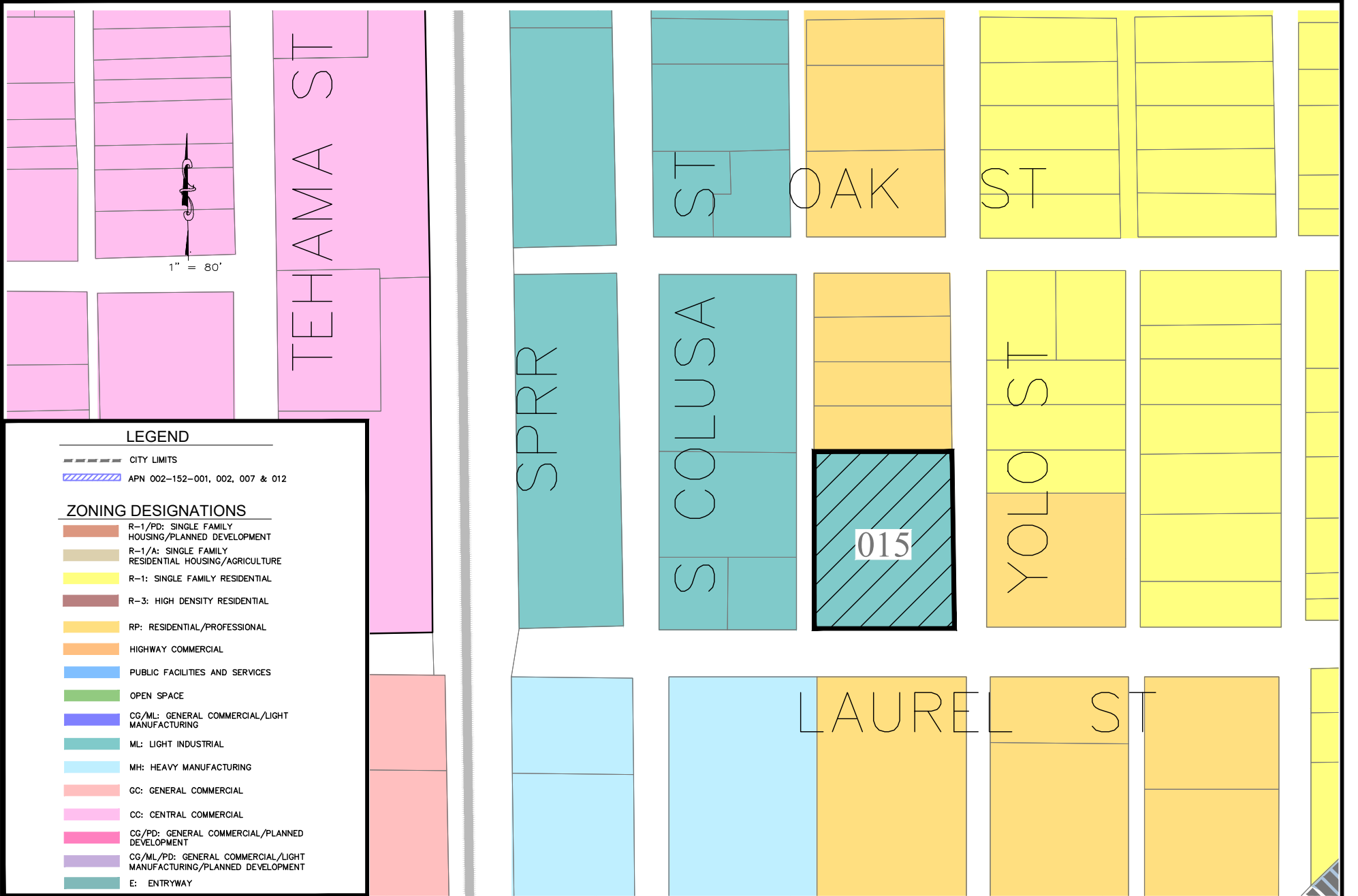
ABSENT _____

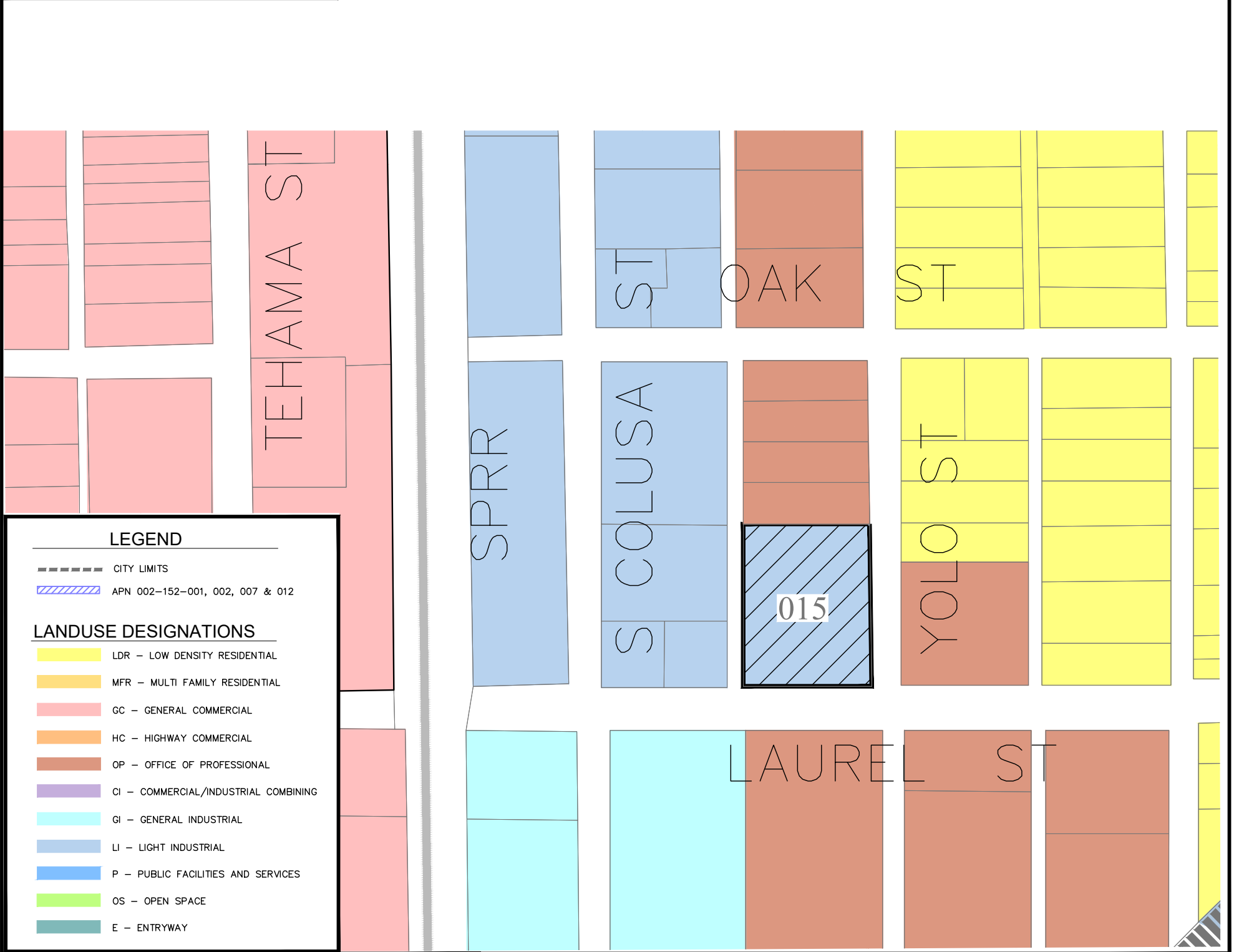
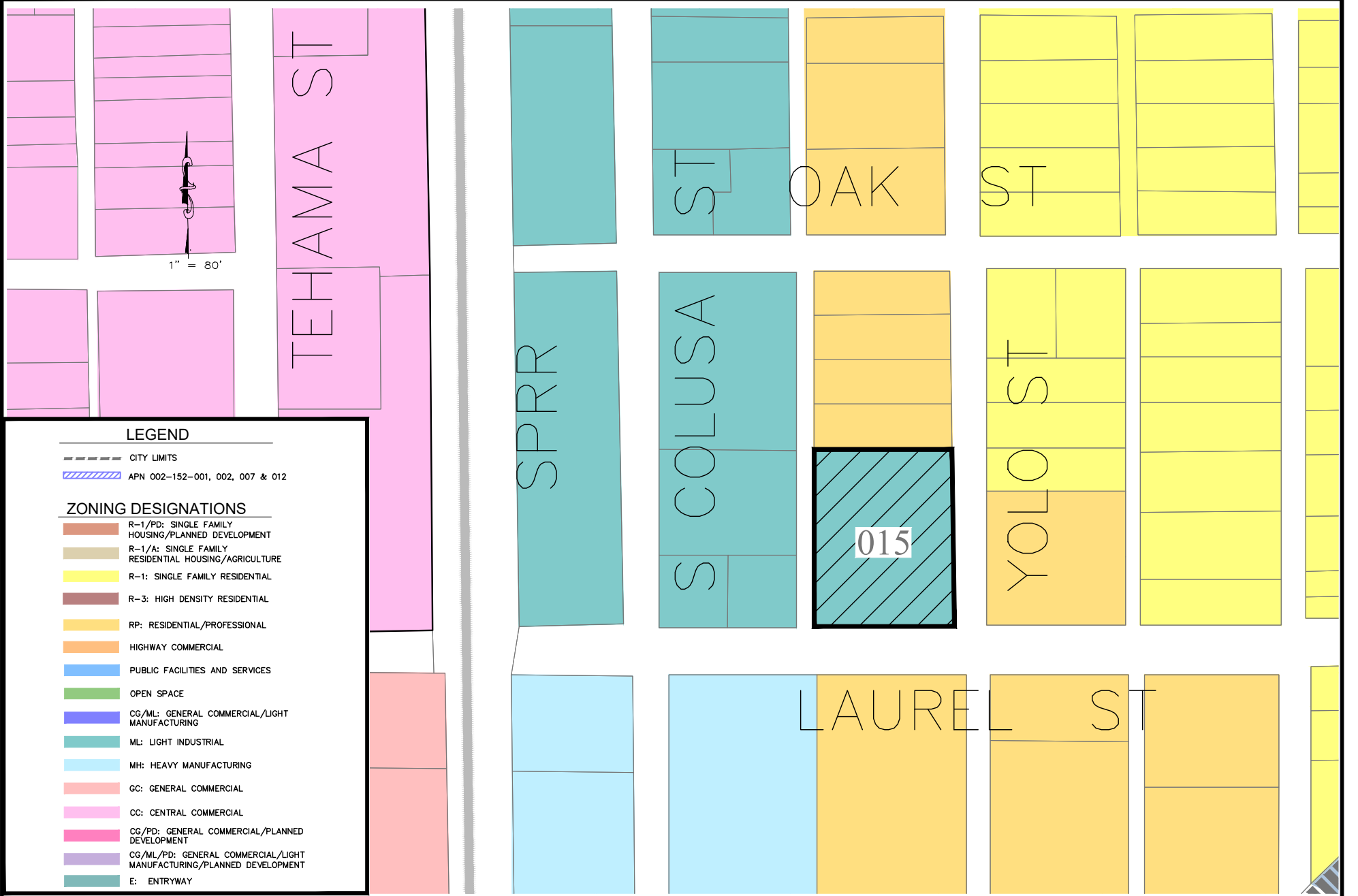
APPROVED: _____

Pedro Bobadilla Chairperson

ATTEST: _____

Amos Hoover, City Clerk









Date: December 12, 2023

To: Honorable Mayor and City Council

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

Subject: Award of Contract – Library HVAC System Replacement

Recommendation:

Approve a resolution authorizing the City Manager to sign an agreement with B&M Builders, Inc. for \$64,000 to replace three HVAC units on the roof of the Public Library building and establish an overall budget for the project of \$70,400.

Rationale for Recommendation:

On November 30, 2023, bids were opened for the replacement of two, 10-ton and one, 5-ton HVAC units located on the roof of the City Hall/Public Library building at 201 N. Lassen Street. Four bids were received ranging in price from \$64,000 to \$83,939. The lowest responsible bid was submitted by B&M Builders, Inc. in Rancho Cordova. Based on both the City Municipal Code and the Public Contract Code, the project must be awarded to the lowest responsive and responsible bidder.

Background:

In 2022, the State Library awarded over \$313 million in grants from the Building Forward: Library Infrastructure Grant Program (Round 1) with the goal of addressing life safety and critical maintenance needs for libraries and related facilities in the State of California. The Willows Library serves as one of Glenn County’s Cooling/Heating Centers and operates as a critical facility for the surrounding community and county during extreme hot/cold weather events. The City was awarded \$49,200 of Library Infrastructure Grant Program Round 1 funds through the County of Glenn. The money is programmed to be used to replace the three existing HVAC units on top of the library to ensure reliable heating and cooling systems remain operable for this critical facility.

As part of the grant, the City is required to provide 33% matching funds for the project. At the time of the grant submission, the former City Attorney determined that the library development impact fees could be used as grant matching funds for the project as the Willows Library is one of Glenn County’s Cooling/Heating Centers and, therefore, serves the entire County. Since the

nexus study was published in 2008, Glenn County’s population has increased by 1,138 or 4%. In addition, there has been an increase in the number of computer stations and library programs since 2008 that are available to all Glenn County residents (which also demonstrates growth) – the primary criteria for being able to expend library impact fees.

Since receiving the grant, staff developed an overall bid package for the project and on October 31, 2023, a Notice to Bidders was released notifying contractors of the project. Bids were opened on November 30, 2023. Four bids were received ranging in cost from \$64,000 to \$83,939. The low bid was submitted by B&M Builders, Inc. Staff has completed a background check of B&M Builder’s bid and found it to be responsive, that the contractor’s license is active and valid (they possess a Class C-20 license as required by the bid documents that expires on 7/31/25), and that the bid contained the required information per the Notice to Bidder’s.

From an environmental standpoint and compliance with CEQA, the project is determined to be Categorically Exempt in accordance with Section 15302(c), as the project involves replacement of the building’s existing HVAC equipment involving no expansion of capacity.

Staff has found that B&M Builder’s bid satisfies the bidding requirements for the project and staff is recommending award of the project.

Fiscal Impact:

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

Construction:	\$ 64,000
Contingency (10%):	<u>\$ 6,400</u>
Estimated total	\$ 70,400

The primary source of funding for this project is the California State Library’s Infrastructure Grant Program Round 1. The grant will provide up to a maximum of \$49,200 of the project’s overall cost. Under the terms of the grant agreement, the City is required to provide a direct cash match contribution in the amount of 33% (\$24,600). These matching funds will come from the City’s Library Development Impact Fee fund. Based on the anticipated overall cost of \$70,400, it is anticipated that \$47,168 (67%) of the grant monies will be used and \$24,354 (33%) of Library Development Impact Fees will be used to fund the overall project.

Attachment:

- Attachment 1: Resolution



**City of Willows
RESOLUTION NO. __-2023**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLOWS, AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH B&M BUILDERS, INC. FOR THE REPLACEMENT OF THREE HVAC UNITS AT THE PUBLIC LIBRARY, APPROVE AN OVERALL BUDGET FOR THE PROJECT AND FIND THAT THE PROJECT IS CATEGORICALLY EXEMPT

WHEREAS, in accordance with California Public Contract Code Sections 20162-20164 and other applicable law, the City of Willows solicited bids for the replacement of three HVAC units at the Public Library building located at 201 N. Lassen Street ("Project"); and

WHEREAS, bids for the Project were opened on November 30, 2023, in accordance with California Public Contract Code Section 4104.5 and other applicable laws; and

WHEREAS, four bids were received with the bids ranging from a low bid of \$64,000 to a high of \$83,939, with the low bid being from B&M Builders Inc.; and

WHEREAS, staff has determined that B&M Builders Inc. bid satisfies the bidding requirements for the Project; and

WHEREAS, staff has verified that B&M Builders Inc. possesses valid California Contractor's Licenses under the requested Class C-20, number 861848 (expires 7/31/2025) 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 15302(c) of Title 14 of the California Code of Regulations in that this project involves maintenance work on existing facilities with no expansion of capacity.

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 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 B&M Builders, Inc. for

the replacement of three HVAC units at the Library building 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 B&M Builders, Inc., in the amount of \$64,000, conditioned on B&M Builder'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 B&M Builders, Inc. for performance of the Project in accordance with the bid documents and applicable law upon submission by B&M Builders, Inc. of all documents required pursuant to the Project bid documents.

6. That the overall budget for the Project be established at \$70,400.

7. 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.

8. City staff is hereby directed to issue a Notice of Award to B&M Builders, Inc.

9. This Resolution shall become effective immediately.

10. 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, State of California this 12th day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk



Date: December 12, 2023
To: Honorable Mayor and Councilmembers
From: Joe Bettencourt, Community Development & Services Director
Marti Brown, City Manager
Subject: WM Franchise Agreement – Annual Consumer Price Index Rate Increase

Recommendation:

Approve the WM Consumer Price Index (CPI) increase of 3.32%.

Rationale for Recommendation:

The City’s agreement with WM authorizes an annual CPI increase of up to 5%.

Background:

Effective December 1, 2020, and continuing through December 31, 2030, the City of Willows has contracted with U.S.A. Waste of California (D.B.A. Waste Management, Inc.; now known as “WM”) for the collection of solid waste within the City of Willows. This collection service is undertaken pursuant to a franchise agreement between the City of Willows and U.S.A. Waste of California, part of a master agreement including the County of Glenn and the City of Orland.

Pursuant to the agreement, the collection rates are subject to annual rate adjustments, increases or decreases, calculated pursuant to the most recent Consumer Price Index/Urban Customers-Western States (CPI), diesel fuel and tipping fee rates. Last year, the Council chose to limit the CPI Increase to the 5% maximum and did not approve the WM request of a 6.96% increase.

Discussion & Analysis:

This year, WM requests a 3.32% CPI increase for the 2024 calendar year. This includes a 3.49% increase in operations and a .16% decrease in fuel cost. The new rate will be effective January 1, 2024, through December 31, 2024. The CPI is calculated from the most recent Consumer Price Index/Urban Customers - Western States. Attachment 2 shows all the price differences between current rates and rates after the 3.32% increase.

Below is a snapshot of increases for common services:

- Senior 35 Gallon Cart – From \$16.26 to 16.80
- 35 Gallon Cart – From \$21.94 to 22.67
- 64 Gallon Cart – From \$23.73 to 24.52

Fiscal Impact:

There is no fiscal impact to the City.

Attachment:

- Attachment 1: WM Service Letter
- Attachment 2: 3.32% Franchise Agreement Rate Increase



Corning Disposal
Waste Management
3281 Hwy 99 W
Corning, CA 96021

November 1, 2023

Ms. Marti Brown
City Manager
City of Willows
201 N Lassen St.
Willows, CA 95988

Dear Ms. Brown:

Attached is our rate review in accordance with Attachment 8B – Service Fee Adjustments in the Master Franchise Agreement and Attachment 8B Service Fee Adjustments of our Collection Franchise Agreement with the City of Willows. These sections address rate increases or decreases based on the Consumer Price Index, service fee, fuel and transfer station service fee.

The CPI rate increase of 3.32% has been calculated using the most recent Consumer Price Index/Urban Customers - Western States, (1982-1989=100).

I have attached the calculation of the new rates and the support information. If you have any questions, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Diana Ramirez".

Diana Ramirez
Public Sector Manager

Cc: Cahill Chavers, District Manager



COLLECTION SERVICES PROPOSAL
City of Willows
Effective - 1/1/2024
Service Charge Fee Schedule

Rate Adjustment
3.32%

RESIDENTIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2024
Cart Services (MSW & Recycle)			
Senior 35 Gallon Cart (65 and older)	\$16.26	\$0.54	\$16.80
35 Gallon Cart	\$21.94	\$0.73	\$22.67
64 Gallon Cart	\$23.73	\$0.79	\$24.52
96 Gallon Cart	\$33.88	\$1.13	\$35.01
96 Gallon Yard Waste - 1st Cart	\$6.12	\$0.20	\$6.32
Ancillary Services			
Additional recycling cart after 1st cart	\$9.10	\$0.30	\$9.40
Additional yard waste cart after 1st cart	\$9.10	\$0.30	\$9.40
Cancellation of yard waste services within the first 6 months of set up	\$30.31	\$1.01	\$31.32
Side Yard Assisted Service - medically justified	No Charge	N/A	No Charge
Side Yard Assisted Service - NOT medically justified	\$12.81	\$0.42	\$13.23
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Replacement Cart-if due to customer negligence	Market Rate	N/A	Market Rate
Extra Pick up - 35 Gallon	\$7.76	\$0.26	\$8.02
Extra Pick up - 64 Gallon	\$8.40	\$0.28	\$8.68
Extra Pick up - 96 Gallon	\$11.77	\$0.39	\$12.16
Extra Pick up - 35, 64, 96 Gallon on non-route day	\$16.27	\$0.54	\$16.81
Contamination in Residential Containers * (per cart/per service)	\$17.20	\$0.57	\$17.77
Overage charge (cart too full for lid to close) *	\$17.20	\$0.57	\$17.77
Bad Pay/Reactivation Fees (no delivery)	\$38.80	\$1.29	\$40.09
Bad Pay/Reactivation Fees (with delivery)	\$54.56	\$1.81	\$56.37

* Contamination/Overage charged after 1st warning

COMMERCIAL	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2024
MSW Bin Services			
1 Yard MSW - 1xWeek	\$122.02	\$4.05	\$126.07
1 Yard MSW - 2xWeek	\$230.76	\$7.67	\$238.43
1 Yard MSW - 3xWeek	\$338.77	\$11.26	\$350.03
1 Yard MSW - 4xWeek	\$447.27	\$14.87	\$462.14
1 Yard MSW - 5xWeek	\$555.69	\$18.47	\$574.16
1.5 Yard MSW - 1xWeek	\$134.23	\$4.46	\$138.69
1.5 Yard MSW - 2xWeek	\$253.84	\$8.44	\$262.28
1.5 Yard MSW - 3xWeek	\$372.64	\$12.38	\$385.02
1.5 Yard MSW - 4xWeek	\$492.00	\$16.35	\$508.35
1.5 Yard MSW - 5xWeek	\$611.26	\$20.32	\$631.58
2 Yard MSW - 1xWeek	\$143.57	\$4.77	\$148.34
2 Yard MSW - 2xWeek	\$271.48	\$9.02	\$280.50
2 Yard MSW - 3xWeek	\$398.55	\$13.25	\$411.80
2 Yard MSW - 4xWeek	\$526.20	\$17.49	\$543.69
2 Yard MSW - 5xWeek	\$653.75	\$21.73	\$675.48
3 Yard MSW - 1xWeek	\$230.76	\$7.67	\$238.43
3 Yard MSW - 2xWeek	\$367.05	\$12.20	\$379.25
3 Yard MSW - 3xWeek	\$550.14	\$18.28	\$568.42
3 Yard MSW - 4xWeek	\$651.55	\$21.66	\$673.21
3 Yard MSW - 5xWeek	\$814.45	\$27.07	\$841.52
4 Yard MSW - 1xWeek	\$271.48	\$9.02	\$280.50
4 Yard MSW - 2xWeek	\$431.82	\$14.35	\$446.17
4 Yard MSW - 3xWeek	\$647.22	\$21.51	\$668.73
4 Yard MSW - 4xWeek	\$766.52	\$25.48	\$792.00
4 Yard MSW - 5xWeek	\$958.20	\$31.85	\$990.05
6 Yard MSW - 1xWeek	\$358.42	\$11.91	\$370.33
6 Yard MSW - 2xWeek	\$579.58	\$19.26	\$598.84
6 Yard MSW - 3xWeek	\$805.34	\$26.77	\$832.11
6 Yard MSW - 4xWeek	\$1,038.88	\$34.53	\$1,073.41
6 Yard MSW - 5xWeek	\$1,298.64	\$43.16	\$1,341.80

Recycling Bin Services			
1 Yard RECYCLE - 1xWeek	\$61.01	\$2.03	\$63.04
1 Yard RECYCLE - 2xWeek	\$115.38	\$3.83	\$119.21
1 Yard RECYCLE - 3xWeek	\$169.39	\$5.63	\$175.02
1 Yard RECYCLE - 4xWeek	\$223.63	\$7.43	\$231.06
1 Yard RECYCLE - 5xWeek	\$277.85	\$9.23	\$287.08
1.5 Yard RECYCLE - 1xWeek	\$67.12	\$2.23	\$69.35
1.5 Yard RECYCLE - 2xWeek	\$126.91	\$4.22	\$131.13
1.5 Yard RECYCLE - 3xWeek	\$186.32	\$6.19	\$192.51
1.5 Yard RECYCLE - 4xWeek	\$245.99	\$8.18	\$254.17
1.5 Yard RECYCLE - 5xWeek	\$305.63	\$10.16	\$315.79
2 Yard RECYCLE - 1xWeek	\$71.79	\$2.39	\$74.18
2 Yard RECYCLE - 2xWeek	\$135.73	\$4.51	\$140.24
2 Yard RECYCLE - 3xWeek	\$199.29	\$6.62	\$205.91
2 Yard RECYCLE - 4xWeek	\$263.11	\$8.74	\$271.85
2 Yard RECYCLE - 5xWeek	\$326.89	\$10.86	\$337.75
3 Yard RECYCLE - 1xWeek	\$115.38	\$3.83	\$119.21
3 Yard RECYCLE - 2xWeek	\$183.52	\$6.10	\$189.62
3 Yard RECYCLE - 3xWeek	\$275.07	\$9.14	\$284.21
3 Yard RECYCLE - 4xWeek	\$325.77	\$10.83	\$336.60
3 Yard RECYCLE - 5xWeek	\$407.24	\$13.53	\$420.77
4 Yard RECYCLE - 1xWeek	\$135.73	\$4.51	\$140.24
4 Yard RECYCLE - 2xWeek	\$215.92	\$7.18	\$223.10
4 Yard RECYCLE - 3xWeek	\$323.61	\$10.76	\$334.37
4 Yard RECYCLE - 4xWeek	\$383.26	\$12.74	\$396.00
4 Yard RECYCLE - 5xWeek	\$479.09	\$15.92	\$495.01
6 Yard RECYCLE - 1xWeek	\$179.22	\$5.96	\$185.18
6 Yard RECYCLE - 2xWeek	\$289.79	\$9.63	\$299.42
6 Yard RECYCLE - 3xWeek	\$402.67	\$13.38	\$416.05
6 Yard RECYCLE - 4xWeek	\$519.44	\$17.26	\$536.70
6 Yard RECYCLE - 5xWeek	\$649.31	\$21.58	\$670.89
COMMERCIAL CARTS			
64 Gallon Cart - MSW	\$23.73	\$0.79	\$24.52
96 Gallon Cart - MSW	\$33.88	\$1.13	\$35.01
64 Gallon Cart - Recycling - Every Other Week	\$11.87	\$0.39	\$12.26
96 Gallon Cart - Recycling - Every Other Week	\$16.95	\$0.56	\$17.51

Extra Pickups			
Extra Pick up - Service Day - 1 yard	\$33.45	\$1.11	\$34.56
Extra Pick up - Service Day - 1.5 yard	\$40.13	\$1.33	\$41.46
Extra Pick up - Service Day - 2 yard	\$44.00	\$1.46	\$45.46
Extra Pick up - Service Day - 3 yard	\$71.46	\$2.37	\$73.83
Extra Pick up - Service Day - 4 yard	\$83.19	\$2.76	\$85.95
Extra Pick up - Service Day - 6 yard	\$138.91	\$4.62	\$143.53
Temporary Bins			
4 Yard Temp Bin - 3-day rental	\$127.15	\$4.23	\$131.38
4 Yard Temp Bin per day after 3rd day	\$42.38	\$1.41	\$43.79
Ancillary Services			
Walk in/Pull Out per Bin per Service over 10 feet	\$13.04	\$0.43	\$13.47
Bad Check/EFT Charge	\$30.00	N/A	\$30.00
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Trip Charge (WM unable to service due to non-WM caused circumstance)	\$30.31	\$1.01	\$31.32
Replacement Bin-if due to customer negligence	Market Price	N/A	Market Price
Key Charge when container access requires driver to remove lock per month	\$6.06	\$0.20	\$6.26
Contamination in Commercial Bins/Carts * (per Bin/Cart per service)	\$59.40	\$1.97	\$61.37
Overage/Snapshot charge (bin too full for lid to close) *	\$80.65	\$2.68	\$83.33
Bad Pay/Reactivation fee (no delivery)	\$38.80	\$1.29	\$40.09
Bad Pay/Reactivation fee (with delivery)	\$66.67	\$2.21	\$68.88

* Contamination/Overage charged after 1st warning

ROLL OFF	Current Monthly Rate	Rate Adjustment	New Rate Effective - 1/1/2024
Containers Services			
20 Yard Roll Off Container (includes 3 tons disposal)*	\$534.44	\$17.76	\$552.20
30 Yard Roll Off Container (includes 3 tons disposal)*	\$609.77	\$20.27	\$630.04
Compactor Haul Charge (no included disposal)**	\$257.10	\$8.54	\$265.64
Ancillary Services			
Min Haul Charge - 7-day rental charged per day on 8th day	\$15.41	\$0.51	\$15.92
Trip Charge (WM unable to service due to non-WM caused circumstance)	\$181.87	\$6.04	\$187.91
Relocation Charge (Move box to new location on customers current site)	\$181.87	\$6.04	\$187.91
Bad Check/EFT Charge	\$32.26	\$1.07	\$33.33
Finance Charge past due greater than 30 days	3.00%	N/A	3.00%
Finance Charge past due greater than 30 days - minimum charge	\$5.00	N/A	\$5.00
Replacement Bin-if-due to customer negligence	Market Price	N/A	Market Price

*Any tonnage in excess will be charged the landfill rate plus applicable franchise fees

**Disposal not included. Charged landfill rate plus applicable franchise fees

PI Year
2024

Current				
	Operations (CPI)	Fuel	Disposal	Total Adjustment
Adjustment Percentage	5.22%	-4.69%	0.00%	
Weighted Allocation	66.80%	3.45%	29.75%	Final Percentage
Allocated Adjustments	3.49%	-0.16%	0.00%	3.32%

Historical				
	Operations (CPI)	Fuel	Disposal	Total Adjustment

2022	2.16%	0.25%	0.00%	2.41%
2023	5.25%	1.71%	0.00%	6.96%
2024	3.49%	-0.16%	0.00%	3.32%
2025				
2026				
2027				
2028				
2029				
2030				

PI Year
2024

Data extracted on: September 23, 2021 (6:57:21 PM)

CPI for All Urban Consumers (CPI-U)

Series Id: CUUR0400SA0
 Not Seasonally Adjusted
 Series Title: All items in West urban, all urban consumers, not seasonally adjusted
 Area: West
 Item: All items
 Base Period: 1982-84=100

		Start Period	End Period
Older Period	305.2312	10/1/2021	9/30/2022
Newer Period	321.1574	10/1/2022	9/30/2023
Index Change	15.92625		
Index Change %	5.22%		

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	Calculated Average
2011	223.149	224.431	226.558	227.837	228.516	228.075	227.805	228.222	229.147	229.195	228.771	228.117	227.485	226.428	228.543	
2012	228.98	229.995	232.039	232.561	233.053	232.701	231.893	233.001	234.083	234.966	233.206	232.029	232.376	231.555	233.196	231.1990833
2013	232.759	234.595	235.511	235.488	235.979	236.227	236.341	236.591	237.146	237	236.153	236.096	235.824	235.093	236.555	235.0698333
2014	236.707	237.614	239.092	239.808	241.35	241.616	241.85	241.66	241.92	241.65	240.22	239.095	240.215	239.365	241.066	239.2388333
2015	238.318	239.748	241.69	242.302	244.227	244.332	245.04	244.737	244.257	244.341	243.749	243.434	243.015	241.77	244.26	242.1346667
2016	244.6	244.821	245.404	246.589	247.855	248.228	248.375	248.498	249.234	249.897	249.448	249.516	247.705	246.25	249.161	246.2606667
2017	250.814	252.252	252.949	253.806	254.38	254.469	254.708	255.282	256.504	257.223	257.126	257.347	254.738	253.112	256.365	252.8354167
2018	258.638	259.986	260.994	262.037	263.24	263.732	263.971	264.395	265.105	266.195	265.658	265.209	263.263	261.438	265.089	261.1495
2019	265.624	266.215	267.37	269.522	270.88	270.957	271.029	271.264	272.102	273.524	273.128	272.584	270.35	268.428	272.272	268.5020833
2020	273.34	274.412	273.995	272.913	273.062	274.155	275.597	276.443	276.422	276.876	276.875	276.593	275.057	273.646	276.468	274.13125
2021	277.238	278.702	280.625	283.507	285.793	288.263	289.863	290.393	291.053	293.397	294.986	296.102	287.494	282.355	292.632	282.98175
2022	298.705	301.158	305.082	307.145	309.645	313.496	313.951	314.013	315.094	317.299	315.919	314.599	310.509	305.872	315.146	305.2311667

PI Year
2024

		Start Period	End Period
Previous Period Average	5.70	10/1/2021	9/30/2022
Current Period Average	5.44	10/1/2022	9/30/2023
Difference	-0.27		
Difference Change	-4.69%		

Sourcekey	EMD_EPD2D_PTE_SCA_DPG	
	California No 2 Diesel Retail	
Date	Prices (Dollars per Gallon)	
10/15/2019	3.985	
11/15/2019	4.003	
12/15/2019	3.902	
1/15/2020	3.873	
2/15/2020	3.787	
3/15/2020	3.601	
4/15/2020	3.283	
5/15/2020	3.182	
6/15/2020	3.216	
7/15/2020	3.254	
8/15/2020	3.263	
9/15/2020	3.259	
10/15/2020	3.246	
11/15/2020	3.25	
12/15/2020	3.356	
1/15/2021	3.439	
2/15/2021	3.607	
3/15/2021	3.931	
4/15/2021	3.98	
5/15/2021	4.024	
6/15/2021	4.095	
7/15/2021	4.195	
8/15/2021	4.291	
9/15/2021	4.324	



City of Willows
Effective - 1/1/2024
Disposal Change Calculations

New County Rate Per Ton Eff 1/1/2023	\$100.00
New County Rate Per Ton Eff 1/1/2024	\$100.00
Rate Change	\$0.00
Rate Change %	0.00%

Historical Data	
Year	County Rate
2021	\$100.00
2022	\$100.00
2023	\$100.00
2024	\$100.00
2025	
2026	
2027	
2028	
2029	
2030	



DISCUSSION & ACTION CALENDAR



Date: December 12, 2023

To: Honorable Mayor and City Council

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

Subject: Proposed Five-Year Capital Improvement Program (CIP) for FY 2023-2027

Recommendation:

Review, provide feedback, direction and any amendments regarding the attached Five-Year Capital Improvement Program for FY 2023-27.

Rationale for Recommendation:

Per Section 66002 of the State Government Code, when a City imposes Development Impact Fees, the City may adopt a Capital Improvement Program by resolution each year. Although this is not a mandate, a five-year CIP provides a long-range program for major capital construction projects for the City and promotes a proactive approach to capital improvement project planning, while simultaneously balancing capital needs with available funds. It also reflects Council priorities.

Background:

Staff has prepared the attached update to the City's five-year CIP in an effort to proactively compile a comprehensive list of capital improvement projects and provide a standard annual update to the CIP.

Discussion & Analysis:

The CIP is used to reflect the City's capital project priorities and for financial planning purposes. It also provides information used in the preparation of the overall City budget.

The CIP also satisfies the requirements of Government Code Section 66002 which states that the City "may adopt a capital improvement plan, which shall indicate the approximate location, size, time of availability, and estimates of the cost for all facilities or improvements to be funded with the fees."

The overall CIP for FY23-27 includes forty-eight capital projects, some of which include annual projects (e.g., street paving), encompassing street, sewer, storm drain, parks, city-owned buildings, fire, water and development impact fee projects.

It is important to recognize that the CIP is meant to be a living and flexible document that is updated annually as priorities and revenue projections change.

After incorporating any Council feedback and/or project amendments, the CIP will be presented to the City Council at the January 9, 2024, meeting (or later), for final approval.

Fiscal Impact:

The first year of the CIP is referred to as the “capital budget.” The capital budget is incorporated into the annual City operating budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall five-year program is desirable for effective implementation of overall City goals and objectives. It should be noted that all costs shown in this CIP are based on current industry costs and no inflation has been added to future years due to uncertain economic and potential inflation.

For FY 2023-24, the CIP includes projects that total a little more than \$4.3 million. Funds for these projects are derived from a variety of sources and are coordinated with the preparation of the overall City’s budget for each fiscal year. The overall estimated costs for all projects identified in the Five-Year CIP is a little more than \$47 million. It should be noted that over \$29 million of this is identified in FY 2027 and beyond – many of which are associated with the development impact fee program. Projects associated with the development impact fee program will move to higher priority as development occurs and those improvements are needed.

Attachment:

- Attachment 1: FY 2023-27 Capital Improvement Program

CITY OF WILLOWS



FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

Fiscal Years 2023-2027

Adopted: _____, 2024

City of Willows
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2023-2027

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City of Willows
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2023 - 2027

PROGRAM PURPOSE AND DESCRIPTION

Capital Improvement Program

The purpose of the capital improvement program is to provide the City of Willows with a long-range program for major municipal capital construction projects based on the systematic development of an advanced financial plan.

The Capital Improvement Program (CIP) is a five-year planning instrument used by the City to identify capital improvement needs and to coordinate financing and timing of those needs in a manner that maximizes the return to the public. This plan is intended to be updated annually. As each annual budget is prepared, additional projects and priority needs are developed and added to the program to maintain a total five-year plan.

Capital Budget

The first year of the CIP is called the capital budget. The capital budget is incorporated into the annual City "operating" budget, which appropriates funds for specific facilities, equipment and improvements. Projects slated for subsequent years in the program are approved on a planning basis and do not receive ultimate expenditure authority until they are eventually incorporated into the capital budget. As such, tentative Council endorsement of the overall five-year program is desirable for effective implementation of overall City goals and objectives. It should be noted that all costs shown in this CIP are based on current industry costs and no inflation has been added to future years due to uncertain economic and potential inflation. This document is intended to be revised annually to update all costs.

Capital Improvements

Capital improvements are major projects undertaken by the City that are generally not recurring on a long-term, annual basis. In this sense they are differentiated from operating and maintenance (O & M) expenditures for normal City operation. They generally include land and right-of-way acquisition, construction or modification of buildings or facilities, public infrastructure construction or modification, purchase of major equipment with long life expectancy, and projects requiring debt obligation or borrowing.

City of Willows
FIVE YEAR CAPITAL IMPROVEMENT PROGRAM
Fiscal Years 2023 – 2027

PRIMARY PROGRAM REVENUE SOURCES

DEVELOPMENT IMPACT FEES: Fees required of a developer/builder for purposes of paying a fair share of the impacts that the development will have on existing City facilities. This includes the actual or estimated costs of constructing streets/traffic, freeway interchange, wastewater, storm drainage, Parks and Recreational, library, fire and police services in the City. These funds may be used only for the construction or reimbursement for construction of facilities as identified in the 2008 Development Impact Fee Report.

STATE HIGHWAY GAS TAXES: Under Sections 2106, 2107, and 2107.5 of the California Streets and Highways Code, cities are allocated a share of the revenues derived from the state taxes on gasoline. These revenues are restricted in their use to the construction, improvement and maintenance of public streets.

SB-1 FUNDING: Senate Bill 1, the Road Repair and Accountability Act of 2017, was signed into law on April 28, 2017. This legislative package invests \$54 billion between 2017 and 2027 to fix roads, freeways and bridges in communities across California and puts more dollars toward transit and safety. The City receives funds annually from SB-1 that can be used for repairs to roads, curbs, gutters, sidewalks, bicycle lanes, pedestrian facilities and other improvements within the public right-of-way.

SEWER CAPITAL FUND: The Sewer Fund is used to repair/reconstruct sewer infrastructure within the City. With the adoption of new rate schedules in 2021, capital replacement monies are now a component of this fund. These monies are slated for use in replacing aged or failing infrastructure on an annual basis.

STATE REVOLVING LOAN FUND: Funds provided by the State, through a grant and/or loan, for use in upgrading infrastructure. Funds are allocated on a competitive basis. Typical uses within the City of Willows include planning studies (e.g., CCTV video studies to determine the condition of sewer lines), sewer line replacement, pump station upgrades and Wastewater Treatment Plant upgrades.

STATE AND FEDERAL TRANSPORTATION MONIES: Monies made available through Caltrans and/or FHWA and programmed through Glenn County Transportation Committee to repair streets, sidewalks, pedestrian and bicycle facilities. These monies can be used

on collector and arterial streets within the City as identified on the State's Roadway System Map. Funds are competitive throughout the State.

UNFUNDED: Projects identified in this Capital Improvement Program that do not have a specific funding source identified.

PROPOSITION 68: Funds provided by the State Department of Parks and Recreation for use in upgrading park facilities through a competitive process. Typical uses within the City of Willows are for any of the public parks and facilities therein.

GENERAL FUND: The capital budget is often supported by the transfer of unencumbered monies from the City's General Fund. However, accurate general fund contribution forecasting is difficult and dependent on the City's ability to match costs with revenues. As such, general purpose funds may be used to finance any capital project.

REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP): Under the federal Surface Transportation Program (STP), federal gas tax dollars are apportioned to states for roads, transit, non-motorized and other transportation needs. In California, these funds are administered by Caltrans. In turn, Caltrans assigns a portion of the STP funds to regional transportation agencies such as GCTA. For regions under 200,000 population, the exchange of federal STP funds for state cash is allowed. The state program is called the Regional Surface Transportation Program (RSTP). State exchange frees projects from federal requirements; however, the exchange program may be eliminated due to pending legislation or a lack of available state cash.

AMERICAN RESCUE PLAN ACT (ARPA): The Federal Government signed the \$1.9 trillion American Rescue Plan Act (ARPA) to aid public health and economic recovery from the COVID-19 pandemic, on March 11, 2021. A significant portion of funding is being used to replace lost revenue. ARPA monies can be used to address the negative economic impacts caused by the public health emergency; replace lost public sector revenue; provide premium pay for essential workers; and invest in water, sewer, and broadband infrastructure.

COMMUNITY DEVELOPMENT BLOCK GRANT FUND (CDBG): Funds allocated to local government from the federal government, usually through a local clearinghouse (County), which are sometimes competitive. The CDBG funding in this year's CIP was a competitive grant that was pursued cooperatively with the County and intended to be used for upgrading three entrances to City Hall and the Library to bring each of the doors up to current ADA standards.

CLEAN CALIFORNIA LOCAL GRANT PROGRAM (CCLGP): The Clean California Local Grant Program, administered by the California Department of Transportation (Caltrans), provides funding to beautify and improve streets and roads, tribal lands, parks, pathways, and transit centers. Its ultimate goal is to restore pride in California's public spaces. The CCLGP grant that is included in this year's CIP provides funding for many improvements associated with Sycamore Park.

COUNTY CONTRIBUTION: The Glenn County contribution included in this year's CIP is to assist in paying for the renovation of the City's pool in Sycamore Park.

CALIFORNIA STATE LIBRARY GRANT: The State Library Development Services Bureau works to strengthen and advance access, equity, and innovation through strategic collaboration, capacity building, and the careful and responsible management of the federal funds entrusted to the State's care. This grant helps libraries across California focus on public service as they improve their work with communities. Monies from this grant included in this year's CIP include monies to replace the 3 HVAC units that serve the City Library.

Program Cost Summary

Fiscal Years 2023 - 2027

**City of Willows
Five Year Capital Improvement Program**

PROGRAM COST SUMMARY

PROGRAM	COST BY FISCAL YEAR					
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
Total Street Improvements	\$ 697,153	\$ 482,500	\$ 482,500	\$ 482,500	\$ 6,565,000	\$ 8,709,653
Total Sewer	\$ 2,350,393	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000	\$ 9,126,930
Total Storm Drain	\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250
Parks	\$ 266,000	\$ 4,195,000	\$ -	\$ -	\$ -	\$ 4,461,000
Total City Hall	\$ 195,400	\$ -	\$ -	\$ -	\$ -	\$ 195,400
Total Corporation Yard	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total Fire	\$ 162,500	\$ 162,500	\$ 162,500	\$ 962,500	\$ 3,072,500	\$ 4,522,500
Total Development Impact Fees	\$ 25,000	\$ 103,000	\$ 3,000	\$ 3,000	\$ 19,501,544	\$ 19,635,544
Total Water	\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791
Grand Total	\$ 4,339,237	\$ 7,849,391	\$ 4,139,396	\$ 1,723,000	\$ 29,339,044	\$ 47,390,068

Funding Summary

Fiscal Years 2023 - 2027

City of Willows
Five Year Capital Improvement Program
FUND ALLOCATION SUMMARY

PROGRAM *	COST BY FISCAL YEAR					
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
Dev. Imp. Fees: Admin. Facilities	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 945,930
Dev. Imp. Fees: Fire Services	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321
Dev. Imp. Fees: Park & Rec.	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760
Dev. Imp. Fees: Police Services	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638
Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019
Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698
Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263
Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
Development Impact Fee Improvements - Library	\$ 49,354	\$ -	\$ -	\$ -	\$ 2,135,915	\$ 2,185,269
Gas Tax Fund	\$ 104,653	\$ 6,827	\$ 125,000	\$ 125,000	\$ 125,000	\$ 486,480
SB-1 Transportation Fund	\$ 525,000	\$ 158,173	\$ 159,000	\$ 159,000	\$ 159,000	\$ 1,160,173
Sewer Capital Fund	\$ 2,357,893	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000	\$ 9,134,430
Unfunded	\$ 162,500	\$ 210,000	\$ 286,250	\$ 1,000,000	\$ 3,510,000	\$ 5,168,750
Prop 68	\$ -	\$ 177,000	\$ -	\$ -	\$ -	\$ 177,000
General Fund	\$ 57,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 107,500
RSTP Fund	\$ 67,500	\$ 267,500	\$ 148,500	\$ 148,500	\$ 5,831,000	\$ 6,463,000

**City of Willows
Five Year Capital Improvement Program
FUND ALLOCATION SUMMARY**

PROGRAM *	COST BY FISCAL YEAR					
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
CCLGP Grant Fund	\$ 216,000	\$ 3,818,000	\$ -	\$ -	\$ -	\$ 4,034,000
County Contribution	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
CA State Library Grant	\$ 47,168	\$ -	\$ -	\$ -	\$ -	\$ 47,168
CDBG	\$ 123,878	\$ -	\$ -	\$ -	\$ -	\$ 123,878
ARPA Funds	\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791
Grand Total	\$ 4,339,237	\$ 7,849,391	\$ 4,139,396	\$ 1,723,000	\$ 29,339,044	\$ 47,390,068

* Note: Detail for each fund can be found in Funding Source Listing

Revenue/Expense Summary

Fiscal Years 2023 - 2027

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

Dev. Imp. Fees: Admin. Facilities

Beginning Fund Balance		\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)
Estimated Revenue		\$ -	\$ -	\$ -	
Total Funds Available	\$ -	\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)
CIP Projected Expenses	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ (103,000)	\$ (106,000)	\$ (109,000)	\$ (945,930)

Dev. Imp. Fees: Fire Services (#356)

Beginning Fund Balance	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321
Total Est. Fund Balance at End of Fiscal Year	\$ 66,144	\$ 66,144	\$ 66,144	\$ 66,144	\$ (2,691,177)

Dev. Imp. Fees: Park & Rec. (#362)

Beginning Fund Balance	\$ 334,783	\$ 336,783	\$ 336,783	\$ 336,783	\$ 336,783
Estimated Revenue	\$ 2,000				
Total Funds Available	\$ 336,783	\$ 336,783	\$ 336,783	\$ 336,783	\$ 336,783
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760
Total Est. Fund Balance at End of Fiscal Year	\$ 336,783	\$ 336,783	\$ 336,783	\$ 336,783	\$ (1,666,977)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>

Dev. Imp. Fees: Police Services (#358)

Beginning Fund Balance	\$ 61,068	\$ 61,443	\$ 61,443	\$ 61,443	\$ 61,443
Estimated Revenue	\$ 375	\$ -	\$ -	\$ -	
Total Funds Available	\$ 61,443	\$ 61,443	\$ 61,443	\$ 61,443	\$ 61,443
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638
Total Est. Fund Balance at End of Fiscal Year	\$ 61,443	\$ 61,443	\$ 61,443	\$ 61,443	\$ (1,281,195)

Dev. Imp. Fees: Storm Drain (#360)

Beginning Fund Balance	\$ 153,328	\$ 154,228	\$ 154,228	\$ 154,228	\$ 154,228
Estimated Revenue	\$ 900	\$ -	\$ -	\$ -	
Total Funds Available	\$ 154,228	\$ 154,228	\$ 154,228	\$ 154,228	\$ 154,228
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 481,019
Total Est. Fund Balance at End of Fiscal Year	\$ 154,228	\$ 154,228	\$ 154,228	\$ 154,228	\$ (326,791)

Dev. Imp. Fees: Wastewater

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ (2,322,698)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

Dev. Imp. Fees: Streets (#361)

Beginning Fund Balance	\$ 182,814	\$ 183,814	\$ 183,814	\$ 183,814	\$ 183,814
Estimated Revenue	\$ 1,000				
Total Funds Available	\$ 183,814	\$ 183,814	\$ 183,814	\$ 183,814	\$ 183,814
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263
Total Est. Fund Balance at End of Fiscal Year	\$ 183,814	\$ 183,814	\$ 183,814	\$ 183,814	\$ (4,937,449)

Dev. Imp. Fees: Freeway Interchange (#363)

Beginning Fund Balance	\$ 389,759	\$ 391,759	\$ 391,759	\$ 391,759	\$ 391,759
Estimated Revenue	\$ 2,000	\$ -	\$ -	\$ -	
Total Funds Available	\$ 391,759	\$ 391,759	\$ 391,759	\$ 391,759	\$ 391,759
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000
Total Est. Fund Balance at End of Fiscal Year	\$ 391,759	\$ 391,759	\$ 391,759	\$ 391,759	\$ (2,108,241)

Dev. Imp. Fees: Library (#364)

Beginning Fund Balance	\$ 142,214	\$ 93,810	\$ 93,810	\$ 93,810	\$ 93,810
Estimated Revenue	\$ 950				
Total Funds Available	\$ 143,164	\$ 93,810	\$ 93,810	\$ 93,810	\$ 93,810
CIP Projected Expenses	\$ 49,354	\$ -	\$ -	\$ -	\$ 2,135,915
Total Est. Fund Balance at End of Fiscal Year	\$ 93,810	\$ 93,810	\$ 93,810	\$ 93,810	\$ (2,042,105)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

Gas Tax Fund (#314-317/372)

Beginning Fund Balance	\$ 348,388	\$ 417,504	\$ 566,677	\$ 597,677	\$ 628,677
Estimated Revenue	\$ 173,769	\$ 156,000	\$ 156,000	\$ 156,000	\$ 156,000
Total Funds Available	\$ 522,157	\$ 573,504	\$ 722,677	\$ 753,677	\$ 784,677
Allocated funds for Dept. Expenses		\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
CIP Projected Expenses	\$ 104,653	\$ 6,827	\$ 125,000	\$ 125,000	\$ 125,000
Total Est. Fund Balance at End of Fiscal Year	\$ 417,504	\$ 566,677	\$ 597,677	\$ 628,677	\$ 659,677

Clean CA Local Grant Program

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ 216,000	\$ 3,818,000			
Total Funds Available	\$ 216,000	\$ 3,818,000	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ 216,000	\$ 3,818,000	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

RMRA SB-1 Transportation Fund (#306/311)

Beginning Fund Balance	\$ 433,699	\$ 65,935	\$ 66,762	\$ 66,762	\$ 66,762
Estimated Revenue	\$ 157,236	\$ 159,000	\$ 159,000	\$ 159,000	\$ 120,000
Total Funds Available	\$ 590,935	\$ 224,935	\$ 225,762	\$ 225,762	\$ 186,762
CIP Projected Expenses	\$ 525,000	\$ 158,173	\$ 159,000	\$ 159,000	\$ 159,000
Total Est. Fund Balance at End of Fiscal Year	\$ 65,935	\$ 66,762	\$ 66,762	\$ 66,762	\$ 27,762

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

RSTP

Beginning Fund Balance	\$ 306,480	\$ 350,980	\$ 168,480	\$ 104,980	\$ 41,480
Estimated Revenue	\$ 112,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Total Funds Available	\$ 418,480	\$ 435,980	\$ 253,480	\$ 189,980	\$ 126,480
CIP Projected Expenses	\$ 67,500	\$ 267,500	\$ 148,500	\$ 148,500	\$ 5,831,000
Total Est. Fund Balance at End of Fiscal Year	\$ 350,980	\$ 168,480	\$ 104,980	\$ 41,480	\$ (5,704,520)

Sewer Capital Fund (#318/321)

Beginning Fund Balance	\$ 3,359,693	\$ 1,001,800	\$ 2,909	\$ (1,504,737)	\$ 117,763
Estimated Revenue*	\$ -	\$ 1,897,500	\$ 1,897,500	\$ 1,897,500	\$ 1,897,500
Total Funds Available	\$ 3,359,693	\$ 2,899,300	\$ 1,900,409	\$ 392,763	\$ 2,015,263
Allocated funds for Dept. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ 2,357,893	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000
Total Est. Fund Balance at End of Fiscal Year	\$ 1,001,800	\$ 2,909	\$ (1,504,737)	\$ 117,763	\$ 1,815,263

State Revolving Fund

Beginning Fund Balance			\$ 198,000	\$ 396,000	\$ 396,000
Estimated Revenue	\$ -	\$ 198,000	\$ 198,000		
Total Funds Available	\$ -	\$ 198,000	\$ 396,000	\$ 396,000	\$ 396,000
CIP Projected Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ 198,000	\$ 396,000	\$ 396,000	\$ 396,000

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>

CA State Library Grant

Beginning Fund Balance	\$ -	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032
Estimated Revenue	\$ 49,200	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ 49,200	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032
CIP Projected Expenses	\$ 47,168	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032	\$ 2,032

Unfunded

Beginning Fund Balance	\$ -	\$ (162,500)	\$ (372,500)	\$ (658,750)	\$ (1,658,750)
Estimated Revenue	\$ -				
Operation & Maintenance Cost**	\$ -				
Total Funds Available	\$ -	\$ (162,500)	\$ (372,500)	\$ (658,750)	\$ (1,658,750)
CIP Projected Expenses	\$ 162,500	\$ 210,000	\$ 286,250	\$ 1,000,000	\$ 3,510,000
Total Est. Fund Balance at End of Fiscal Year	\$ (162,500)	\$ (372,500)	\$ (658,750)	\$ (1,658,750)	\$ (5,168,750)

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

Prop 68

Beginning Fund Balance	\$ -	\$ 177,952	\$ 952	\$ 952	\$ 952
Estimated Revenue	\$ 177,952				
Operation & Maintenance Cost**					
Total Funds Available	\$ 177,952	\$ 177,952	\$ 952	\$ 952	\$ 952
CIP Projected Expenses	\$ -	\$ 177,000	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ 177,952	\$ 952	\$ 952	\$ 952	\$ 952

General Fund

Beginning Fund Balance	\$ -	\$ 217,500	\$ 217,500	\$ 217,500	\$ 217,500
Estimated Revenue	\$ 275,000	\$ 12,500	\$ 12,500	\$ 12,500	
Operation & Maintenance Cost**					
Total Funds Available	\$ 275,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 217,500
CIP Projected Expenses	\$ 57,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Total Est. Fund Balance at End of Fiscal Year	\$ 217,500	\$ 217,500	\$ 217,500	\$ 217,500	\$ 205,000

ARPA

Beginning Fund Balance	\$ 967,840	\$ 340,049	\$ 340,049	\$ 340,049	\$ 340,049
Estimated Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	
Total Funds Available	\$ 967,840	\$ 340,049	\$ 340,049	\$ 340,049	\$ 340,049
CIP Projected Expenses	\$ 627,791	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ 340,049	\$ 340,049	\$ 340,049	\$ 340,049	\$ 340,049

City of Willows
Five Year Capital Improvement Program
REVENUE/EXPENSE SUMMARY BY FUND

<i>SPECIAL FUND</i>	COST BY FISCAL YEAR				
	(Capital Budget)				
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond

CDBG

Beginning Fund Balance	\$ -	\$ (13,878)	\$ (13,878)	\$ (13,878)	\$ (13,878)
Estimated Revenue	\$ 110,000	\$ -	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ 110,000	\$ (13,878)	\$ (13,878)	\$ (13,878)	\$ (13,878)
CIP Projected Expenses	\$ 123,878	\$ -	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ (13,878)	\$ (13,878)	\$ (13,878)	\$ (13,878)	\$ (13,878)

County Contribution

Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -
Estimated Revenue	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Operation & Maintenance Cost**	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funds Available	\$ -	\$ 200,000	\$ -	\$ -	\$ -
CIP Projected Expenses	\$ -	\$ 200,000	\$ -	\$ -	\$ -
Total Est. Fund Balance at End of Fiscal Year	\$ -	\$ -	\$ -	\$ -	\$ -

END OF FISCAL YEAR FUND BALANCE GRAND TOTAL	\$ 3,415,753	\$ 2,474,862	\$ 787,966	\$ 1,438,466	\$ (14,213,578)
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Project Cost Listing

Fiscal Years 2023 - 2027

**City of Willows
Five Year Capital Improvement Program**

PROJECT COST LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

Street Improvements

ST-001-23	Annual Street Rehabilitation Project	\$ 525,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 365,000	\$ 1,985,000
ST-004	Annual Sidewalk Maintenance Project	\$ 67,500	\$ 67,500	\$ 67,500	\$ 67,500	\$ 5,750,000	\$ 6,020,000
ST-005	Street Tree Removal	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 450,000	\$ 600,000
ST-006	Green Street Rehabilitation	\$ 104,653	\$ -	\$ -	\$ -	\$ -	\$ 104,653
Total Street Improvements		\$ 697,153	\$ 482,500	\$ 482,500	\$ 482,500	\$ 6,565,000	\$ 8,709,653

Sewer

SS-001-231	Sycamore Street Lift Station Rehabilitation	\$ 159,844	\$ 118,594	\$ -	\$ -	\$ -	\$ 278,438
SS-001-232	Pacific Avenue Lift Station Rehabilitation	\$ 146,088	\$ 115,863	\$ -	\$ -	\$ -	\$ 261,950
SS-001-233	Lassen Street Sewer Pump Station Rehabilitation	\$ 176,313	\$ 130,813	\$ -	\$ -	\$ -	\$ 307,125
SS-001-234	Road 57 Sewer Lift Station Rehabilitation	\$ 90,675	\$ 67,275	\$ -	\$ -	\$ -	\$ 157,950
SS-002-231	Annual Sewer Replacement Project	\$ -	\$ 124,000	\$ 1,666,000	\$ -	\$ -	\$ 1,790,000
SS-002-232	Annual Sewer Replacement Project	\$ 140,000	\$ 1,067,768	\$ -	\$ -	\$ -	\$ 1,207,768
SS-002-233	Annual Sewer Replacement Project	\$ 1,246,362	\$ 1,102,116	\$ -	\$ -	\$ -	\$ 2,348,478
SS-002-234	Annual Sewer Replacement Project	\$ -	\$ -	\$ 1,421,146	\$ -	\$ -	\$ 1,421,146
SS-001-235	Cherry Street Sewer Lift Station Rehabilitation	\$ 115,863	\$ 85,963	\$ -	\$ -	\$ -	\$ 201,825
SS-023	WWTP - Clarifier Improvements	\$ 119,250	\$ -	\$ -	\$ -	\$ 200,000	\$ 319,250
SS-024	Chlorine Contact Chamber Improvements	\$ 120,000	\$ -	\$ -	\$ 60,000	\$ -	\$ 180,000
SS-025	Chemical Storage and Pipelines	\$ -	\$ -	\$ 140,000	\$ 60,000	\$ -	\$ 200,000
SS-026	Sodium Bisulfite injection System Housing Structure	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
SS-027	Wastewater Treatment Plan Safety Improvements	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
SS-029	WWTP Upgrades	\$ 36,000	\$ 54,000	\$ 93,000	\$ 155,000	\$ -	\$ 338,000
Total Sewer		\$ 2,350,393	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000	\$ 9,126,930

Storm Drain

SD 001	Syphon Pump Station Upgrades	\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250
Total Storm Drain		\$ -	\$ 10,000	\$ 86,250	\$ -	\$ -	\$ 96,250

City Hall

CTYH-001	City Hall Improvements	\$ 195,400	\$ -	\$ -	\$ -	\$ -	\$ 195,400
Total City Hall		\$ 195,400	\$ -	\$ -	\$ -	\$ -	\$ 195,400

**City of Willows
Five Year Capital Improvement Program**

PROJECT COST LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

Corporation Yard

CORP-001	Corporation Yard Fencing	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total Corporation Yard		\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000

Parks

PARK-001	Jensen Park Upgrades	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
PARK-002	Sycamore Park Improvements	\$ 216,000	\$ 4,195,000	\$ -	\$ -	\$ -	\$ 4,411,000
Total Parks		\$ 266,000	\$ 4,195,000	\$ -	\$ -	\$ -	\$ 4,461,000

Fire

FIRE-001	Equipment Upgrades	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 62,500
FIRE-002	Fire Truck Replacement	\$ 150,000	\$ 150,000	\$ 150,000	\$ 950,000	\$ 1,350,000	\$ 2,750,000
FIRE-003	Fire Station Improvements	\$ -	\$ -	\$ -	\$ -	\$ 540,000	\$ 540,000
FIRE-004	Training Center	\$ -	\$ -	\$ -	\$ -	\$ 1,170,000	\$ 1,170,000
Total Fire		\$ 162,500	\$ 162,500	\$ 162,500	\$ 962,500	\$ 3,072,500	\$ 4,522,500

Development Impact Fees

DIF-001	Development Impact Fee Improvements - Library	\$ 25,000	\$ -	\$ -	\$ -	\$ 2,135,915	\$ 2,160,915
DIF-002	Development Impact Fees - Parks and Recreation	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760
DIF-003	Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
DIF-004	Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263
DIF-005	Development Impact Fee Police	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638
DIF-006	Development Impact Fees Fire	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321
DIF-007	Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698
DIF-008	Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019
DIF-009	Development Impact Fees Admin	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 945,930
Total Development Impact Fees		\$ 25,000	\$ 103,000	\$ 3,000	\$ 3,000	\$ 19,501,544	\$ 19,635,544

Water

WA-001	South Tehama Water Main Extension	\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791
Total Water		\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791

Funding Source Listing

Fiscal Years 2023 - 2027

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

Dev. Imp. Fees: Admin. Facilities

DIF - 009	Development Impact Fees Admin	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
	Total Dev. Imp. Fees: Admin. Facilities	\$ -	\$ 103,000	\$ 3,000	\$ 3,000	\$ 836,930	\$ 945,930

Dev. Imp. Fees: Fire Services

DIF - 006	Development Impact Fees Fire	\$0	\$0	\$0	\$0	\$2,757,321	\$2,757,321
	Total Dev. Imp. Fees: Fire Services	\$ -	\$ -	\$ -	\$ -	\$ 2,757,321	\$ 2,757,321

Dev. Imp. Fees: Park & Rec.

DIF-002	Development Impact Fees - Parks and Recreation	\$0	\$0	\$0	\$0	\$2,003,760	\$2,003,760
	Total Dev. Imp. Fees: Park & Rec.	\$ -	\$ -	\$ -	\$ -	\$ 2,003,760	\$ 2,003,760

Dev. Imp. Fees: Police Services

DIF - 005	Development Impact Fee Police	\$0	\$0	\$0	\$0	\$1,342,638	\$1,342,638
	Total Dev. Imp. Fees: Police Services	\$ -	\$ -	\$ -	\$ -	\$ 1,342,638	\$ 1,342,638

Development Impact Fee Storm Drain

DIF - 008	Development Impact Fee Storm Drain	\$0	\$0	\$0	\$0	\$481,019	\$481,019
	Total Development Impact Fee Storm Drain	\$ -	\$ -	\$ -	\$ -	\$ 481,019	\$ 481,019

Development Impact Fees Wastewater

DIF - 007	Development Impact Fees Wastewater	\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
	Total Development Impact Fees Wastewater	\$ -	\$ -	\$ -	\$ -	\$ 2,322,698	\$ 2,322,698

Development Impact Fees Streets and Traffic

DIF- 004	Development Impact Fees Streets and Traffic	\$0	\$0	\$0	\$0	\$5,121,263	\$5,121,263
	Total Development Impact Fees Streets and Traffic	\$ -	\$ -	\$ -	\$ -	\$ 5,121,263	\$ 5,121,263

Development Impact Fee Freeway Interchange

DIF-003	Development Impact Fee Freeway Interchange	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000
	Total Development Impact Fee Freeway Interchange	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

Development Impact Fee Improvements - Library

DIF-001	Development Impact Fee Improvements - Library	\$49,354	\$0	\$0	\$0	\$2,135,915	\$2,160,915
	Total Development Impact Fee Improvements - Library	\$ 49,354	\$ -	\$ -	\$ -	\$ 2,135,915	\$ 2,160,915

Gas Tax Fund

ST-001-23	Annual Street Rehabilitation Project	\$0	\$6,827	\$125,000	\$125,000	\$125,000	\$381,827
ST-006	Green Street Rehabilitation	\$104,653	\$0	\$0	\$0	\$0	\$104,653
	Total Gas Tax Fund	\$104,653	\$6,827	\$125,000	\$125,000	\$125,000	\$486,480

CDBG

CTYH-001	City Hall Improvements	\$123,878	\$0	\$0	\$0	\$0	\$123,878
	Total CDBG	\$ 123,878	\$ -	\$ -	\$ -	\$ -	\$ 123,878

RSTP Fund

ST-001-23	Annual Street Rehabilitation Project	\$0	\$200,000	\$81,000	\$81,000	\$81,000	\$443,000
ST-004	Annual Sidewalk Maintenance Project	\$67,500	\$67,500	\$67,500	\$67,500	\$5,750,000	\$6,020,000
	Total RSTP Fund	\$67,500	\$267,500	\$148,500	\$148,500	\$5,831,000	\$6,463,000

SB-1 Transportation Fund

ST-001-23	Annual Street Rehabilitation Project	\$525,000	\$158,173	\$159,000	\$159,000	\$159,000	\$1,160,173
ST-006	Green Street Rehabilitation	\$0	\$0	\$0	\$0	\$0	\$0
	Total SB-1 Transportation Fund	\$525,000	\$158,173	\$159,000	\$159,000	\$159,000	\$1,160,173

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

Sewer Capital Fund

SS-001-231	Sycamore Street Lift Station Rehabilitation	\$ 159,844	\$ 118,594	\$ -	\$ -	\$ -	\$ 278,438
SS-001-232	Pacific Avenue Lift Station Rehabilitation	\$ 146,088	\$ 115,863	\$ -	\$ -	\$ -	\$ 261,950
SS-001-233	Lassen Street Sewer Pump Station Rehabilitation	\$ 176,313	\$ 130,813	\$ -	\$ -	\$ -	\$ 307,125
SS-001-234	Road 57 Sewer Lift Station Rehabilitation	\$ 90,675	\$ 67,275	\$ -	\$ -	\$ -	\$ 157,950
SS-002-231	Annual Sewer Replacement Project	\$ -	\$ 124,000	\$ 1,666,000	\$ -	\$ -	\$ 1,790,000
SS-002-232	Annual Sewer Replacement Project	\$ 140,000	\$ 1,067,768	\$ -	\$ -	\$ -	\$ 1,207,768
SS-002-233	Annual Sewer Replacement Project	\$ 1,246,362	\$ 1,102,116	\$ -	\$ -	\$ -	\$ 2,348,478
SS-002-234	Annual Sewer Replacement Project	\$ -	\$ -	\$ 1,421,146	\$ -	\$ -	\$ 1,421,146
SS-001-235	Cherry Street Sewer Lift Station Rehabilitation	\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
SS-023	WWTP - Clarifier Improvements	\$ 119,250	\$ -	\$ -	\$ -	\$ 200,000	\$ 319,250
SS-024	Chlorine Contact Chamber Improvements	\$ 120,000	\$ -	\$ -	\$ 60,000	\$ -	\$ 180,000
SS-025	Chemical Storage and Pipelines	\$ -	\$ -	\$ 140,000	\$ 60,000	\$ -	\$ 200,000
SS-026	Sodium Bisulfite injection System Housing Structure	\$ -	\$ -	\$ 85,000	\$ -	\$ -	\$ 85,000
SS-027	Wastewater Treatment Plan Safety Improvements	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
SS-029	WWTP Upgrades	\$ 36,000	\$ 54,000	\$ 93,000	\$ 155,000	\$ -	\$ 338,000
CORP-001	Corporation Yard Fencing	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Total Sewer Capital Fund		\$ 2,357,893	\$ 2,896,391	\$ 3,405,146	\$ 275,000	\$ 200,000	\$ 9,134,430

CA State Library Grant

CTYH-001	City Hall Improvements	\$47,168	\$0	\$0	\$0	\$0	\$47,168
Total CA State Library Grant		\$ 47,168	\$ -	\$ -	\$ -	\$ -	\$ 47,168

State Revolving Fund (SRF)

SS-002-231	Annual Sewer Replacement Project	\$0	\$0	\$0	\$0	\$0	\$0
Total State Revolving Fund (SRF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CCLGP Grant Fund

PARK-002	Sycamore Park Improvements	\$216,000	\$3,818,000	\$0	\$0	\$0	\$4,034,000
Total CCLGP Grant Fund		\$ 216,000	\$ 3,818,000	\$ -	\$ -	\$ -	\$ 4,034,000

Prop 68

PARK-002	Sycamore Park Improvements	\$0	\$177,000	\$0	\$0	\$0	\$177,000
Total Prop 68		\$ -	\$ 177,000	\$ -	\$ -	\$ -	\$ 177,000

**City of Willows
Five Year Capital Improvement Program**

FUNDING SOURCE LISTING

Project Number	Project Name	COST BY FISCAL YEAR					Total
		FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	

County Contribution

PARK-002	Sycamore Park Improvements	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Total County Contribution		\$0	\$200,000	\$0	\$0	\$0	\$200,000

General Fund

CTYH-001	City Hall Improvements	\$0	\$0	\$0	\$0	\$0	\$24,354
FIRE-001	Equipment Upgrades	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000
CORP-001	Corporation Yard Fencing	\$7,500	\$0	\$0	\$0	\$0	\$7,500
PARK-001	Jensen Park Upgrades	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Total General Fund		\$57,500	\$12,500	\$12,500	\$12,500	\$12,500	\$131,854

ARPA

WA-001	South Tehama Water Main Extension	\$627,791	\$0	\$0	\$0	\$0	\$627,791
Total ARPA		\$ 627,791	\$ -	\$ -	\$ -	\$ -	\$ 627,791

Unfunded

ST-005	Street Tree Removal	\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
SD 001	Syphon Pump Station Upgrades	\$0	\$10,000	\$86,250	\$0	\$0	\$96,250
FIRE-001	Equipment Upgrades	\$12,500	\$0	\$0	\$0	\$0	\$12,500
FIRE-002	Fire Truck Replacement	\$150,000	\$150,000	\$150,000	\$950,000	\$1,350,000	\$2,750,000
FIRE-003	Fire Station Improvements	\$0	\$0	\$0	\$0	\$540,000	\$540,000
FIRE-004	Training Center	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
Total Unfunded		\$162,500	\$210,000	\$286,250	\$1,000,000	\$3,510,000	\$5,168,750

Project Data Forms

Fiscal Years 2023 - 2027

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-004

Project Name: Annual Sidewalk Maintenance Project

Location: Various locations throughout the City

Project Type: Street Improvements

Department: Public Works

Description: Replacement of existing damage and offset sidewalk throughout the City

Justification: To provide safe pedestrian facilities throughout the community

Comments: Per the ADA evaluation of all sidewalks, over \$5.3M in sidewalk repairs have been identified as being needed. Based on the need, annual sidewalk repairs should take place.

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
<i>PROJECT COST</i>	Design		\$10,000	\$10,000	\$10,000	\$10,000		\$40,000
	Construction		\$50,000	\$50,000	\$50,000	\$50,000	\$5,000,000	\$5,200,000
	CM/Inspection		\$7,500	\$7,500	\$7,500	\$7,500	\$750,000	\$780,000
	Total	\$0	\$67,500	\$67,500	\$67,500	\$67,500	\$5,750,000	\$6,020,000
<i>REQUIRED PROJECT FUNDING</i>	RSTP Fund		\$67,500	\$67,500	\$67,500	\$67,500	\$5,750,000	\$6,020,000
	Total	\$0	\$67,500	\$67,500	\$67,500	\$67,500	\$5,750,000	\$6,020,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-005	Project Name: Street Tree Removal	
Location: Various Locations	Project Type: Tree Maintenance	Department: Public Works

Description: Hundreds of trees around the City have caused significant damage to the sidewalks, curbs and gutters. Many trees are diseased and need to be removed. It is estimated that over 200 trees need to be removed.

Justification: To prevent further damage to the City's infrastructure

Comments: The City is willing to share in the cost of tree replacement by providing trees to property owners, as long as trees are replaced onto private property in a location that will not damage public infrastructure.

Prerequisite:

	Item	Previous Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
PROJECT COST	Construction		\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
	Total	\$0	\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000
	Total	\$0	\$0	\$50,000	\$50,000	\$50,000	\$450,000	\$600,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: ST-006		Project Name: Green Street Rehabilitation						
Location: Green Street (N. Lassen to N. Butte)		Project Type: Street Improvements			Department: Public Works			
Description: Rehabilitation of a portion of Green Street to repair damaged pavement. Project being done in conjunction with Glenn County Public Works								
Justification: Poor Pavement Condition per PMP								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$0					\$0
	Construction		\$99,053					\$99,053
	CM/Inspection		\$5,600					\$5,600
	Total	\$0	\$104,653	\$0	\$0	\$0	\$0	\$104,653
REQUIRED PROJECT FUNDING	SB-1 Transportation Fund		\$0					\$0
	Gas Tax Fund 2111		\$104,653					\$104,653
	Total	\$0	\$104,653	\$0	\$0	\$0	\$0	\$104,653
	Annual O & M:							
Data Source:								

City of Willows
Five Year Capital Improvement Program

PROJECT DATA FORM

Project Number: SS-001-235		Project Name: Cherry Street Sewer Lift Station Rehabilitation						
Location: Cherry Street		Project Type: Wastewater Collection			Department: Public Works			
 Description: Replacement and upgrading of old and failing equipment inside of the Cherry Street pump station, as well as updating of control systems								
Justification: Upgrading and replacement of equipment will ensure the pump station continues to operate without issues and sewer spills can be avoided								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$29,900					\$29,900
	Construction		\$74,750	\$74,750				\$149,500
	CM/Inspection		\$11,213	\$11,213				\$22,425
	Total	\$0	\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
	Total	\$0	\$115,863	\$85,963	\$0	\$0	\$0	\$201,825
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-025		Project Name: Chemical Storage and Pipelines						
Location: Wastewater Treatment Plant		Project Type: Wastewater Treatment			Department: Public Works			
Description: Underground existing above-ground sodium bisulfite lines, replace checkical storage tanks/level sensors, remove corrosion and recoate metal canopy structure, add tepid water system for emergency eyewash								
Justification: Per recommendation of InfraMark and for safety								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT	Design							\$0
COST	Construction - underground sodium bisulfite lines, recoat canopy structure, tepid water for eyewash				\$140,000			\$140,000
	Construction - replace storage tanks/sensors					\$60,000		\$60,000
	Total	\$0	\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
	Total	\$0	\$0	\$0	\$140,000	\$60,000	\$0	\$200,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SS-026	Project Name: Sodium Bisulfite injection System Housing Structure	
Location: Wastewater Treatment Plant	Project Type: Wastewater Treatment	Department: Public Works

Description: Install housing structure over existing sodium bisulfite injection system

Justification: Per recommendations from InfraMark

Comments:

Prerequisite:

	Item	Previous Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
PROJECT COST	Design				\$15,000			\$15,000
	Construction				\$70,000			\$70,000
	Total	\$0	\$0	\$0	\$85,000	\$0	\$0	\$85,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$0	\$0	\$85,000	\$0	\$0	\$85,000
	Total	\$0	\$0	\$0	\$85,000	\$0	\$0	\$85,000

Annual O & M:

Data Source:

City of Willows
Five Year Capital Improvement Program

PROJECT DATA FORM

Project Number: SS-029		Project Name: WWTP Upgrades			Department:			
Location:		Project Type: Wastewater Treatment						
Description: Upgrade equipment at the well house, headworks, blower building, aeration basin, effluent pump station and tertiary filtration								
Justification: Per NexGen report								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Construction - well house			\$6,000				\$6,000
	Construction - Headworks			\$48,000		\$45,000		\$93,000
	Construction Blower Building				\$25,000			\$25,000
	Construction Aeration basin		\$29,000			\$100,000		\$129,000
	Construction - effluent pump station		\$7,000					\$7,000
	Construction - tertiary filtration				\$68,000	\$10,000		\$78,000
	Total	\$0	\$36,000	\$54,000	\$93,000	\$155,000	\$0	\$338,000
REQUIRED PROJECT FUNDING	Sewer Capital Fund		\$36,000	\$54,000	\$93,000	\$155,000	\$0	\$338,000
	Total	\$0	\$36,000	\$54,000	\$93,000	\$155,000	\$0	\$338,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: SD 001	Project Name: Syphon Pump Station Upgrades	
Location: Jenson Park	Project Type: Storm Drain	Department: Public Works

Description: Replace non-functioning pumps

Justification: to prevent flooding

Comments:

Prerequisite:

	Item	Previous Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
PROJECT COST	Design			\$10,000				\$10,000
	Construction				\$75,000			\$75,000
	CM/Inspection				\$11,250			\$11,250
	Total	\$0	\$0	\$10,000	\$86,250	\$0	\$0	\$96,250
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$10,000	\$86,250	\$0	\$0	\$96,250
	Total	\$0	\$0	\$10,000	\$86,250	\$0	\$0	\$96,250

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: CTYH-001

Project Name: City Hall Improvements

Location: 201 N. Lassen St.

Project Type: Administration Services

Department: Public Works

Description: Replace one City Hall HVAC unit and 3 HVAC units on library roof; replace City Hall and Library main doors

Justification: HVAC units are from the 1980's and need replacing; City Hall and Library doors are out of compliance with ADA standards

Comments:

Prerequisite:

	Item	Previous Appropriation	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027 & Beyond	Total
PROJECT COST	Design		\$10,000					\$10,000
	Construction - City Hall HVAC unit		\$15,000					\$15,000
	Construction - Library HVAC units		\$70,400					\$70,400
	Construction - door replacements		\$100,000					\$100,000
	Total		\$0	\$195,400	\$0	\$0	\$0	\$0
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Library		\$24,354	\$0	\$0	\$0	\$0	\$24,354
	California State Library Grant		\$47,168					\$47,168
	CDBG Funding		\$123,878					\$123,878
	Total		\$0	\$195,400	\$0	\$0	\$0	\$0

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: CORP-001		Project Name: Corporation Yard Fencing			Department: Public Works			
Location: City Corporation Yard		Project Type: Corporation Yard						
Description: Install safety fencing and gates at the Corporation Yard								
Justification: Security								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Construction		\$15,000	\$0	\$0	\$0	\$0	\$15,000
	Total	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
REQUIRED PROJECT FUNDING	General Fund		\$7,500	\$0	\$0	\$0	\$0	\$7,500
	Sewer Capital Fund		\$7,500					\$7,500
	Total	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: PARK-001		Project Name: Jensen Park Upgrades			Department: Public Works			
Location: Jensen Park		Project Type: Park & Recreation						
Description: Reroof the gazebo; replace siding on sheds								
Justification: Replace aging/failing facility								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$50,000					\$0
	Construction							\$50,000
	Total	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
REQUIRED PROJECT FUNDING	General Fund		\$50,000	\$0	\$0	\$0	\$0	\$50,000
	Total	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: PARK-002

Project Name: Sycamore Park Improvements

Location: Sycamore Park

Project Type: Park & Recreation

Department: Public Works

Description: Install sidewalk around the perimeter of the park; replace asphalt pathways inside of the park; provide pathway lighting; install lighting at tennis courts; resurface tennis courts; convert 2 tennis courts to pickleball courts; install solar on changing room roof; construc shade structure and provide solar on shade structure; Upgrade pool mechanical equipment; Rehab/install new deck; bring existng pool facilities into compliance with recent regulations; upgrade disinfection equipment

Justification: Per Aquatic Facility Report - May 2022 and Clean CA Grant application

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$216,000	\$216,000				\$432,000
	Environmental			\$5,000				\$5,000
	Park and pathway upgrades			\$2,699,000				\$2,699,000
	Pool Improvements			\$843,000				\$843,000
	CM/Inspection			\$432,000				\$432,000
	Total	\$0	\$216,000	\$4,195,000	\$0	\$0	\$0	\$4,411,000
REQUIRED PROJECT FUNDING	CCLGP Grant Fund		\$216,000	\$3,818,000	\$0	\$0	\$0	\$4,034,000
	Prop 68 Funds			\$177,000				\$177,000
	County Contribution			\$200,000				\$200,000
	Total	\$0	\$216,000	\$4,195,000	\$0	\$0	\$0	\$4,411,000

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: FIRE-001

Project Name: Equipment Upgrades

Location: Fire Department

Project Type: Fire Services

Department: Fire

Description: Radios - portable handheld radios are old and non-functioning. Current radios will not function with the new County Radio infrastructure; mobile radio for C-1 Command vehicle needs replacing; 3 pagers needed for volunteers; 14 Self Contained Breathing Apparatus are 20 years old, non-compliant and unsafe; existing thermal imaging camera is old and no longer serviceable - needed to search for victims and downed firefighters during structure fires; 2 new Automated External Defibrillator are needed to replace 2 old non compliant units; existing structural firefighting PPE's are old, ill fitting and in need of replacement; 2,500' of 2-1/2" hose and 5,000' of 1-3/4" hose is needed for increased fire flows at incidents allowing for quicker incident stabilization and will bring WFD in line with industry standards (current equipment cannot achieve minimum NFPA fire flows with initial attack lines.)

Justification: Fire and Life Safety

Comments:

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Firefighting PPE		\$10,500	\$10,500	\$10,500	\$10,500	\$10,500	\$52,500
	Hose/Nozzles		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000
	Total	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500
REQUIRED PROJECT FUNDING	General Fund		\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$50,000
	Unfunded		\$12,500					\$12,500
	Total	\$0	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$62,500

Annual O & M:

Data Source:

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: FIRE-003		Project Name: Fire Station Improvements			Department: Fire			
Location: 445 S. Butte Street		Project Type: Fire Services						
Description: Fire Station Improvements including: new roof; Station Alerting system; security cameras; Apparatus Bay floor resurfacing; commercial air conditioning unit; accessibility improvements; concrete apparatus aprons; kitchen remodel; Day Room and Dorm Room bathroom remodels; and Dorm Room Remodel								
Justification: Aging, worn out and outdated structure								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Re-roof						\$100,000	\$100,000
	Station Alerting System						\$50,000	\$50,000
	Security Cameras						\$10,000	\$10,000
	Apparatus Bay floor resurfacing						\$30,000	\$30,000
	Commercial air conditioning unit						\$40,000	\$40,000
	Accessibility improvements						\$100,000	\$100,000
	Concrete Apparatus aprons						\$100,000	\$100,000
	Kitchen remodel						\$40,000	\$40,000
	Bathroom remodels						\$55,000	\$55,000
	Dorm Remodel						\$15,000	\$15,000
	Total	\$0	\$0	\$0	\$0	\$0	\$540,000	\$540,000
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$0	\$0	\$0	\$540,000	\$540,000
	Total	\$0	\$0	\$0	\$0	\$0	\$540,000	\$540,000
Annual O & M:								
Data Source: Fire Chief								

City of Willows
Five Year Capital Improvement Program

PROJECT DATA FORM

Project Number: FIRE-004		Project Name: Training Center			Department: Fire Department			
Location: 445 S. Butte Street		Project Type: Fire Services						
Description: Construction of a training center to include classrooms, a training tower, a drafting pit for pump testing and all weather surface								
Justification: Needed training center to adequately train staff								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Design						\$195,000	\$195,000
	Construction						\$975,000	\$975,000
	Total	\$0	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
REQUIRED PROJECT FUNDING	Unfunded		\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
	Total	\$0	\$0	\$0	\$0	\$0	\$1,170,000	\$1,170,000
Annual O & M:								
Data Source:								

**City of Willows
Five Year Capital Improvement Program**

PROJECT DATA FORM

Project Number: DIF - 007

Project Name: Development Impact Fees Wastewater

Location: Wastewater Treatment Plant

Project Type: Wastewater Treatment

Department: Public Works

Description: Per the 2008 Development Impact Fee Report, the WWTP was expanded in 2007 and a portion of the expansion should be paid for by new development.

Justification: Per 2008 Development Impact Fee Study

Comments: Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	New development share of WWTP*		\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
	Total	\$0	\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Wastewater*		\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698
	Total	\$0	\$0	\$0	\$0	\$0	\$2,322,698	\$2,322,698

* Note: developmen impact fees for wastewater are intended to as payback for the WWTP expansion completed in 2008. All wastewater development impact fees collected in any given year are used to pay down existing debt.

Data Source:

City of Willows
Five Year Capital Improvement Program

PROJECT DATA FORM

Project Number: DIF - 009

Project Name: Development Impact Fees Admin

Location: City wide

Project Type: Administration Services

Department: Public Works

Description: Per the 2008 Development Impact Fee Report, the Development Impact Fee program has costs associated with administering, overseeing and updating the impact fee program.

Justification: Per 2008 Development Impact Fee Study

Comments: Dollar amounts from 2008 Development Impact Fee program has been indexed from 2008 figures to 2022 figures using ENR Construction Cost Index

Prerequisite:

	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Administrative costs for program			\$3,000	\$3,000	\$3,000	\$836,930	\$845,930
	Development Impact Fee Update			\$100,000				\$100,000
	Total	\$0	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
REQUIRED PROJECT FUNDING	Dev. Imp. Fees: Admin.		\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930
	Total	\$0	\$0	\$103,000	\$3,000	\$3,000	\$836,930	\$945,930

Annual O & M:

Data Source:

City of Willows
Five Year Capital Improvement Program

PROJECT DATA FORM

Project Number: WA-001		Project Name: South Tehama Water Main Extension						
Location: S. Tehama from end of existing line to Road 57		Project Type: Water System			Department: Public Works			
 Description: Installation of approximately 2,630 linear feet of new 12-inch water main extending from the end of the existing water main south of Harvest Drive to Road 57								
Justification: This section of watermain is needed in order for the City to give the water system in the southern portion of the City to Cal Water								
Comments:								
Prerequisite:								
	<i>Item</i>	<i>Previous Appropriation</i>	<i>FY 2023-24</i>	<i>FY 2024-25</i>	<i>FY 2025-26</i>	<i>FY 2026-27</i>	<i>FY 2027 & Beyond</i>	<i>Total</i>
PROJECT COST	Design		\$556,527					\$0
	Construction		\$71,264					\$556,527
	CM/Inspection							\$71,264
	Total	\$0	\$627,791	\$0	\$0	\$0	\$0	\$627,791
REQUIRED PROJECT FUNDING	ARPA Funds		\$627,791					\$627,791
	Total	\$0	\$627,791	\$0	\$0	\$0	\$0	\$627,791
Annual O & M:								
Data Source:								



Date: December 12, 2023
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Carolyn Walker, City Attorney
Subject: Law Enforcement Services Agreement

Recommendation:

Review and approve the proposed law enforcement services contract with the Glenn County Sheriff's Office.

Rationale for Recommendation:

The City of Willows currently has a temporary law enforcement agreement with the Glenn County Sheriff's Office through December 31, 2023. The City needs law enforcement services and, therefore, needs a new contract with the Sheriff's Office until the City is able to rebuild its police department.

Background:

After four months of negotiations from June to October 2023, the City and the Glenn County Sheriff's Office agreed upon a temporary law enforcement agreement from July 1 through December 31, 2023. Since then, the Sheriff's Office and the City have been negotiating a longer-term agreement while the City rebuilds its police department.

Discussion & Analysis:

Since negotiating and approving the recent temporary law enforcement agreement, the City and Sheriff's Office have negotiated a new longer-term contract from January 1, 2024, through June 30, 2026, pending Willows City Council and Glenn County Board of Supervisors approval.

In contrast to prior proposals, the new agreement reduces annual costs for the first two fiscal years by more than \$.5 million – significantly reducing the City's structural deficit and helping the city to better prepare to rebuild its police department. The City appreciates the partnership and cooperation of the Glenn County Sheriff's Office to develop an affordable agreement.

While not included at the time of the Council agenda posting, the new proposed law enforcement agreement (Attachment 1) will be posted before the December 12 City Council meeting, or the item will be continued to a later meeting. Once the draft agreement is agreed to by the staff of both agencies, it will be posted on the City's website and the e-distribution list will be notified.

Fiscal Impact:

According to the tentative agreement, the cost of law enforcement services through June 30, 2026, is as follows:

- FY 2023-24 - \$2,000,000
- FY 2024-25 - \$2,000,000
- FY 2025-26 - \$2,355,000

Attachment:

Attachment 1: Law Enforcement Agreement with Glenn County Sheriff's Office (forthcoming)



Date: December 12, 2023
To: Honorable Mayor and Councilmembers
From: Amos Hoover, City Clerk
Marti Brown, City Manager
Subject: Election of Mayor and Vice Mayor

Recommendation:

Accept nominations and elect a Mayor and Vice Mayor to preside over the City Council for the 2024 calendar year.

Rationale for Recommendation:

According to the City of Willows Administrative Procedure and Policy Number 1-7, the City Council elects a Mayor and Vice-Mayor in December of each calendar year.

Background:

Consistent with City policy, the City of Willows City Council historically elects a Mayor and Vice-Mayor in December to preside over the Council in the following calendar year.

Discussion & Analysis:

The term of office for the newly selected Mayor and Vice-Mayor will run from January 1, 2024, through December 31, 2024, unless otherwise selected by the Council to serve an additional term.

Fiscal Impact:

There is no fiscal impact.



Date: December 12, 2023
To: Honorable Mayor and Councilmembers
From: Amos Hoover, City Clerk
Marti Brown, City Manager
Subject: 2024 City Council Committee Appointments

Recommendation:

Appoint Councilmembers to City Committees and Boards for the 2024 calendar year.

Rational for Recommendation:

Consistent with past precedent and practice, the Council appoints Councilmembers to City Boards and Committees annually and/or on an as need basis in December of each calendar year.

Background:

Attached for Council review and consideration is a list of the various committees that Councilmembers serve on as city representatives.

Discussion & Analysis:

The appointments of the primary representative(s) and alternate(s) to specific committees are reviewed annually by the Council. Consistent with past practice, the Mayor or Vice-Mayor, with the concurrence of the Council, initiates recommendations for both continued and new appointments.

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>	Sprague Hansen (Alternate)	Quarterly, Third Thursday @ 10:30AM	12/2023
Regional Transit Committee <i>(2 members, 1 alternate)</i>	Hansen Sprague Hutson (Alternate)	Monthly, Third Thursday @ 9am	12/2023
Transportation Commission <i>(1 Member and 1 alternate)</i>	Hansen Sprague (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>	Mayor Vodden	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	Hutson	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
Law Enforcement Services Ad Hoc Committee <i>(2 members)</i>	Hansen Mayor	As needed	12/2023
City & Counties Economic Development Steering Committee <i>(2 members)</i>	Mayor Vodden	As needed	12/2023
Sustainable Groundwater Management Act (SGMA) Board Committee <i>(1 member)</i>	Hansen	Monthly, First Monday @ 1:30 PM	N/A



Date: December 12, 2023
To: Honorable Mayor and Councilmembers
From: Amos Hoover, City Clerk
Marti Brown, City Manager
Subject: Planning Commission Appointments

Recommendation:

Direct staff to initiate an open call of applications to appoint two new commissioners to the Planning Commission and appoint two Councilmembers to serve on a Planning Commissioner Appointment Ad Hoc Committee to interview and recommend appointments to the full Council.

Rationale for Recommendation:

The terms for Commissioner Meyers and Commissioner Valencia expire on December 31, 2023.

Background:

On March 28, 2023, the City Council Appointed Ilanira Valencia and Holly Meyers to positions on the Planning Commission which terms end December 31, 2023.

Discussion & Analysis:

In order to fill the positions on the Planning Commission by the January 17 Planning Commission Meeting, staff recommends the following appointment process schedule:

- December 13 through January 3 – City accepts applications to the Planning Commission
- January 4 and 5 – Ad Hoc Committee reviews applications and interviews applicants
- January 9 – Council appoints new Planning Commissioners
- January 17 – Newly appointed Planning Commissioners are sworn in.

Fiscal Impact:

There is no fiscal impact.



COMMENTS AND REPORTS



CLOSED SESSION