



Willows City Council Regular Meeting

June 13, 2023
Willows City Hall
6:00 PM – Regular Session

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

City Manager
Marti Brown

City Clerk
Amos Hoover

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

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **CHANGES TO THE AGENDA**
5. **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 minutes of the May 22, 2023, Special City Council meeting and May 23, 2023, City Council meeting.
Contact: Amos Hoover, City Clerk, ahoover@cityofwillows.org

c. **CAL FIRE Dispatch Contract Extension**

Recommended Action: Approve the attached resolution (Attachment 1) authorizing the City Manager to enter and execute a contract extension with CAL FIRE for dispatching services in the first quarter of Fiscal Year 2023-2024.
Contact: Nathan Monck, Fire Chief, nmonck@cityofwillows.org

6. PUBLIC HEARING

a. **Landscape and Lighting Assessment District – Authorization to Levy Assessments**

Recommended Action: Conduct the required public protest hearing and consider the attached resolution approving the City Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for Fiscal Year 2023-24.

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

7. DISCUSSION & ACTION CALENDAR

All matters in this section of the Agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, it is requested 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: ahover@cityofwillows.org.

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

Recommended Action: Consider the process and options to fill a vacant City Council seat and provide direction to staff.

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

b. **Councilmembers' Remote Meeting Participation**

Recommended Action: Based on current State law and the desire of the Council, provide policy direction on how the Council wishes to proceed regarding remote participation by Councilmembers in City Council meetings.

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

c. **Consulting Proposal and Bid for Municipal Code Update**

Recommended Action: Authorize the City Manager to execute an agreement with Devaney, Pate, Morris, and Cameron (DPMC) to update the City's municipal code.

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

d. **Overtime Authorization for Exempt Public Safety Employees**

Recommended Action: Approve the attached resolution (Attachment 1) authorizing the City of Willows to pay Exempt Public Safety Employees Overtime.

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

e. **Library Board of Trustees Subcommittee Vacancy and Appointment Process**

Recommended Action: Appoint a Councilmember to serve on the Library Board of Trustees Subcommittee to replace former Councilmember Williams.

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

8. COMMENTS & REPORTS

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

9. ADJOURNMENT

This agenda was posted on June 9, 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



PUBLIC COMMENT & CONSENT CALENDAR FORUM



PERIOD

03/16/2023 TO 05/26/2023

Payroll Direct Deposit Z46534 TO Z46592

General Checking 40708 TO 40752

Check Register 053055 TO 053312 Batches 29 - 38

APPROVAL DATE 06/13/2023

APPROVED _____

REPORT: 05/22/23
RUN: 05/22/23 Time: 12:41
Run By: Katie Butler

CITY OF WILLOWS
Check Register

PAGE: 001
ID #: PRCR
CTL: WIL

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
446534	05/22/23	05/21/23	BRO01	Brown, Martha	05-23	11-23	5955.77
446535	05/22/23	05/21/23	BUT01	BUTLER, KATIE LEEANN	05-23	11-23	2077.38
446536	05/22/23	05/21/23	FAH00	FAHEY, LORI	05-23	11-23	3511.05
446537	05/22/23	05/21/23	WAC00	WACKERMAN, JANET	05-23	11-23	574.09
446538	05/22/23	05/21/23	PIA00	PIATT, JAMES PATRICK	05-23	11-23	4807.69
446539	05/22/23	05/21/23	RUS01	RUSTENHOVEN, TARA L	05-23	11-23	2384.09
446540	05/22/23	05/21/23	ARE00	Arellanes, Ashley Marie	05-23	11-23	653.98
446541	05/22/23	05/21/23	BRI00	BRIONES, BRENDA VALENZU	05-23	11-23	256.00
446542	05/22/23	05/21/23	EHO02	EHORN, CAITLIN A	05-23	11-23	1395.88
446543	05/22/23	05/21/23	GAM00	GAMBOA, YADIRA	05-23	11-23	352.00
446544	05/22/23	05/21/23	SPE02	SPENCE, KYLIEGH C	05-23	11-23	520.00
446545	05/22/23	05/21/23	VAR00	Vargas, Giovanni	05-23	11-23	592.00
446546	05/22/23	05/21/23	HUT04	HUTSON, KRISTINA RENEE	05-23	11-23	393.75
446547	05/22/23	05/21/23	ENO00	ENOS, KYLE	05-23	11-23	2237.38
446548	05/22/23	05/21/23	HUT01	Hutson, Evan C	05-23	11-23	115.77
446549	05/22/23	05/21/23	LOM00	LOMBARD, TYLER JOSEPH	05-23	11-23	2152.69
446550	05/22/23	05/21/23	LOP02	Lopez, Jose	05-23	11-23	2928.02
446551	05/22/23	05/21/23	MON00	MONCK, NATHANIAL T	05-23	11-23	4538.77
446552	05/22/23	05/21/23	ABO00	ABOLD, STEVEN B	05-23	11-23	1893.18
446553	05/22/23	05/21/23	CAZ01	Cazares, Benjamin L.	05-23	11-23	1603.85
446554	05/22/23	05/21/23	MIN00	MINGS, MICHAEL E	05-23	11-23	1967.05
446555	05/22/23	05/21/23	PFY00	PFYL, NATISA N	05-23	11-23	2961.51
446556	05/22/23	05/21/23	RAN01	RANDOLPH, MATTHEW	05-23	11-23	1527.69
446557	05/22/23	05/21/23	REE00	REED, JOSHUA	05-23	11-23	1527.69
446558	05/22/23	05/21/23	VAS01	VASQUEZ, PEDRO CEASAR	05-23	11-23	2092.62
							49019.90

REPORT: 06/05/23
RUN: 06/05/23 Time: 16:05
Run By: Katie Butler

CITY OF WILLOWS
Check Register

PAGE: 001
ID #: PRCR

Check Number	Date	Payroll Date	**Employee** Num	Name	Actual Period	Fiscal Period	Gross Amount
446559	06/05/23	06/04/23	HAN02	HANSEN, GARY L	06-23	12-23	250.00
446560	06/05/23	06/04/23	HOF01	HOFHENKE, CASEY	06-23	12-23	250.00
446561	06/05/23	06/04/23	THO00	THOMAS, RICHARD	06-23	12-23	250.00
446562	06/05/23	06/04/23	VOD00	VODDEN, DAVID	06-23	12-23	250.00
446563	06/05/23	06/04/23	BRO01	Brown, Martha	06-23	12-23	5955.77
446564	06/05/23	05/31/23	BUR00	Burt, Kellie D	06-23	12-23	50.00
446565	06/05/23	06/04/23	BUT01	BUTLER, KATIE LEEANN	06-23	12-23	2117.38
446566	06/05/23	05/31/23	EHO00	EHORN, MARIA ANNETTE	06-23	12-23	50.00
446567	06/05/23	06/04/23	FAH00	FAHEY, LORI	06-23	12-23	3467.85
446568	06/05/23	05/31/23	MEY00	MYERS, HOLLY	06-23	12-23	50.00
446569	06/05/23	06/04/23	WAC00	WACKERMAN, JANET	06-23	12-23	540.32
446570	06/05/23	06/04/23	BOB00	BOBADILLA, PEDRO D	06-23	12-23	50.00
446571	06/05/23	06/04/23	PIA00	PIATT, JAMES PATRICK	06-23	12-23	4807.69
446572	06/05/23	06/04/23	RUS01	RUSTENHOVEN, TARA L	06-23	12-23	2404.00
446573	06/05/23	06/04/23	ARE00	Arellanes, Ashley Marie	06-23	12-23	912.13
446574	06/05/23	06/04/23	BRI00	BRIONES, BRENDA VALENZU	06-23	12-23	216.00
446575	06/05/23	06/04/23	EHO02	EHORN, CAITLIN A	06-23	12-23	1479.63
446576	06/05/23	06/04/23	GAM00	GAMBOA, YADIRA	06-23	12-23	352.00
446577	06/05/23	06/04/23	SPR02	SPENCE, KYLIEGH C	06-23	12-23	608.00
446578	05/05/23	06/04/23	VAR00	Vargas, Giovanni	06-23	12-23	592.00
446579	06/05/23	06/04/23	HUT04	HUTSON, KRISTINA RENEE	06-23	12-23	1071.25
446580	06/05/23	06/04/23	ENO00	ENOS, KYLE	06-23	12-23	3669.68
446581	06/05/23	06/04/23	HUT01	Hutson, Evan C	06-23	12-23	178.10
446582	06/05/23	06/04/23	LOM00	LOMBARD, TYLER JOSEPH	06-23	12-23	2565.52
446583	06/05/23	06/04/23	LOP01	Lopez, Jorge	06-23	12-23	427.44
446584	06/05/23	06/04/23	LOP02	Lopez, Jose	06-23	12-23	1999.33
446585	06/05/23	06/04/23	MON00	MONCK, NATHANIAL T	06-23	12-23	4538.77
446586	06/05/23	06/04/23	ABO00	ABOLD, STEVEN B	06-23	12-23	2093.18
446587	06/05/23	06/04/23	CAZ01	Cazares, Benjamin L.	06-23	12-23	2004.75
446588	06/05/23	06/04/23	MIN00	MINGS, MICHAEL E	06-23	12-23	1808.15
446589	06/05/23	06/04/23	PFY00	PFYL, NATISA N	06-23	12-23	3001.51
446590	06/05/23	06/04/23	RAN01	RANDOLPH, MATTHEW	06-23	12-23	2064.90
446591	06/05/23	06/04/23	RER00	REED, JOSHUA	06-23	12-23	2004.75
446592	06/05/23	06/04/23	VAS01	VASQUEZ, PEDRO CEASAR	06-23	12-23	2132.62

54212.72

REPORT.: 05/23/23
RUN ON.: 05/23/23 Time: 10:31
RUN BY.: Katie Butler

CITY OF WILLOWS

PAGE: 001
ID #: SPVR
CTL.: WIL

Vendor Check Register Print

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
40708	05/23/23	AFL02 AFLAC WAGE WORKS	C30522	05/22/23	AFLAC DEPENT PRETAX	05-23	142.31	142.31
40709	05/23/23	CAL23 CALIFORNIA STATE DISBURSEM	C30522	05/22/23	CHILD SUPPORT	05-23	162.92	162.92
40710	05/23/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30522	05/22/23	STATE INCOME TAX	05-23	1356.62	1356.62
40711	05/23/23	EDD02 EMPLOYMENT DEVELOPMENT DEP	C30522	05/22/23	SDI	05-23	427.38	427.38
40712	05/23/23	ICM01 ICMA RETIREMENT TRUST 457	C30522	05/22/23	DEFERRED COMP - ICMA	05-23	200.00	200.00
40713	05/23/23	NAT00 NATIONWIDE RETIREMENT SOLU	C30522	05/22/23	USCM DEF. COMP. NAT	05-23	1070.34	
40713	05/23/23	NAT00 NATIONWIDE RETIREMENT SOLU	1C30522	05/22/23	USCM DEF. COMP. MTCH	05-23	278.85	1349.19
40714	05/23/23	PER01 P.E.R.S.	C30522	05/22/23	PERS PAYROLL REMITTANCE	05-23	8240.73	8240.73
40715	05/23/23	UMP00 UMPQUA BANK	C30522	05/22/23	DIRECT DEPOSIT	05-23	32786.92	32786.92
40716	05/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30522	05/22/23	FEDERAL INCOME TAX	05-23	3691.68	
40716	05/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30522	05/22/23	FICA	05-23	5888.28	
40716	05/23/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30522	05/22/23	MEDICARE	05-23	1377.06	10957.02
TOTAL DISBURSED...							55623.09	55623.09

REPORT.: 05/24/23
 RUN ON.: 05/24/23 Time: 10:21
 RUN BY.: Katie Butler

CITY OF WILLOWS
 Vendor Check Register Print

PAGE: 001
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Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
40717	05/24/23	AFL01 AFLAC- FLEX ONE	C30531	05/31/23	AFLAC DENTAL PRETAX	05-23	215.27	
40717	05/24/23	AFL01 AFLAC- FLEX ONE	1C30531	05/31/23	AFLAC CANCER PRETAX	05-23	145.15	
40717	05/24/23	AFL01 AFLAC- FLEX ONE	2C30531	05/31/23	AFLAC ACC PRETAX	05-23	214.64	
40717	05/24/23	AFL01 AFLAC- FLEX ONE	3C30531	05/31/23	AFLAC SUPPLMNTL LIFE	05-23	71.50	
40717	05/24/23	AFL01 AFLAC- FLEX ONE	4C30531	05/31/23	AFLAC STD INS	05-23	189.28	
40717	05/24/23	AFL01 AFLAC- FLEX ONE	5C30531	05/31/23	AFLAC EVENT/CRITICAL	05-23	28.34	
40717	05/24/23	AFL01 AFLAC- FLEX ONE	6C30531	05/31/23	AFLAC HOSPITAL PRETA	05-23	116.22	
40717	05/24/23	AFL01 AFLAC- FLEX ONE	7C30531	05/31/23	AFLAC VISION PRETA	05-23	50.30	1030.70
40718	05/24/23	HUM01 HUMANA DENTAL/VISION	C30531	05/31/23	DENTAL\VISION	05-23	1292.19	1292.19
40719	05/24/23	KEE01 KEENAN & ASSOCIATES- FDAC	C30531	05/31/23	MEDICAL	05-23	19360.52	19360.52
40720	05/24/23	UNI17 UNITED PUBLIC EMPLOYEES AS	C30531	05/31/23	PUBLIC SAFETY DUES	05-23	137.10	137.10
40721	05/24/23	WIL01 WILLOWS EMPLOYEES ASSOC.	C30531	05/31/23	EMPLOYEES ASSOC.DUES	05-23	16.00	16.00
TOTAL DISBURSED...							21836.51	21836.51

5/26/23 Payroll Checks and Direct Deposit

Check #	Employee
40722	Caitlin Ehorn
40723	Tara Rustenhoven
40724	Matthew Randolph
40725	Steven Abold
40726	Benjamin Cazares
40727	Michael Mings
40728	Joshua Reed
40729	Pedro Vasquez
40730	Ashley Arellanes
40731	Brenda Briones
40732	Yadira Gamboa
40733	Kyliegh Spence
40734	Giovani Vargas
40735	Kyle Enos
40736	Evan Hutson
40737	Tyler Lombard
40738	Jose Lopez
40739	Kristina Hutson
40740	Janet Wackerman
40741	Katie Butler
40742	Martha Brown
40743	Nathanial Monck

Direct Deposit

ABA/TRC	Employee	Amount
121122676	Lori Fahey	
121122676	Natasa Pfyl	
322280414	Pat Piatt	

REPORT : 06/06/23
RUN ON : 06/06/23 Time: 10:52
RUN BY : Katie Butler

CITY OF WILLOWS
Vendor Check Register Print

PAGE: 001
ID #: SPVR
CTL: WIL

Number	Date	Vendor/Organization	Invoice Id	Date	Description/Reference	Period	Amount	Amount Paid
40744	06/06/23	AFL02 AFLAC WAGE WORKS	C30606	06/06/23	AFLAC DEPENT PRETAX	06-23	142.31	142.31
40745	06/06/23	CAL23 CALIFORNIA STATE DISBURSEM	C30606	06/06/23	CHILD SUPPORT	06-23	162.92	162.92
40746	06/06/23	EDD01 EMPLOYMENT DEVELOP.DEPT. S	C30606	06/06/23	STATE INCOME TAX	06-23	1506.65	1506.65
40747	06/06/23	EDD02 EMPLOYMENT DEVELOPMENT DEP	C30606	06/06/23	SDI	06-23	471.87	471.87
40748	06/06/23	ICM01 ICMA RETIREMENT TRUST 457	C30606	06/06/23	DEFERRED COMP - ICMA	06-23	200.00	200.00
40749	06/06/23	NAT00 NATIONWIDE RETIREMENT SOLU	C30606	06/06/23	USCM DEF. COMP. NAT	06-23	1070.34	
40749	06/06/23	NAT00 NATIONWIDE RETIREMENT SOLU	1C30606	06/06/23	USCM DEF. COMP. MTCH	06-23	278.85	1349.19
40750	06/06/23	PER01 P.E.R.S.	C30606	06/06/23	PERS PAYROLL REMITTANCE	06-23	8265.39	8265.39
40751	06/06/23	UMP00 UMPQUA BANK	C30606	06/06/23	DIRECT DEPOSIT	06-23	37002.42	37002.42
40752	06/06/23	UMP01 UMPQUA BANK - MYTAXPAYER	C30606	06/06/23	FEDERAL INCOME TAX	06-23	4064.90	
40752	06/06/23	UMP01 UMPQUA BANK - MYTAXPAYER	1C30606	06/06/23	FICA	06-23	6532.18	
40752	06/06/23	UMP01 UMPQUA BANK - MYTAXPAYER	2C30606	06/06/23	MEDICARE	06-23	1527.74	12124.82
TOTAL DISBURSED...							61225.57	61225.57

REPORT.: Mar 16 23 Thursday
 RUN....: Mar 16 23 Time: 11:04
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 03/16/23 Cash Account No.: 000 1045

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

Invoice	No	Description	Invoice	Actual	Discount	G/L	Account	No	Gross	Discount	Net
			Date	Period							
			Due Date	Fiscal	Tm				Amount	Amount	Amount
Check #.: 053055 Check Date.: 03/16/23 Vendor I.D.: ALL00 (ALL-AMERICAN CONSTRUCTION, INC.)											
2302452-		WILLOWS- TEHAMA ST BRIDGE APRON REPAIR	03/14/23	03-23					19312.78	.00	19312.78
			03/16/23	09-23							
Check #.: 053056 Check Date.: 03/16/23 Vendor I.D.: AME02 (ARAMARK)											
244092-		CLEANING UNIFORMS FOR PUBLIC WORKS	03/14/23	03-23					158.78	.00	158.78
			03/16/23	09-23							
Check #.: 053057 Check Date.: 03/16/23 Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)											
652972-		AIR FILTER, HYD FILTER AND OIL FILTER	02/28/23	03-23	A				141.62	.00	141.62
			03/16/23	09-23							
653039-		ANTIFREEZE COOLANT	03/01/23	03-23	A				22.51	.00	22.51
			03/16/23	09-23							
653185-		SPARK PLUG ASM	03/02/23	03-23	A				79.79	.00	79.79
			03/16/23	09-23							
653627-		PREMIUM PLUG WIRE SET	03/08/23	03-23	A				69.36	.00	69.36
			03/16/23	09-23							
653903-		HALOGEN SEALED BEAMS	03/11/23	03-23	A				14.25	.00	14.25
			03/16/23	09-23							
** Vendor's Subtotal ----->									327.53	.00	327.53
Check #.: 053058 Check Date.: 03/16/23 Vendor I.D.: BUT03 (KATIE BUTLER)											
C30315-		REIMBURSEMENT FOR W2C FORMS	03/15/23	03-23					14.54	.00	14.54
			03/16/23	09-23							
Check #.: 053059 Check Date.: 03/16/23 Vendor I.D.: COM20 (COMP INC)											
36414-		PRE EMPLOYEMENT PHYSICAL	03/01/23	03-23					1698.58	.00	1698.58
			03/16/23	09-23							
Check #.: 053060 Check Date.: 03/16/23 Vendor I.D.: COR10 (CORNING LUMBER WILLOWS)											
318170-		WAFER BOARD, BRAD NAILS AND ADHESIVE	03/04/23	03-23					45.58	.00	45.58
			03/16/23	09-23							
320373-		CDX PLYWOOD 5PLY & FINISH BLADE	03/13/23	03-23					88.33	.00	88.33
			03/16/23	09-23							
** Vendor's Subtotal ----->									133.91	.00	133.91
Check #.: 053061 Check Date.: 03/16/23 Vendor I.D.: FED00 (FEDEX)											
806348904-		FEDEX GROUND SHIPPING	03/10/23	03-23					11.19	.00	11.19
			03/16/23	09-23							
Check #.: 053062 Check Date.: 03/16/23 Vendor I.D.: FGL00 (FGL ENVIRONMENTAL)											
290711A-		INORGANIC ANALYSIS	02/07/23	03-23					31.00	.00	31.00
			03/16/23	09-23							
370359A-		BACTI ANALYSIS & MISC ANALYSIS	02/16/23	03-23					102.00	.00	102.00
			03/16/23	09-23							
371006A-		INORGANIC ANALYSIS AND MIS ANALYSIS	02/24/23	03-23					47.00	.00	47.00
			03/16/23	09-23							
371007A-		BACTI ANALYSIS & MISC ANALYSIS	02/28/23	03-23					26.00	.00	26.00
			03/16/23	09-23							
** Vendor's Subtotal ----->									206.00	.00	206.00
Check #.: 053063 Check Date.: 03/16/23 Vendor I.D.: FIR00 (THE FIRST CHOICE COFFEE SERVICES)											
1129-		WATER FILTRATION	03/08/23	03-23					45.00	.00	45.00
			03/16/23	09-23							

REPORT.: Mar 16 23 Thursday
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Invoice No	Description	Invoice		Actual		Tm	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Date	Period	Due Date	Fiscal					
Check #.: 053064 Check Date.: 03/16/23		Vendor I.D.: GAL01	(GALLAWAY ENTERPRISES)							
04985-	CNDDB REPORT	02/28/23	03-23					300.00	.00	300.00
		03/16/23	09-23							
Check #.: 053065 Check Date.: 03/16/23		Vendor I.D.: HOU00	(HOUSING TOOLS, LLC)							
C30315-	WILLOWS HE: ACTIVITY 12	03/09/23	03-23					575.00	.00	575.00
		03/16/23	09-23							
Check #.: 053066 Check Date.: 03/16/23		Vendor I.D.: INT16	(INTERSTATE BATTERY SYSTEM OF REDDING)							
30064162-	MT-26	03/07/23	03-23					129.57	.00	129.57
		03/16/23	09-23							
Check #.: 053067 Check Date.: 03/16/23		Vendor I.D.: ITF01	(INDUSTRIAL TRUCK & FARM)							
600478-	O RING, HOSE 3/8 WEATHERSHIELD, ECT.	03/07/23	03-23	A				241.44	.00	241.44
		03/16/23	09-23							
600721-	TISSMVIC- SLOW MOVE & CAUTION TRIANGLE	03/13/23	03-23	A				22.61	.00	22.61
		03/16/23	09-23							
** Vendor's Subtotal ----->								264.05	.00	264.05
Check #.: 053068 Check Date.: 03/16/23		Vendor I.D.: JER00	(JEREMY'S PEST STOMPERS)							
32231-	PEST CONTROL FOR FIRE HALL - MARCH 2023	03/02/23	03-23					40.00	.00	40.00
		03/16/23	09-23							
120235-	PEST CONTROL FOR 139 N LASSEN ST - JAN 2023	01/20/23	03-23					55.00	.00	55.00
		03/16/23	09-23							
** Vendor's Subtotal ----->								95.00	.00	95.00
Check #.: 053069 Check Date.: 03/16/23		Vendor I.D.: KNI03	(KNIFE RIVER CONSTRUCTION)							
284794-	PACIFIC AVE. RECONSTRUCTION PROJECT	03/14/23	03-23					167718.70	.00	167718.70
		03/16/23	09-23							
Check #.: 053070 Check Date.: 03/16/23		Vendor I.D.: MAT01	(MATSON & ISOM TECHNOLOGY CONSULTING INC)							
87714-	CLEARIT PARTNER PROGRAM	03/10/23	03-23					4399.00	.00	4399.00
		03/16/23	09-23							
Check #.: 053071 Check Date.: 03/16/23		Vendor I.D.: MUN05	(MUNICIPAL EMERGENCY SERVICES)							
1840240-	CUSTOM FXR TURNOUT COAT AND PANTS	03/02/23	03-23					3094.16	.00	3094.16
		03/16/23	09-23							
Check #.: 053072 Check Date.: 03/16/23		Vendor I.D.: NAT26	(NATIONAL FIRE SYSTEMS, INC.)							
103177-	FIREEXTINGUISHER SERVICEES	03/07/23	03-23					858.88	.00	858.88
		03/16/23	09-23							
Check #.: 053073 Check Date.: 03/16/23		Vendor I.D.: NEC00	(NEC FINANCIAL SERVICES LLC)							
2558119-	PHONE SYSTEM	03/03/23	03-23					268.08	.00	268.08
		03/16/23	09-23							
Check #.: 053074 Check Date.: 03/16/23		Vendor I.D.: OFF05	(OFFICE DEPOT, INC.)							
300690041-	ENVELOPE, TAPE, TABS, MARKERS & PAPER	03/01/23	03-23	A				186.31	.00	186.31
		03/16/23	09-23							
300691491-	DURABLE TABS/POST-IT	03/01/23	03-23	A				23.57	.00	23.57
		03/16/23	09-23							
** Vendor's Subtotal ----->								209.88	.00	209.88

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		Due Date	Fiscal						
Check #.: 053075 Check Date.: 03/16/23		Vendor I.D.: PGE01 (PG & E)							
C30314-	UTILITY - ELECTRIC FOR ACCT 3795	03/06/23	03-23	A			20.83	.00	20.83
		03/16/23	09-23						
C30315-	UTILITY -ELECTRIC FOR ACCT 2874	03/07/23	03-23	A			204.09	.00	204.09
		03/16/23	09-23						
** Vendor's Subtotal ----->							224.92	.00	224.92
Check #.: 053076 Check Date.: 03/16/23		Vendor I.D.: SMI02 (SMITH & NEWELL CERTIFIED PUBLIC ACCT)							
C30314-	AUDIT & PREP OF ANNUAL FINANCIAL REPORT FY 6-30-22	03/14/23	03-23				9733.50	.00	9733.50
		03/16/23	09-23						
Check #.: 053077 Check Date.: 03/16/23		Vendor I.D.: STA01 (STANDARD INSURANCE CO.)							
C30314-	Life Insurance	03/14/23	03-23	A			1863.13	.00	1863.13
		03/16/23	09-23						
Check #.: 053078 Check Date.: 03/16/23		Vendor I.D.: THR00 (3CORE)							
1705-	RUMIANO LOAN MANAGEMENT FOR FEB 2023	02/28/23	03-23				250.00	.00	250.00
		03/16/23	09-23						
Check #.: 053079 Check Date.: 03/16/23		Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)							
C30315-	FEB 2023 STATEMENT	03/15/23	03-23				7179.36	.00	7179.36
		03/16/23	09-23						
Check #.: 053080 Check Date.: 03/16/23		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)							
281136-	SAW CHAINS	03/07/23	03-23	A			51.46	.00	51.46
		03/16/23	09-23						
288352-	MASTER LOCK	03/15/23	03-23	A			15.00	.00	15.00
		03/16/23	09-23						
** Vendor's Subtotal ----->							66.46	.00	66.46
** Total Checks Paid ----->							219138.00	.00	219138.00

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-219138.00	-219138.00	Cash Clearing	Umpqua Bank-General	Checking
209 2400	428.99	-218709.01	Public Comp. Lb	Accounts Payable	
212 2400	277.77	-218431.24	Children'S Svc.	Accounts Payable	
301 2400	29816.73	-188614.51	General	Accounts Payable	
310 2400	187031.48	-1583.03	Rstp-Gas Tax	Accounts Payable	
313 2400	20.83	-1562.20	Willows Lightin	Accounts Payable	
318 2400	446.47	-1115.73	Sewer Maint.	Accounts Payable	
325 2400	206.00	-909.73	Water Enterpris	Accounts Payable	
326 2400	250.00	-659.73	Cdbg-Otc	Accounts Payable	
330 2400	575.00	-84.73	Community Discr	Accounts Payable	
341 2400	84.73	.00	Zip Books-State	Accounts Payable	

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CITY OF WILLOWS
Check Reversal/Replacement for 03-23
Vendor: PGE01 - Cash Acct: 000 1045
Check# 053075 - Date: 03/16/23

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Invoice #	Date	Account Number Information	Amount	Comment/Description	C Per I Per
C30314	03/06/23	Exp/Dist Acct: 313 4080 163	-20.83	UTILITY - ELECTRIC FOR ACCT 3795	03-23 03-23
		Invoice Total...:	-20.83		
C30315	03/07/23	Exp/Dist Acct: 318 4080 180	-204.09	UTILITY -ELECTRIC FOR ACCT 2874	03-23 03-23
		Invoice Total...:	-204.09		
		Check Total....:	-224.92		

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CITY OF WILLOWS
Check Reversal/Void
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G/L Account No	Total Amount	Extension
000 1045	224.92	224.92
313 4080 163	-20.83	204.09
318 4080 180	-204.09	.00

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				Invoice Date	Actual Period							
Invoice	No	Description		Due Date	Fiscal	Tm	G/L	Account	No	Gross Amount	Discount Amount	Net Amount
Check #.: 053081 Check Date.: 03/16/23				Vendor I.D.: PGE01 (PG & E)								
C30316-		UTILITY ELECTRIC FOR ACCT 2874		03/07/23	03-23	A				103.28	.00	103.28
				03/16/23	09-23							
C30317-		UTILITY ELECTRIC FOR ACCT 3795		03/06/23	03-23	A				20.83	.00	20.83
				03/16/23	09-23							
** Vendor's Subtotal ----->										124.11	.00	124.11
** Total Checks Paid ----->										124.11	.00	124.11
=====												

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-124.11	-124.11	Cash Clearing	Umpqua Bank-General Checking	
313 2400	20.83	-103.28	Willows Lightin	Accounts Payable	
318 2400	103.28	.00	Sewer Maint.	Accounts Payable	

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CITY OF WILLOWS
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		Invoice Date	Actual Period			Discount	Gross	Discount	Net
Invoice No	Description	Due Date	Fiscal	Tm	G/L	Account No	Amount	Amount	Amount
Check #.: 053082 Check Date.: 03/21/23		Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)							
654204-	PADDLE SEAT VALVE	03/16/23	03-23	A			43.08	.00	43.08
		03/21/23	09-23						
Check #.: 053083 Check Date.: 03/21/23		Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)							
C30320-	WATER FOR ACCT 6442	03/09/23	03-23	A			90.09	.00	90.09
		03/21/23	09-23						
C30321-	WATER & SEWER FOR ACCT 7777	03/14/23	03-23	A			3008.50	.00	3008.50
		03/21/23	09-23						
** Vendor's Subtotal ----->							3098.59	.00	3098.59
Check #.: 053084 Check Date.: 03/21/23		Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)							
000C30315-	PAYROLL ASSISTANCE	03/15/23	03-23	A			175.00	.00	175.00
		03/21/23	09-23						
000C303151-	ENHANCEMENT & SERVICE FEES	03/15/23	03-23	A			480.52	.00	480.52
		03/21/23	09-23						
** Vendor's Subtotal ----->							655.52	.00	655.52
Check #.: 053085 Check Date.: 03/21/23		Vendor I.D.: ELK02 (ELK GROVE AUTO)							
22683-	2023 RAM 1500 BIG HORN CREW CAB 4X4	03/15/23	03-23				61709.68	.00	61709.68
		03/21/23	09-23						
Check #.: 053086 Check Date.: 03/21/23		Vendor I.D.: FED00 (FEDEX)							
807108185-	FEDEX STANDARD OVERNIGHT SHIPPING	03/17/23	03-23				28.97	.00	28.97
		03/21/23	09-23						

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		Due Date	Fiscal						
		Check #.: 053087	Check Date.: 03/21/23	Vendor I.D.: HIT00	(HI-TECH EMERGENCY VEHICLE)				
175440-	LADDER SERVICE & PARTS	03/15/23 03/21/23	03-23 09-23				2751.75	.00	2751.75
		Check #.: 053088	Check Date.: 03/21/23	Vendor I.D.: JER00	(JEREMY'S PEST STOMPERS)				
39231-	PEST CONTROL FOR CITY HALL - MARCH 2023	03/20/23 03/21/23	03-23 09-23				55.00	.00	55.00
		Check #.: 053089	Check Date.: 03/21/23	Vendor I.D.: KNI03	(KNIFE RIVER CONSTRUCTION)				
285173-	WET PATCH & ENVIRONEMENTAL FEES	03/13/23 03/21/23	03-23 09-23				273.39	.00	273.39
		Check #.: 053090	Check Date.: 03/21/23	Vendor I.D.: OFF05	(OFFICE DEPOT, INC.)				
300216485-	COPY PAPER, MARKERS, NOTES & ENVELOPE	03/10/23 03/21/23	03-23 09-23	A			110.99	.00	110.99
		Check #.: 053091	Check Date.: 03/21/23	Vendor I.D.: SAC08	(SACRAMENTO VALLEY MIRROR)				
1347-	LEGAL ADVERTISING- REQUEST FOR CITY ATTORNEY	03/15/23 03/21/23	03-23 09-23	A			110.40	.00	110.40
		Check #.: 053092	Check Date.: 03/21/23	Vendor I.D.: WIL17	(WILLDAN)				
713752-	FOR PROFESSIONAL SERVICES THROUGH 2/24/2023	03/20/23 03/21/23	03-23 09-23				9708.02	.00	9708.02
		Check #.: 053093	Check Date.: 03/21/23	Vendor I.D.: WOR01	(WORK & PLAY POWERSPORTS)				
001-	2023 HONDA PIONEER 700 VIN#1HFVE0226P4800073	03/07/23 03/21/23	03-23 09-23				13250.00	.00	13250.00

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		Date	Period						
Check #.: 053094 Check Date.: 03/21/23		Due Date	Fiscal	Vendor I.D.: ZOL01 (ZOLL MEDICAL CORP.)					
3671521-	USB IRDA ADAPTER, CPR STAT-PADZ ELECTRODE, ECT.	02/23/23 03/21/23	03-23 09-23				3013.48	.00	3013.48
** Total Checks Paid ----->							94808.87	.00	94808.87

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-94808.87	-94808.87	Cash Clearing	Umpqua Bank-General	Checking
301 2400	94132.15	-676.72	General	Accounts Payable	
314 2400	273.39	-403.33	Gas Tax 2105	Accounts Payable	
318 2400	403.33	.00	Sewer Maint.	Accounts Payable	

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		Invoice Date	Actual Period						
Invoice No	Description	Due Date	Fiscal Tm	G/L	Account No	Discount	Gross Amount	Discount Amount	Net Amount
Check #.: 053095 Check Date.: 03/30/23		Vendor I.D.: ADA02 (ADAMS ASHBY GROUP INC)							
4581-	HOME LONG TERM MONITORING 2023 FOR WILLOWS SPRING	03/17/23 03/30/23	03-23 09-23				3400.00	.00	3400.00
Check #.: 053096 Check Date.: 03/30/23		Vendor I.D.: AMA00 (AMAZON.COM)							
C30327-	ZIP BOOK GRANT	02/28/23 03/30/23	03-23 09-23				115.26	.00	115.26
C30328-	BOOKS - ZIP BOOKS GRANT	03/01/23 03/30/23	03-23 09-23				1009.77	.00	1009.77
** Vendor's Subtotal ----->							1125.03	.00	1125.03
Check #.: 053097 Check Date.: 03/30/23		Vendor I.D.: AME02 (ARAMARK)							
50301-	CLEANING UNIFORMS FOR PUBLIC WORKS	03/21/23 03/30/23	03-23 09-23				158.78	.00	158.78
Check #.: 053098 Check Date.: 03/30/23		Vendor I.D.: AND01 (ANDY HEATH FINANCIAL SERVICES)							
2024-	SERVICES PROVIDED 2-21-23 TO 3-28-23	03/29/23 03/30/23	03-23 09-23				7627.50	.00	7627.50
Check #.: 053099 Check Date.: 03/30/23		Vendor I.D.: ATT01 (A.T. & T.)							
C30322-	TELEPHONE EXP FOR 2-19-23 TO 3-18-23	03/22/23 03/30/23	03-23 09-23	A			902.60	.00	902.60
Check #.: 053100 Check Date.: 03/30/23		Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)							
203736702-	NEW PRINT MAT. WILLOWS LIBRARY	03/06/23 03/30/23	03-23 09-23				166.05	.00	166.05

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		Due Date	Fiscal						
Check #.: 053101 Check Date.: 03/30/23		Vendor I.D.: BOB00 (BOB'S PLUMBING)							
4041-	REAPIRED WATER LEAK ON MAIN WATER LINE 3/1/23	03/11/23 03/30/23	03-23 09-23				590.00	.00	590.00
Check #.: 053102 Check Date.: 03/30/23		Vendor I.D.: CLE03 (CLEARWAY ENERGY LLC)							
989801-	KWH CHARGES FOR 2-1-23 TO 2-28-23	03/16/23 03/30/23	03-23 09-23				6805.59	.00	6805.59
Check #.: 053103 Check Date.: 03/30/23		Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)							
55790-	724994- PAVEMENT PROJECT	02/28/23 03/30/23	03-23 09-23				7441.25	.00	7441.25
55820-	4799 246 N HUMBOLDT AVE- BLACK BEAR SIGNAGE	03/03/23 03/30/23	03-23 09-23				2247.50	.00	2247.50
55821-	4791 1240 W WOOD- JACK IN THE BOX SIGNAGE	03/06/23 03/30/23	03-23 09-23				2983.75	.00	2983.75
55857-	4612 110 W SYCAMORE ST- NOODLE HOUSE	02/28/23 03/30/23	03-23 09-23				787.50	.00	787.50
55860-	4641 245 S TEHAMA ST- 4 PLEX APT BLDG.	02/28/23 03/30/23	03-23 09-23				2966.25	.00	2966.25
55861-	BUILDING DEPT. SERVICES	02/28/23 03/30/23	03-23 09-23				67.50	.00	67.50
55862-	725000 TEHAMA ST BRIDGE REPAIR	02/28/23 03/30/23	03-23 09-23				5307.50	.00	5307.50
55879-	4746 110 W SYCAMORE - NOODLE HOUSE	02/28/23 03/30/23	03-23 09-23				900.00	.00	900.00
55912-	WILLOWS CITY ENGINEERING 22/23	02/28/23 03/30/23	03-23 09-23				7207.50	.00	7207.50
55941-	JACK IN THE BOX DEVELOPMENT- 1240 WOOD ST	02/28/23 03/30/23	03-23 09-23				112.50	.00	112.50
55950-	724989- WILLOWS LLAD FY 23-24	02/28/23 03/30/23	03-23 09-23				760.00	.00	760.00
55987-	725002 216 N. PLUMAS STREET	02/28/23 03/30/23	03-23 09-23				155.00	.00	155.00
** Vendor's Subtotal ----->							30936.25	.00	30936.25

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		Due Date	Fiscal		G/L Account No			
Check #.: 053104 Check Date.: 03/30/23		Vendor I.D.: COM16 (COMCAST CABLE)						
C30327-	SERVICE FROM 3-19-23 TO 4-18-23 ACCT 6196	03/14/23 03/30/23	03-23 09-23			157.69	.00	157.69
Check #.: 053105 Check Date.: 03/30/23		Vendor I.D.: COR10 (CORNING LUMBER WILLOWS)						
322376-	CDX PLYWOOD 5PLY	03/21/23 03/30/23	03-23 09-23			21.11	.00	21.11
322645-	CDX PLYWOOD 5PLY	03/22/23 03/30/23	03-23 09-23			32.90	.00	32.90
323442-	WAFER BOARD & FASTAP SCREWS, ECT	03/24/23 03/30/23	03-23 09-23			64.33	.00	64.33
** Vendor's Subtotal ----->						118.34	.00	118.34
Check #.: 053106 Check Date.: 03/30/23		Vendor I.D.: CRE01 (CREATIVE COMPOSITION)						
22341-	BUSINESS CARDS	03/27/23 03/30/23	03-23 09-23	A		313.00	.00	313.00
Check #.: 053107 Check Date.: 03/30/23		Vendor I.D.: CTC00 (CTC TECHNOLOGY & ENERGY)						
23240097-	FOR OCT- DEC 2022	03/16/23 03/30/23	03-23 09-23			2619.36	.00	2619.36
Check #.: 053108 Check Date.: 03/30/23		Vendor I.D.: DOW01 (DOWN RANGE INDOOR TRAINING CENTER)						
595969-	B1751 CAPTAIN BLACKINTON BADGE, ECT.	01/18/23 03/30/23	03-23 09-23			374.63	.00	374.63
Check #.: 053109 Check Date.: 03/30/23		Vendor I.D.: FP000 (FRANCOTYP-POSTALIA, INC.)						
105697589-	POSTBASE IMI COMMERCIAL NPSD	03/19/23 03/30/23	03-23 09-23			421.46	.00	421.46

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 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 03/30/23 Cash Account No.: 000 1045

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 ID #: FY-CL
 CTL.: WIL

		Invoice Date	Actual Period						
Invoice No	Description	Due Date	Fiscal Tm	G/L	Account No	Discount	Gross Amount	Discount Amount	Net Amount
Check #.: 053110 Check Date.: 03/30/23		Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)							
C30327-	FUEL FOR FEB 2023 FOR FIRE DEPT	02/28/23	03-23	A			1044.71	.00	1044.71
		03/30/23	09-23						
C30329-	MONTHLY STATEMENT FOR FEB 2023- PUBLIC WORKS	02/28/23	03-23	A			3046.47	.00	3046.47
		03/30/23	09-23						
** Vendor's Subtotal ----->							4091.18	.00	4091.18
Check #.: 053111 Check Date.: 03/30/23		Vendor I.D.: GLE45 (GLENN COUNTY ELECTIONS DEPARTMENT)							
45533-	2022 GENERAL ELECTIONS	03/22/23	03-23				1487.27	.00	1487.27
		03/30/23	09-23						
Check #.: 053112 Check Date.: 03/30/23		Vendor I.D.: HAW00 (HAWKS AND HOUNDS, INC.)							
001-	TRIPLE RAPTOR RALLY W/FLIGHT & TRAVEL	03/25/23	03-23				505.60	.00	505.60
		03/30/23	09-23						
Check #.: 053113 Check Date.: 03/30/23		Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)							
0025666-	BARRACUDA 190 RENEWAL	03/23/23	03-23				1750.00	.00	1750.00
		03/30/23	09-23						
0025670-	SERVER WARRANTY	03/23/23	03-23				1476.00	.00	1476.00
		03/30/23	09-23						
** Vendor's Subtotal ----->							3226.00	.00	3226.00
Check #.: 053114 Check Date.: 03/30/23		Vendor I.D.: MAX01 (MAXIMUM SECURITY SYSTEMS)							
34434-	QUARTERLY MONITORING SERVICE	03/15/23	03-23				60.00	.00	60.00
		03/30/23	09-23						

REPORT.: Mar 30 23 Thursday
 RUN...: Mar 30 23 Time: 16:36
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 03/30/23 Cash Account No.: 000 1045

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 ID #: PY-CL
 CTL.: WIL

		Invoice Date	Actual Period			Discount	Gross	Discount	Net
Invoice	No Description	Due Date	Fiscal	Tm	G/L	Account No	Amount	Amount	Amount
Check #.: 053115 Check Date.: 03/30/23		Vendor I.D.: NBS00 (NBS)							
1613-	DISCLOSURE- CONTINUING DISCLOSURE REPORT, ECT.	03/22/23 03/30/23	03-23 09-23				2563.75	.00	2563.75
Check #.: 053116 Check Date.: 03/30/23		Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)							
291534103-	STAMP, SELF INK WITH CREDIT APPLIED INV 289142448	01/31/23 03/30/23	03-23 09-23	A			27.42	.00	27.42
Check #.: 053117 Check Date.: 03/30/23		Vendor I.D.: PGE01 (PG & E)							
C30330-	UTILITY ELECTRIC FOR ACCT 1537	03/16/23 03/30/23	03-23 09-23	A			10486.35	.00	10486.35
Check #.: 053118 Check Date.: 03/30/23		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)							
289504-	KEYS	03/22/23 03/30/23	03-23 09-23	A			4.27	.00	4.27
** Total Checks Paid ----->							78168.12	.00	78168.12

REPORT.: Mar 30 23 Thursday
RUN....: Mar 30 23 Time: 16:36
Run By.: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
General Ledger Accounts Summary for March 30, 2023
Accounting Period is March, 2023

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-78168.12	-78168.12	Cash Clearing	Umpqua Bank-General	Checking
212 2400	505.60	-77662.52	Children'S Svc.	Accounts Payable	
301 2400	58392.14	-19270.38	General	Accounts Payable	
313 2400	206.77	-19063.61	Willows Lightin	Accounts Payable	
315 2400	4198.20	-14865.41	Gas Tax 2106	Accounts Payable	
318 2400	7721.02	-7144.39	Sewer Maint.	Accounts Payable	
341 2400	1125.03	-6019.36	Zip Books-State	Accounts Payable	
347 2400	3400.00	-2619.36	Home-Pi	Accounts Payable	
352 2400	2619.36	.00	Clsa Delivery	Accounts Payable	

REPORT.: Apr 05 23 Wednesday
 RUN...: Apr 05 23 Time: 15:34
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 04/05/23 Cash Account No.: 000 1045

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Invoice No	Description	Invoice Date	Actual Period	Tm	G/L	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal			Account No			
Check #.: 053119 Check Date.: 04/05/23		Vendor I.D.: AMA00 (AMAZON.COM)							
1Y949XTFC-	LIBRARY- ZIP BOOKS GRANT	04/01/23	04-23				1230.53	.00	1230.53
		04/05/23	10-23						
Check #.: 053120 Check Date.: 04/05/23		Vendor I.D.: AME02 (ARAMARK)							
55211-	CLEANING UNIFORMS FOR PUBLIC WORKS	03/28/23	04-23				158.78	.00	158.78
		04/05/23	10-23						
60912-	CLEANING UNIFORMS FOR PUBLIC WORKS	04/04/23	04-23				158.78	.00	158.78
		04/05/23	10-23						
** Vendor's Subtotal ----->							317.56	.00	317.56
Check #.: 053121 Check Date.: 04/05/23		Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)							
654098-	KEY STOC	03/15/23	04-23	A			4.72	.00	4.72
		04/05/23	10-23						
654281-	LUBRIPLATE MOTOR ASSY	03/17/23	04-23	A			17.15	.00	17.15
		04/05/23	10-23						
654462-	OIL FILTER, REMAN WIPER MOTOR, ECT	03/21/23	04-23	A			195.09	.00	195.09
		04/05/23	10-23						
654474-	MAX- 30 FUSE	03/21/23	04-23	A			11.23	.00	11.23
		04/05/23	10-23						
** Vendor's Subtotal ----->							228.19	.00	228.19
Check #.: 053122 Check Date.: 04/05/23		Vendor I.D.: BEN02 (BENNETT ENGINEERING SERVICES)							
22101083-	01 PLANNING GRANT APPLICATION- OCT 2022	11/16/22	04-23				3736.25	.00	3736.25
		04/05/23	10-23						
22111149-	01 PLANNING GRANT APPLICATION - NOV 2022	12/08/23	04-23				5146.50	.00	5146.50
		04/05/23	10-23						
** Vendor's Subtotal ----->							8882.75	.00	8882.75
Check #.: 053123 Check Date.: 04/05/23		Vendor I.D.: CIT06 (CITY OF ORLAND)							
149-	COMPENSATION FOR LIBRARY DIRECTOR JAN-MARCH 2023	03/31/23	04-23	A			23507.37	.00	23507.37
		04/05/23	10-23						
Check #.: 053124 Check Date.: 04/05/23		Vendor I.D.: COA00 (COASTLAND CIVIL ENGINEERING)							
55850-	724828 GREEN STREET REHABILITATION	02/28/23	04-23				56.25	.00	56.25
		04/05/23	10-23						
55997-	72-4949 FOR WILLOWS PACIFIC AVE CM	02/28/23	04-23				25596.31	.00	25596.31
		04/05/23	10-23						
** Vendor's Subtotal ----->							25652.56	.00	25652.56
Check #.: 053125 Check Date.: 04/05/23		Vendor I.D.: COL08 (COLE HUBER LLP)							
42196-	GENERAL COUNSEL SERVICES	03/28/23	04-23				17111.52	.00	17111.52
		04/05/23	10-23						
42197-	141 N CRAWFORD- ABATEMENT/RECEIVERSHIP	03/28/23	04-23				2698.34	.00	2698.34
		04/05/23	10-23						
** Vendor's Subtotal ----->							19809.86	.00	19809.86
Check #.: 053126 Check Date.: 04/05/23		Vendor I.D.: COM16 (COMCAST CABLE)							
C30403-	SERVICES FROM 3-29-23 TO 4-28-23 ACCT 5941	03/24/23	04-23				147.94	.00	147.94
		04/05/23	10-23						
Check #.: 053127 Check Date.: 04/05/23		Vendor I.D.: CRE01 (CREATIVE COMPOSITION)							
19601-	SHINGLES INSERTS FOR PRESENTATION FOLDERS DESIGN	03/28/23	04-23	A			1014.33	.00	1014.33
		04/05/23	10-23						
22429-	BUSINESS CARDS- DAVID VODDEN	03/30/23	04-23	A			111.97	.00	111.97
		04/05/23	10-23						
** Vendor's Subtotal ----->							1126.30	.00	1126.30

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CITY OF WILLOWS
 Automatic Check Listing/Update
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Invoice No	Description	Invoice Date	Actual Period	Tm	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
Check #.: 053128 Check Date.: 04/05/23		Vendor I.D.: GAN01	(GANDY-STALEY OIL CO.)					
C30405-	MONTHLY STATEMENT FOR PUBLIC WORKS - MARCH 2023	03/31/23 04/05/23	04-23 10-23	A		2415.54	.00	2415.54
Check #.: 053129 Check Date.: 04/05/23		Vendor I.D.: HIN02	(HINDERLITER DELLAMAS & ASSOCIATES)					
026380-	CONTRACT SERVICES - SALE TAX JAN-MARCH 2023	03/30/23 04/05/23	04-23 10-23			1122.27	.00	1122.27
Check #.: 053130 Check Date.: 04/05/23		Vendor I.D.: INK01	(THE INKWELL)					
375456-	TONER	03/29/23 04/05/23	04-23 10-23	A		544.77	.00	544.77
Check #.: 053131 Check Date.: 04/05/23		Vendor I.D.: ITF01	(INDUSTRIAL TRUCK & FARM)					
601403-	HIL150003, 1/4-20 HX NT USS, ECT	03/29/23 04/05/23	04-23 10-23	A		24.02	.00	24.02
Check #.: 053132 Check Date.: 04/05/23		Vendor I.D.: MAT01	(MATSON & ISOM TECHNOLOGY CONSULTING INC)					
87803-	FY2022-23 NETWORK INFRASTRUCTURE REFRESH	03/31/23 04/05/23	04-23 10-23			1158.75	.00	1158.75
Check #.: 053133 Check Date.: 04/05/23		Vendor I.D.: MEN02	(MENDES SUPPLY COMPANY)					
062966-	MIC CLEAR CAN LINERS, NATURAL TOWEL, ECT	04/03/23 04/05/23	04-23 10-23			132.42	.00	132.42
Check #.: 053134 Check Date.: 04/05/23		Vendor I.D.: NBS00	(NBS)					
1650-	COP - 2021 SEWER SYSTEM FINANCING PROJECT	03/31/23 04/05/23	04-23 10-23			1863.75	.00	1863.75
Check #.: 053135 Check Date.: 04/05/23		Vendor I.D.: NOR43	(ACCESS)					
10174639-	EXECUTIVE CONSOLE- SERVICE/PLANT	03/31/23 04/05/23	04-23 10-23			93.39	.00	93.39
Check #.: 053136 Check Date.: 04/05/23		Vendor I.D.: NSW00	(NORTH STATE WATER TREATMENT)					
1145-	MONTHLY WATER SERVICE FEE	04/01/23 04/05/23	04-23 10-23			150.00	.00	150.00
Check #.: 053137 Check Date.: 04/05/23		Vendor I.D.: ORL08	(ORLAND SAW & MOWER)					
049576-	CARBIDE RESCUE CHAIN SHARP	03/27/23 04/05/23	04-23 10-23			125.00	.00	125.00
Check #.: 053138 Check Date.: 04/05/23		Vendor I.D.: PAX00	(WYATT PAXTON)					
653-	MARCH PERMIT SERVICES, CODE ENFORCEMENT, ECT.	04/03/23 04/05/23	04-23 10-23			5940.00	.00	5940.00
Check #.: 053139 Check Date.: 04/05/23		Vendor I.D.: RAY03	(RAY MORGAN COMPANY)					
4055203-	WATER SYSTEM	03/17/23 04/05/23	04-23 10-23	A		63.28	.00	63.28
Check #.: 053140 Check Date.: 04/05/23		Vendor I.D.: SAC08	(SACRAMENTO VALLEY MIRROR)					
1380-	LEGAL ADVERTISING	03/29/23 04/05/23	04-23 10-23	A		239.20	.00	239.20
Check #.: 053141 Check Date.: 04/05/23		Vendor I.D.: SEV00	(INFRAMARK, LLC)					
92558-	BASE OPERATING,REPAIRS & MAINTENANCE APRIL 2023	04/04/23 04/05/23	04-23 10-23			51434.48	.00	51434.48

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CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 04/05/23 Cash Account No.: 000 1045

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Invoice	No	Description	Invoice	Actual	G/L	Account	No	Gross	Discount	Net
			Date	Period						
			Due Date	Fiscal	Tm			Amount	Amount	Amount
Check #: 053142 Check Date.: 04/05/23 Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)										
C30403-		SERVICE FOR 3/1/23 TO 3/31/23	04/03/23	04-23				1283.62	.00	1283.62
			04/05/23	10-23						
Check #: 053143 Check Date.: 04/05/23 Vendor I.D.: USB02 (US BANK)										
497555805-		EQUIPMENT MAINTENANCE	03/27/23	04-23				647.33	.00	647.33
			04/05/23	10-23						
Check #: 053144 Check Date.: 04/05/23 Vendor I.D.: USB03 (US BANK ST. PAUL CM-9703)										
13666821-		DEBT TAXABLE PENSION	03/27/23	04-23				125.00	.00	125.00
			04/05/23	10-23						
Check #: 053145 Check Date.: 04/05/23 Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)										
C30405-		MONTHLY STATEMENT FOR MARCH 2023	03/22/23	04-23				1648.84	.00	1648.84
			04/05/23	10-23						
Check #: 053146 Check Date.: 04/05/23 Vendor I.D.: VER02 (VERIZON WIRELESS)										
993109899-		TELEPHONE EXP. FEB 27- MARCH 26 2023	03/26/23	04-23				298.84	.00	298.84
			04/05/23	10-23						
Check #: 053147 Check Date.: 04/05/23 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)										
281336-		WASHERS, EXTENSION, ECT	03/23/23	04-23	A			11.10	.00	11.10
			04/05/23	10-23						
281541-		SHARPEN CHAIN SAW	03/22/23	04-23	A			116.00	.00	116.00
			04/05/23	10-23						
288232-		1/2 3 3/4 ANCHOR, COMP. CPG, ECT	03/23/23	04-23	A			20.15	.00	20.15
			04/05/23	10-23						
** Vendor's Subtotal ----->								147.25	.00	147.25
** Total Checks Paid ----->								150360.81	.00	150360.81
								=====	=====	=====

REPORT.: Apr 05 23 Wednesday
RUN...: Apr 05 23 Time: 15:34
Run By.: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
General Ledger Accounts Summary for April 05, 2023
Accounting Period is April, 2023

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-150360.81	-150360.81	Cash Clearing	Umpqua Bank-General	Checking
301 2400	61242.08	-89118.73	General	Accounts Payable	
318 2400	86723.87	-2394.86	Sewer Maint.	Accounts Payable	
325 2400	150.00	-2244.86	Water Enterpris	Accounts Payable	
341 2400	1230.53	-1014.33	Zip Books-State	Accounts Payable	
440 2400	1014.33	.00	USDA RDBG Grant	Accounts Payable	

REPORT: Apr 06 23 Thursday
RUN: Apr 06 23 Time: 10:13
Run By: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
Control Date.: 04/06/23 Cash Account No.: 000 1045

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ID #: PY-CL
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Invoice No	Description	Invoice Date	Actual Period	Discount G/L	Account No	Gross Amount	Discount Amount	Net Amount
Check #: 053148 Check Date.: 04/06/23 Vendor I.D.: CIT08 (CITY OF WILLOWS)								
C30406-	2 CERTIFICATE OF DEPOSITS	04/06/23	04-23			350000.00	.00	350000.00
		04/06/23	10-23					
** Total Checks Paid ----->						350000.00	.00	350000.00

REPORT.: Apr 13 23 Thursday
 RUN...: Apr 13 23 Time: 16:22
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 04/13/23 Cash Account No.: 000 1045

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Invoice	No	Description	Invoice	Actual	Tm	Discount	Gross	Discount	Net
			Date	Period					
			Due Date	Fiscal					
Check #.: 053149 Check Date.: 04/13/23			Vendor I.D.: AMA00 (AMAZON CAPITAL SERVICES)						
C30413-	WILLOWS LIBRARY-	ZIP BOOKS	04/01/23	04-23			1230.53	.00	1230.53
			04/13/23	10-23					
Check #.: 053150 Check Date.: 04/13/23			Vendor I.D.: AME02 (ARAMARK)						
66505-	CLEANING UNIFORMS FOR PUBLIC WORKS		04/11/23	04-23			158.78	.00	158.78
			04/13/23	10-23					
Check #.: 053151 Check Date.: 04/13/23			Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)						
203742774-	NEW PRINT MAT. WILLOWS LIBRARY		04/03/23	04-23			624.40	.00	624.40
			04/13/23	10-23					
Check #.: 053152 Check Date.: 04/13/23			Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)						
655190-	BULK BATTERY CABLE AND BATTERY TERMINAL		03/30/23	04-23	A		125.10	.00	125.10
			04/13/23	10-23					
655202-	LOOM SPLIT POLY & CARB KIT		03/30/23	04-23	A		43.09	.00	43.09
			04/13/23	10-23					
655535-	MIRROR BRACKET		04/04/23	04-23	A		52.02	.00	52.02
			04/13/23	10-23					
655709-	AXLE FLANGE GASKET		04/06/23	04-23	A		12.59	.00	12.59
			04/13/23	10-23					
** Vendor's Subtotal ----->							232.80	.00	232.80
Check #.: 053153 Check Date.: 04/13/23			Vendor I.D.: CLE04 (CLEARLAKE LAVA, INC)						
22692-	RECYCLED BASE		03/31/23	04-23			268.13	.00	268.13
			04/13/23	10-23					
Check #.: 053154 Check Date.: 04/13/23			Vendor I.D.: COL08 (COLE HUBER LLP)						
42333-	GENERAL COUNSEL SERVICES		04/05/23	04-23			21085.89	.00	21085.89
			04/13/23	10-23					
42334-	141 N CRAWFORD ABATEMENT/ RECEIVERSHIP		04/05/23	04-23			2198.82	.00	2198.82
			04/13/23	10-23					
** Vendor's Subtotal ----->							23284.71	.00	23284.71
Check #.: 053155 Check Date.: 04/13/23			Vendor I.D.: CUR01 (L.N. CURTIS & SONS)						
692009-	LITER CALIBRATION GAS, LINE VALVE REPLACEMENT, ECT		03/28/23	04-23	A		415.11	.00	415.11
			04/13/23	10-23					
Check #.: 053156 Check Date.: 04/13/23			Vendor I.D.: EB300 (EB3 DEVELOPMENT)						
0002-	USDA RDBG PROJECT - TECHNICAL ASSISTANCE		03/30/23	04-23			14115.00	.00	14115.00
			04/13/23	10-23					
Check #.: 053157 Check Date.: 04/13/23			Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)						
C30413-	FEB AND MARCH 2023 FUEL FOR FIRE DEPT		03/31/23	04-23	A		1767.28	.00	1767.28
			04/13/23	10-23					
Check #.: 053158 Check Date.: 04/13/23			Vendor I.D.: GLE13 (GLENN CO. CLERK-RECORDER)						
C30412-	NOTICE OF EXEMPTION FOR HOUSING ELEMENT UPDATE PRO		04/11/23	04-23	A		50.00	.00	50.00
			04/13/23	10-23					
Check #.: 053159 Check Date.: 04/13/23			Vendor I.D.: GRA00 (GRAY ROCK TRUCKING)						
51623-	3/4 BASE ROCK		04/06/23	04-23			280.00	.00	280.00
			04/13/23	10-23					

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CITY OF WILLOWS
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 Control Date.: 04/13/23 Cash Account No.: 000 1045

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Invoice	No	Description	Invoice	Actual	Tm	G/L	Discount	Gross	Discount	Net
			Date	Period						
			Due Date	Fiscal			Account No	Amount	Amount	Amount
Check #.: 053160 Check Date.: 04/13/23			Vendor I.D.: INT16 (INTERSTATE BATTERY SYSTEM OF REDDING)							
30064388-		STUMPER	04/04/23	04-23				127.43	.00	127.43
			04/13/23	10-23						
Check #.: 053161 Check Date.: 04/13/23			Vendor I.D.: LEA01 (LEAGUE OF CA. CITIES)							
5155-		MEMBERSHIP DUES FOR SACRAMENTO VALLEY DIVISION 23	01/25/23	04-23	A			100.00	.00	100.00
			04/13/23	10-23						
Check #.: 053162 Check Date.: 04/13/23			Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)							
87802-		ASSOCIATE CONSULTANT REMOTE WORK	03/31/23	04-23				1938.75	.00	1938.75
			04/13/23	10-23						
88167-		CLEARIT PARTNER PROGRAM	04/10/23	04-23				4534.00	.00	4534.00
			04/13/23	10-23						
88187-		WEBSITE SECURITY PATCHING PREFORMED	04/10/23	04-23				468.00	.00	468.00
			04/13/23	10-23						
** Vendor's Subtotal ----->								6940.75	.00	6940.75
Check #.: 053163 Check Date.: 04/13/23			Vendor I.D.: MJB01 (MJB WELDING SUPPLY, INC.)							
01426810-		CYLINDER RENTAL	03/31/23	04-23	A			49.60	.00	49.60
			04/13/23	10-23						
Check #.: 053164 Check Date.: 04/13/23			Vendor I.D.: NOR18 (NORTHERN CALIF. GLOVES)							
1558089-		LATEX PF HIRISK	04/05/23	04-23				203.25	.00	203.25
			04/13/23	10-23						
Check #.: 053165 Check Date.: 04/13/23			Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)							
307047816-		LABELS, PAPER, ENVELOPES, ERASERS, & PADS OF PAPER	04/03/23	04-23	A			172.57	.00	172.57
			04/13/23	10-23						
307174531-		ORGANIZER	04/03/23	04-23	A			48.79	.00	48.79
			04/13/23	10-23						
** Vendor's Subtotal ----->								221.36	.00	221.36
Check #.: 053166 Check Date.: 04/13/23			Vendor I.D.: PAP00 (PAPE MACHINERY INC.)							
14329032-		PUSH PULL CABLE	04/07/23	04-23				50.34	.00	50.34
			04/13/23	10-23						
Check #.: 053167 Check Date.: 04/13/23			Vendor I.D.: PGE01 (PG & E)							
C30411-		UTILITY ELECTRIC FOR MARCH 2023 ACCT 2874	04/05/23	04-23	A			100.81	.00	100.81
			04/13/23	10-23						
C30412-		UTILITY ELECTRIC FOR MARCH 2023 ACCT 3795	04/04/23	04-23	A			96.23	.00	96.23
			04/13/23	10-23						
** Vendor's Subtotal ----->								197.04	.00	197.04
Check #.: 053168 Check Date.: 04/13/23			Vendor I.D.: PLE00 (PLEXUS GLOBAL LLC)							
15893-		PRE EMPLOYMENT DOT AND DOT RANDOMS	03/31/23	04-23				160.00	.00	160.00
			04/13/23	10-23						
Check #.: 053169 Check Date.: 04/13/23			Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)							
1305-		NOTICE TO BIDDERS FOR REPORTING SOFTWARE	02/27/23	04-23	A			82.00	.00	82.00
			04/13/23	10-23						
1400-		LEGAL ADVERTISING FOR FIRE ENGINE AND DODGE CREW	04/03/23	04-23	A			266.80	.00	266.80
			04/13/23	10-23						
1412-		LEGAL ADVERTISING FOR USE PERMIT #MUP-23-01	04/11/23	04-23	A			55.20	.00	55.20
			04/13/23	10-23						
** Vendor's Subtotal ----->								404.00	.00	404.00

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Invoice	No	Description	Invoice	Actual	Tm	G/L	Account	No	Discount	Gross	Discount	Net
			Date	Period								
			Due Date	Fiscal								
Check #.: 053170 Check Date.: 04/13/23			Vendor I.D.: THR00 (3CORE)									
1710-	RUMIANO LOAN MANAGEMENT FOR MARCH 2023		03/31/23 04/13/23	04-23 10-23						625.00	.00	625.00
Check #.: 053171 Check Date.: 04/13/23			Vendor I.D.: VAL01 (VALLEY ROCK PRODUCTS)									
78176-	GLENN CO. RECLAMATION FEE & 3/4 BASE ROCK		04/06/23 04/13/23	04-23 10-23	A					325.33	.00	325.33
Check #.: 053172 Check Date.: 04/13/23			Vendor I.D.: WIL07 (WILLOWS CHAMBERS OF COMMERCE)									
C30410-	CHAMBER DONATION 2023		04/10/23 04/13/23	04-23 10-23	A					5000.00	.00	5000.00
Check #.: 053173 Check Date.: 04/13/23			Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)									
280044-	EXPANSION PLUG		02/23/23 04/13/23	04-23 10-23	A					6.42	.00	6.42
288510-	DEAD BOLT AND RE KEY		03/23/23 04/13/23	04-23 10-23	A					27.15	.00	27.15
290318-	HEDGE TRIMMER		04/07/23 04/13/23	04-23 10-23	A					27.15	.00	27.15
** Vendor's Subtotal ----->										60.72	.00	60.72
Check #.: 053174 Check Date.: 04/13/23			Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)									
93715-	CAULK ALEX FDRY WH10.1 OZ		03/13/23 04/13/23	04-23 10-23						6.00	.00	6.00
93743-	SIGN DECO FIRE EXT 5"X7"		03/13/23 04/13/23	04-23 10-23						8.58	.00	8.58
93752-	FILLER WATER PUTTY 4LB		03/14/23 04/13/23	04-23 10-23						12.86	.00	12.86
93786-	ACE BEST RLR M FRM 4X3/8		03/15/23 04/13/23	04-23 10-23						14.99	.00	14.99
94020-	CERAMIC DISC MAGNET & AIR ILTERS		03/21/23 04/13/23	04-23 10-23						24.23	.00	24.23
94039-	RYL EXT SG UWB 1G		03/22/23 04/13/23	04-23 10-23						21.46	.00	21.46
94088-	CONCRETE MIX 60# PALLET CREDIT APPLIED 93572		03/23/23 04/13/23	04-23 10-23						19.48	.00	19.48
94093-	KEY KWIKSET KEW-ACE		03/23/23 04/13/23	04-23 10-23						12.83	.00	12.83
94095-	CONCRETE MIX 60# PALLET APPLIED CREDIT 83834		03/23/23 04/13/23	04-23 10-23						20.37	.00	20.37
94319-	BATTERY ALKALINE AA AND GIGASTONE SDHC CARD		03/29/23 04/13/23	04-23 10-23						26.79	.00	26.79
94349-	PUSH COUPLING 3/8"X1/4"		03/30/23 04/13/23	04-23 10-23						8.57	.00	8.57
** Vendor's Subtotal ----->										176.16	.00	176.16
** Total Checks Paid ----->										57067.72	.00	57067.72

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 General Ledger Accounts Summary for April 13, 2023
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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-57067.72	-57067.72	Cash Clearing	Umpqua Bank-General	Checking
301 2400	39891.57	-17176.15	General	Accounts Payable	
311 2400	325.33	-16850.82	Gas Tax-SblRpmt	Accounts Payable	
313 2400	96.23	-16754.59	Willows Lightin	Accounts Payable	
318 2400	515.93	-16238.66	Sewer Maint.	Accounts Payable	
326 2400	625.00	-15613.66	Cdbg-Otc	Accounts Payable	
341 2400	1230.53	-14383.13	Zip Books-State	Accounts Payable	
372 2400	268.13	-14115.00	Gas Tax 2103	Accounts Payable	
440 2400	14115.00	.00	USDA RDBG Grant	Accounts Payable	

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CITY OF WILLOWS
 Automatic Check Listing/Update
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Invoice No	Description	Invoice Date	Actual Period	Tm	G/L	Discount	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal			Account No			
Check #: 053175 Check Date.: 04/19/23		Vendor I.D.: AMA00	(AMAZON CAPITAL SERVICES)						
1MDC11MX4-	ZIP BOOKS	03/01/23 04/19/23	04-23 10-23				1009.77	.00	1009.77
Check #: 053176 Check Date.: 04/19/23		Vendor I.D.: AND01	(ANDY HEATH FINANCIAL SERVICES)						
2025-	SERVICES PROVIDED FROM 3/29/23 TO 4/18/23	04/19/23 04/19/23	04-23 10-23				2362.50	.00	2362.50
Check #: 053177 Check Date.: 04/19/23		Vendor I.D.: FED00	(FEDEX)						
810043904-	FEDEX OVERNIGHT SHIPPING TO COASTLAND	04/14/23 04/19/23	04-23 10-23				39.69	.00	39.69
Check #: 053178 Check Date.: 04/19/23		Vendor I.D.: GAY02	(GAYNOR TELESYSTEMS, INC.)						
42468-	ADJUSTMENTS TO PHONE TREE	03/31/23 04/19/23	04-23 10-23				145.00	.00	145.00
Check #: 053179 Check Date.: 04/19/23		Vendor I.D.: HEL01	(HELENA CHEMICAL COMPANY)						
98346590-	GOALTENDER, DIMENSION 2EW, GALLERY SC & ROUND UP	04/13/23 04/19/23	04-23 10-23				5838.16	.00	5838.16
Check #: 053180 Check Date.: 04/19/23		Vendor I.D.: JER00	(JEREMY'S PEST STOMPERS)						
472317-	PEST CONTROL FOR CITY HALL FOR APRIL 2023	04/07/23 04/19/23	04-23 10-23				55.00	.00	55.00
Check #: 053181 Check Date.: 04/19/23		Vendor I.D.: KNI03	(KNIFE RIVER CONSTRUCTION)						
285960-	WET PATCH & ENVIRONMENTAL FEE	04/04/23 04/19/23	04-23 10-23				374.93	.00	374.93
286014-	PACIFIC AVE REHABILITATION PROJECT #3	04/12/23 04/19/23	04-23 10-23				88038.40	.00	88038.40
** Vendor's Subtotal ----->							88413.33	.00	88413.33
Check #: 053182 Check Date.: 04/19/23		Vendor I.D.: NCC01	(NCCSIF)						
2665-	WORKERS COMP FY 2022-23 Q4	04/01/23 04/19/23	04-23 10-23	A			33208.25	.00	33208.25
Check #: 053183 Check Date.: 04/19/23		Vendor I.D.: NEC00	(NEC FINANCIAL SERVICES LLC)						
2564404-	NEC PHONE SYSTEMEM FOR APRIL 2023	04/07/23 04/19/23	04-23 10-23				268.08	.00	268.08
Check #: 053184 Check Date.: 04/19/23		Vendor I.D.: PET04	(P.F. PETTIBONE & CO.)						
183760-	LEATHER MINUTE BOOKS	04/17/23 04/19/23	04-23 10-23	A			250.95	.00	250.95
Check #: 053185 Check Date.: 04/19/23		Vendor I.D.: SCH03	(SCHOOL LIFE)						
200068251-	BALL- CHAIN- 24: HYPOALLERGENIC 24" BALL CHAIN	04/10/23 04/19/23	04-23 10-23				60.08	.00	60.08
200068253-	IREAD BRAG TAG VALUE PACK & 24" BALL CHAIN	04/10/23 04/19/23	04-23 10-23				35.09	.00	35.09
** Vendor's Subtotal ----->							95.17	.00	95.17
** Total Checks Paid ----->							131685.90	.00	131685.90

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-131685.90	-131685.90	Cash Clearing	Umpqua Bank-General	Checking
212 2400	95.17	-131590.73	Children'S Svc.	Accounts Payable	
301 2400	39832.37	-91758.36	General	Accounts Payable	
310 2400	88038.40	-3719.96	Rstp-Gas Tax	Accounts Payable	
318 2400	2335.26	-1384.70	Sewer Maint.	Accounts Payable	
341 2400	1009.77	-374.93	Zip Books-State	Accounts Payable	
372 2400	374.93	.00	Gas Tax 2103	Accounts Payable	

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				Invoice Date	Actual Period					
Invoice No	Description			Due Date	Fiscal Tm	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
Check #.: 053186 Check Date.: 04/26/23				Vendor I.D.: ALV03	(ALVES DOOR COMPANY, INC.)					
9721-	LABOR- INSTALL NEW BOTTOM PANEL ON SHOP DOOR			04/19/23 04/26/23	04-23 10-23			400.00	.00	400.00
Check #.: 053187 Check Date.: 04/26/23				Vendor I.D.: AME02	(ARAMARK)					
71921-	CLEANING UNIFORMS FOR PUBLIC WORKS			04/18/23 04/26/23	04-23 10-23			158.78	.00	158.78
Check #.: 053188 Check Date.: 04/26/23				Vendor I.D.: ATT01	(A.T.& T.)					
C30426-	TELEPHONE EXP. 3-19-23 TO 4-18-23			04/26/23 04/26/23	04-23 10-23	A		941.64	.00	941.64
Check #.: 053189 Check Date.: 04/26/23				Vendor I.D.: BAR01	(WILLOWS AUTO PARTS)					
656081-	BEARING			04/11/23 04/26/23	04-23 10-23	A		36.78	.00	36.78
656732-	RETAINER			04/20/23 04/26/23	04-23 10-23	A		9.64	.00	9.64
** Vendor's Subtotal ----->								46.42	.00	46.42
Check #.: 053190 Check Date.: 04/26/23				Vendor I.D.: CAL01	(CALIFORNIA WATER SERVICE CO.)					
C30426-	WATER & SEWER FOR ACCT ENDING 7777			04/14/23 04/26/23	04-23 10-23	A		2865.89	.00	2865.89
C30427-	WATER FOR ACCT ENDING 6442			04/11/23 04/26/23	04-23 10-23	A		90.09	.00	90.09
** Vendor's Subtotal ----->								2955.98	.00	2955.98
Check #.: 053191 Check Date.: 04/26/23				Vendor I.D.: CHI04	(CHICO STATE ENTERPRISES)					
SP009362-	NORTHERN VALLEY INIAN HEALTH REZONE/ GPA PROJECT			04/17/23 04/26/23	04-23 10-23			150.00	.00	150.00
Check #.: 053192 Check Date.: 04/26/23				Vendor I.D.: CLE03	(CLEARWAY ENERGY LLC)					
1014824-	KWH CHARGES FOR 3/1/23 TO 3/31/23			04/18/23 04/26/23	04-23 10-23			6824.47	.00	6824.47
Check #.: 053193 Check Date.: 04/26/23				Vendor I.D.: COA00	(COASTLAND CIVIL ENGINEERING)					
56025-	724861 WILLOWS CITY ENGINEERING 22/23			03/31/23 04/26/23	04-23 10-23			2907.50	.00	2907.50
56038-	WILLOWS ENCROACHMENT PERMITS			03/31/23 04/26/23	04-23 10-23			2470.00	.00	2470.00
56047-	WILLOWS- PACIFIC CM & INSPECTION			03/31/23 04/26/23	04-23 10-23			13842.00	.00	13842.00
56050-	725002 WILLOWS- 216 N. PLUMAS STREET			03/31/23 04/26/23	04-23 10-23			310.00	.00	310.00
56053-	724611 JACK IN THE BOX DEVL. 1240 WOOD ST			03/31/23 04/26/23	04-23 10-23			56.25	.00	56.25
56100-	4836 560 N TEHAMA - COMMERCIAL SOLAR			03/31/23 04/26/23	04-23 10-23			768.75	.00	768.75
56108-	725000- WILLOWS TEHAMA STREET BRIDGE REPAIR			03/31/23 04/26/23	04-23 10-23			530.00	.00	530.00
56109-	BUILDING DEPARTMENT SERVICES			03/31/23 04/26/23	04-23 10-23			908.75	.00	908.75
56110-	4641 245 S TEHAMA ST- NEW 4 PLEX APT BLDG			03/31/23 04/26/23	04-23 10-23			1217.50	.00	1217.50
56133-	FY 22-23 PAVEMENT PROJECT			03/31/23 04/26/23	04-23 10-23			7818.25	.00	7818.25
56137-	4820 155 N TEHAMA ST- FIRST NORTHERN BANK SIGNAGE			03/31/23 04/26/23	04-23 10-23			302.50	.00	302.50
56140-	724851 THORPE PARCEL MAP- FRENCH STREET			03/31/23 04/26/23	04-23 10-23			944.63	.00	944.63
56142-	4813 1475 HWY 99W- COMMERCIAL			03/31/23 04/26/23	04-23 10-23			1273.75	.00	1273.75
56228-	724989 WILLOWS LLAD FY 2023-24			03/31/23 04/26/23	04-23 10-23			1590.00	.00	1590.00
** Vendor's Subtotal ----->								34939.88	.00	34939.88

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Invoice	No	Description	Invoice	Actual	Tm	G/L	Discount	Account	No	Gross	Discount	Net
			Date	Period								
			Due Date	Fiscal						Amount	Amount	Amount
		Check #.: 053194 Check Date.: 04/26/23	Vendor I.D.: COM16	(COMCAST CABLE)								
C30425-		SERVICE FOR APRIL 19 2023 TO MAY 18 2023	04/14/23 04/26/23	04-23 10-23						152.94	.00	152.94
		Check #.: 053195 Check Date.: 04/26/23	Vendor I.D.: COR02	(CORBIN WILLITS SYSTEMS)								
000C30415-		CONT. SERV. FINANCE	04/15/23 04/26/23	04-23 10-23	A					175.00	.00	175.00
00C304151-		CONT. SERV. FINANCE	04/15/23 04/26/23	04-23 10-23	A					480.52	.00	480.52
									** Vendor's Subtotal ----->	655.52	.00	655.52
		Check #.: 053196 Check Date.: 04/26/23	Vendor I.D.: DEP18	(GLENN COUNTY DEPT. OF)								
040623-		2 SETS OF CITY OF WILLOWS LABELS	04/06/23 04/26/23	04-23 10-23	A					200.00	.00	200.00
		Check #.: 053197 Check Date.: 04/26/23	Vendor I.D.: EWI00	(EWING IRRIG. PRODUCTS, INC)								
19152796-		HUNTER ULTRA 1 INST RTR	04/19/23 04/26/23	04-23 10-23						514.15	.00	514.15
		Check #.: 053198 Check Date.: 04/26/23	Vendor I.D.: FAH00	(LORI FAHEY)								
C30426-		REIMBURSEMENT FOR MILEAGE ON 4/10 & 4/20/2023	04/26/23 04/26/23	04-23 10-23						183.40	.00	183.40
		Check #.: 053199 Check Date.: 04/26/23	Vendor I.D.: FGL00	(FGL ENVIRONMENTAL)								
371008A-		MISC ANALYSIS & ORGANIC ANALYSIS & SUB CONT.	03/22/23 04/26/23	04-23 10-23						993.00	.00	993.00
371565A-		BACTI ANALYSIS AND MISC ANALYSIS	03/27/23 04/26/23	04-23 10-23						26.00	.00	26.00
									** Vendor's Subtotal ----->	1019.00	.00	1019.00
		Check #.: 053200 Check Date.: 04/26/23	Vendor I.D.: FIR00	(THE FIRST CHOICE COFFEE SERVICES)								
1150-		WATER FILTRATION POINT OF USE SERVICES	04/07/23 04/26/23	04-23 10-23						45.00	.00	45.00
		Check #.: 053201 Check Date.: 04/26/23	Vendor I.D.: GAL06	(CENGAGE LEARNING INC/GALE)								
81077917-		ANNUAL SUBSCRIPTION FOR LARGE PRINT BOOKS	04/21/23 04/26/23	04-23 10-23						791.76	.00	791.76
		Check #.: 053202 Check Date.: 04/26/23	Vendor I.D.: IMA00	(IMAGETREND, INC)								
142285-		CAD DISTRIBUTION, WEBTRAINING, ELITE FIRE SAAS	03/31/23 04/26/23	04-23 10-23						7430.75	.00	7430.75
		Check #.: 053203 Check Date.: 04/26/23	Vendor I.D.: INT16	(INTERSTATE BATTERY SYSTEM OF REDDING)								
30064512-		MTP-65HD	04/18/23 04/26/23	04-23 10-23						162.82	.00	162.82
		Check #.: 053204 Check Date.: 04/26/23	Vendor I.D.: ITF01	(INDUSTRIAL TRUCK & FARM)								
600864-		4 EPDM GASKET, 6" CAM GASKET	03/15/23 04/26/23	04-23 10-23	A					63.13	.00	63.13
		Check #.: 053205 Check Date.: 04/26/23	Vendor I.D.: JER00	(JEREMY'S PEST STOMPERS)								
44237-		APRIL 2023 PEST CONTROL FOR THE FIRE DEPT.	04/04/23 04/26/23	04-23 10-23						40.00	.00	40.00

Invoice	No	Description	Invoice	Actual	Discount	Gross	Discount	Net
			Date	Period				
			Due Date	Fiscal	Tm G/L Account No	Amount	Amount	Amount
Check #.: 053206 Check Date.: 04/26/23			Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)					
R062966-		MIC CLEAR CAN LINER AND TOLL TOWEL	03/27/23	04-23		139.54	.00	139.54
			04/26/23	10-23				
Check #.: 053207 Check Date.: 04/26/23			Vendor I.D.: RAY03 (UBEO WEST, LLC DBA UBEO BUSINESS SERV.)					
4088526-		WATER SYSTEM	04/17/23	04-23	A	63.28	.00	63.28
			04/26/23	10-23				
Check #.: 053208 Check Date.: 04/26/23			Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)					
56397-		265/70R17 COOP ENDEAVOR + 115T BLK	04/19/23	04-23		998.38	.00	998.38
			04/26/23	10-23				
Check #.: 053209 Check Date.: 04/26/23			Vendor I.D.: TOT00 (TOTAL IMAGING SOLUTIONS, LLC)					
20584-		ST VIEWSCAN III DIGITAL MICROFILM, ECT	04/13/23	04-23		435.00	.00	435.00
			04/26/23	10-23				
Check #.: 053210 Check Date.: 04/26/23			Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)					
290295-		FILTERS, CYCLE OIL, SPOOL, ECT.	04/12/23	04-23	A	59.15	.00	59.15
			04/26/23	10-23				
Check #.: 053211 Check Date.: 04/26/23			Vendor I.D.: ZEP03 (FRANCISCO ZEPEDA)					
C30426-		REIMBURSEMENT FOR SEWER ASMT	04/26/23	04-23		317.10	.00	317.10
			04/26/23	10-23				
Check #.: 053212 Check Date.: 04/26/23			Vendor I.D.: ZOL01 (ZOLL MEDICAL CORP.)					
3698686-		CPR STAT-PADZ ELECTRODE	03/29/23	04-23		54.70	.00	54.70
			04/26/23	10-23				
** Total Checks Paid ----->						59742.79	.00	59742.79
						=====	=====	=====

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-59742.79	-59742.79	Cash Clearing	Umpqua Bank-General	Checking
301 2400	27269.67	-32473.12	General	Accounts Payable	
310 2400	530.00	-31943.12	Rstp-Gas Tax	Accounts Payable	
313 2400	1590.00	-30353.12	Willows Lightin	Accounts Payable	
318 2400	7673.87	-22679.25	Sewer Maint.	Accounts Payable	
325 2400	1019.00	-21660.25	Water Enterpris	Accounts Payable	
372 2400	21660.25	.00	Gas Tax 2103	Accounts Payable	

REPORT.: May 10 23 Wednesday
 RUN.: May 10 23 Time: 16:16
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		Invoice Date	Actual Period					
Invoice No	Description	Due Date	Fiscal Tm	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
Check #.: 053213 Check Date.: 05/10/23		Vendor I.D.: AMA00 (AMAZON CAPITAL SERVICES)						
1791FW49N-	ZIP BOOKS	05/01/23	05-23			280.82	.00	280.82
		05/10/23	11-23					
Check #.: 053214 Check Date.: 05/10/23		Vendor I.D.: AME02 (ARAMARK)						
77233-	CLEANING UNIFORMS FOR PUBLIC WORKS	04/25/23	05-23			158.78	.00	158.78
		05/10/23	11-23					
83001-	CLEANING UNIFORMS FOR PUBLIC WORKS	05/02/23	05-23			174.68	.00	174.68
		05/10/23	11-23					
89458-	CLEANING UNIFORMS FOR PUBLIC WORKS	05/09/23	05-23			184.68	.00	184.68
		05/10/23	11-23					
** Vendor's Subtotal ----->						518.14	.00	518.14
Check #.: 053215 Check Date.: 05/10/23		Vendor I.D.: AND01 (ANDY HEATH FINANCIAL SERVICES)						
2026-	SERVICES PROVIDED 4-19-23 TO 5-9-23	05/10/23	05-23			4185.00	.00	4185.00
		05/10/23	11-23					
Check #.: 053216 Check Date.: 05/10/23		Vendor I.D.: BAR01 (WILLOWS AUTO PARTS)						
656343-	SPARK PLUG AND AIR FILTER	04/14/23	05-23	A		23.51	.00	23.51
		05/10/23	11-23					
657187-	U-NUT (527)	04/26/23	05-23	A		9.32	.00	9.32
		05/10/23	11-23					
657339-	PRIMARY WIRE AND BATTERY TEST CLIP	04/28/23	05-23	A		37.02	.00	37.02
		05/10/23	11-23					
657781-	RADIATOR CAP AND IND BELT	05/03/23	05-23	A		27.81	.00	27.81
		05/10/23	11-23					
657830-	UP HOSE	05/04/23	05-23	A		19.24	.00	19.24
		05/10/23	11-23					
657870-	HOSE CLAMP	05/04/23	05-23	A		17.12	.00	17.12
		05/10/23	11-23					
** Vendor's Subtotal ----->						134.02	.00	134.02
Check #.: 053217 Check Date.: 05/10/23		Vendor I.D.: CAL26 (DEPT. OF FORESTRY & FIRE PROTECTION)						
168286-	PERIOD JAN 1-2023 TO 3-31-23 2022/2023 FY	04/28/23	05-23			28276.93	.00	28276.93
		05/10/23	11-23					
Check #.: 053218 Check Date.: 05/10/23		Vendor I.D.: COD00 (CODE PUBLISHING COMPANY)						
GC0012133-	ANNUAL WEB FEES	04/30/23	05-23			830.00	.00	830.00
		05/10/23	11-23					
Check #.: 053219 Check Date.: 05/10/23		Vendor I.D.: COM16 (COMCAST CABLE)						
C30509-	SERVICE FROM 4-29-23 TO 5-28-23 ACCT 5941	04/24/23	05-23			147.94	.00	147.94
		05/10/23	11-23					
Check #.: 053220 Check Date.: 05/10/23		Vendor I.D.: CON03 (CONSERVATION AMBASSADORS)						
2417-	LIBRARY WILDLIFE PROGRAM	03/25/23	05-23			425.00	.00	425.00
		05/10/23	11-23					
Check #.: 053221 Check Date.: 05/10/23		Vendor I.D.: COU00 (COUNTY OF GLENN)						
4018884-	BURN PERMIT 1100449 FOR 10.9 ACRES	05/01/23	05-23			15.00	.00	15.00
		05/10/23	11-23					
Check #.: 053222 Check Date.: 05/10/23		Vendor I.D.: GAN01 (GANDY-STALEY OIL CO.)						
C30509-	FUEL FOR PUBLIC WORKS FOR THE MONTH OF APRIL 2023	04/30/23	05-23	A		2591.50	.00	2591.50
		05/10/23	11-23					

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Invoice	No	Description	Invoice	Actual	Discount	Gross	Discount	Net
			Date	Period				
			Due Date	Fiscal	Tm	G/L Account No	Amount	Amount
Check #: 053223 Check Date.: 05/10/23			Vendor I.D.: GCD00 (GCID)					
2329506-	PARCEL 19 3 15 & 16	STANDBY CHARGE	05/01/23	05-23			447.72	.00
			05/10/23	11-23				447.72
Check #: 053224 Check Date.: 05/10/23			Vendor I.D.: GLE09 (GLENN CO. OFFICE OF EDUCATION)					
20230501-	LIVE SCAN		05/01/23	05-23	A		40.00	.00
			05/10/23	11-23				40.00
Check #: 053225 Check Date.: 05/10/23			Vendor I.D.: GLE21 (GLENN CO. SHERIFFS DEPT.)					
04282302-	CONTRACTUAL LAW ENFORCEMENT SERVICE:	OCT 2022	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282303-	CONTRACTUAL LAW ENFORCEMENT SERVICE:	NOV 2022	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282304-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	DEC 2022	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282305-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	JAN 2023	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282306-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	FEB 2023	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282307-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	MARCH 2023	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282308-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	APRIL 2023	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282309-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	MAY 2023	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
04282310-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	JUNE 2023	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
10192201-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	JULY 2022	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
10192202-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	AUGUST 2022	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
10192203-	CONTRACTUAL LAW ENFORCEMENT SERVICES:	SEPTEMBER 22	05/09/23	05-23			131229.70	.00
			05/10/23	11-23				131229.70
** Vendor's Subtotal ----->							1574756.40	.00
								1574756.40
Check #: 053226 Check Date.: 05/10/23			Vendor I.D.: GRE09 (GREAT NORTHERN EQUIPMENT DISTRIBUTING)					
SI457820-	TOOTH 800 SERIES STRAIGHT, RIGHT, LEFT, ECT.		04/18/23	05-23			551.17	.00
			05/10/23	11-23				551.17
Check #: 053227 Check Date.: 05/10/23			Vendor I.D.: HEL01 (HELENA CHEMICAL COMPANY)					
98346848-	DIMENSION 2EW AND INDUCE (CA) (HAE)		05/03/23	05-23			670.31	.00
			05/10/23	11-23				670.31
Check #: 053228 Check Date.: 05/10/23			Vendor I.D.: HOU00 (HOUSING TOOLS, LLC)					
2751-	HOUSING ELEMENT TASK 12.1 FINAL HE DOCUMENT FORMAT		05/03/23	05-23			440.00	.00
			05/10/23	11-23				440.00
Check #: 053229 Check Date.: 05/10/23			Vendor I.D.: INT16 (INTERSTATE BATTERY SYSTEM OF REDDING)					
30064622-	MT-26		05/02/23	05-23			140.30	.00
			05/10/23	11-23				140.30
Check #: 053230 Check Date.: 05/10/23			Vendor I.D.: ITF01 (INDUSTRIAL TRUCK & FARM)					
602172-	SU BLU RIB BELT		04/12/23	05-23	A		93.40	.00
			05/10/23	11-23				93.40
602747-	HOSE, 3/4 ID WEATHERSHIELD HYD Z FITTINGS, ECT.		04/21/23	05-23	A		149.50	.00
			05/10/23	11-23				149.50
** Vendor's Subtotal ----->							242.90	.00
								242.90
Check #: 053231 Check Date.: 05/10/23			Vendor I.D.: KNI03 (KNIFE RIVER CONSTRUCTION)					
285961-	3/4" X 1/2" CRUSHED AGG		04/06/23	05-23			422.91	.00
			05/10/23	11-23				422.91
286932-	PACIFIC AVE. RECONSTRUCTION PROJECT		04/30/23	05-23			363899.16	.00
			05/10/23	11-23				363899.16
** Vendor's Subtotal ----->							364322.07	.00
								364322.07

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Invoice No	Description	Invoice Date	Actual Period	Tm	Discount G/L Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal					
Check #.: 053232 Check Date.: 05/10/23		Vendor I.D.: MAN04 (KAREN MANTELE)						
C30428-	REIMBURSEMENT FOR FLASH DRIVES FOR P.C.	04/28/23 05/10/23	05-23 11-23			36.21	.00	36.21
Check #.: 053233 Check Date.: 05/10/23		Vendor I.D.: MAT01 (MATSON & ISOM TECHNOLOGY CONSULTING INC)						
88562-	CLEARIT PARTNER PROGRAM	05/10/23 05/10/23	05-23 11-23			4534.00	.00	4534.00
Check #.: 053234 Check Date.: 05/10/23		Vendor I.D.: MEN02 (MENDES SUPPLY COMPANY)						
R063414-	38X58 2MIL 55GAL BLK LINER 100/CS	04/28/23 05/10/23	05-23 11-23			155.13	.00	155.13
Check #.: 053235 Check Date.: 05/10/23		Vendor I.D.: MJB01 (MJB WELDING SUPPLY, INC.)						
01430563-	CYLINDER RENTAL	04/30/23 05/10/23	05-23 11-23	A		48.00	.00	48.00
Check #.: 053236 Check Date.: 05/10/23		Vendor I.D.: MYR01 (MYRECDEPT.COM)						
03216416S-	MYREC SOFTWARE ANNUAL FEE	02/02/23 05/10/23	05-23 11-23			2850.00	.00	2850.00
Check #.: 053237 Check Date.: 05/10/23		Vendor I.D.: NOR43 (ACCESS)						
10236619-	EXECUTIVE CONSOLE- SERVICE/ PLANT	04/30/23 05/10/23	05-23 11-23			92.68	.00	92.68
Check #.: 053238 Check Date.: 05/10/23		Vendor I.D.: NSW00 (NORTH STATE WATER TREATMENT LLC.)						
1202-	MONTHLY SERVICE FEE FOR APRIL 2023	05/01/23 05/10/23	05-23 11-23			150.00	.00	150.00
Check #.: 053239 Check Date.: 05/10/23		Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)						
309539357-	TONER, PRESSBOARD & PAPER	04/20/23 05/10/23	05-23 11-23	A		175.82	.00	175.82
Check #.: 053240 Check Date.: 05/10/23		Vendor I.D.: PAX00 (WYATT PAXTON)						
663-	APRIL PERMIT SERVICES, CODE ENFORCEMENT, INSPECTOR	05/08/23 05/10/23	05-23 11-23			5080.00	.00	5080.00
Check #.: 053241 Check Date.: 05/10/23		Vendor I.D.: PGE01 (PG & E)						
C30502-	UTILITY-ELECTRIC FOR ACCT 1537	05/02/23 05/10/23	05-23 11-23	A		10975.28	.00	10975.28
C30510-	UTILITY-ELECTRIC FOR APRIL 2023 ACCT 3795	05/04/23 05/10/23	05-23 11-23	A		57.02	.00	57.02
** Vendor's Subtotal ----->						11032.30	.00	11032.30
Check #.: 053242 Check Date.: 05/10/23		Vendor I.D.: PLE00 (PLEXUS GLOBAL LLC)						
16015-	3RD PARTY DRUG SCREEN COLLECTION FEE	04/30/23 05/10/23	05-23 11-23			140.00	.00	140.00
Check #.: 053243 Check Date.: 05/10/23		Vendor I.D.: PRE00 (PRENTICE LONG, PC)						
5804-	FOR SERVICES RENDERED THROUGH 4/26/23	05/01/23 05/10/23	05-23 11-23			6110.00	.00	6110.00
Check #.: 053244 Check Date.: 05/10/23		Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)						
1447-	LEGAL ADVERTISING CITY CLERK POSITION	04/28/23 05/10/23	05-23 11-23	A		184.00	.00	184.00
C30428-	1 YEAR SUBSCRIPTION FOR WILLOW PUBLIC LIBRARY	04/28/23 05/10/23	05-23 11-23	A		91.00	.00	91.00
** Vendor's Subtotal ----->						275.00	.00	275.00

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Invoice No	Description	Due Date	Fiscal Tm						
Check #.: 053245 Check Date.: 05/10/23		Vendor I.D.: SAF03 (SAFETY TIRE SERVICE)							
56254-	OIL CHANGE AND TIRE ROTATION	04/10/23	05-23				56.55	.00	56.55
		05/10/23	11-23						
56342-	FLAT REPAIR	04/17/23	05-23				45.00	.00	45.00
		05/10/23	11-23						
56477-	CAL TIRE RECYCLE FEE AND LT TRUCK DISPOSAL	04/25/23	05-23				254.38	.00	254.38
		05/10/23	11-23						
56555-	FLAT REPAIR	05/02/23	05-23				149.06	.00	149.06
		05/10/23	11-23						
** Vendor's Subtotal ----->							504.99	.00	504.99
Check #.: 053246 Check Date.: 05/10/23		Vendor I.D.: SEV00 (INFRAMARK, LLC)							
94088-	BASE OPERATING FEE & REPAIRS & MAINTENANCE CAP	05/01/23	05-23				51434.48	.00	51434.48
		05/10/23	11-23						
Check #.: 053247 Check Date.: 05/10/23		Vendor I.D.: SOL03 (SOLNOVA ELECTRIC LLC)							
C30509-	REIMBURSEMENT FOR PERMIT #4711 FOR 831 APPLEWOOD	05/09/23	05-23				315.45	.00	315.45
		05/10/23	11-23						
Check #.: 053248 Check Date.: 05/10/23		Vendor I.D.: STR01 (STREAM IT NETWORKS LLC)							
04000624-	SETUP FEE & RESIDENTIAL WIRELESS SERVICE	04/25/23	05-23				212.50	.00	212.50
		05/10/23	11-23						
Check #.: 053249 Check Date.: 05/10/23		Vendor I.D.: SUC01 (GCOE- SUCCESS PRINTING)							
7280-	ABATEMENT SHEETS & ENFORCEMENT STICKERS	04/21/23	05-23				536.25	.00	536.25
		05/10/23	11-23						
7294-	ENVELOPES 10# REGULAR GUM SEAL	04/28/23	05-23				160.88	.00	160.88
		05/10/23	11-23						
7297-	ABATEMENT SHEETS	05/02/23	05-23				193.05	.00	193.05
		05/10/23	11-23						
** Vendor's Subtotal ----->							890.18	.00	890.18
Check #.: 053250 Check Date.: 05/10/23		Vendor I.D.: SUN07 (SUN LIFE FINANCIAL)							
C30501-	BILLING PERIOD FOR 4/1/23 TO 4/30/23	05/01/23	05-23				1283.62	.00	1283.62
		05/10/23	11-23						
Check #.: 053251 Check Date.: 05/10/23		Vendor I.D.: THR00 (3CORE)							
20238-	MEMBERSHIP RENEWAL 2023-2024	05/01/23	05-23				7500.00	.00	7500.00
		05/10/23	11-23						
Check #.: 053252 Check Date.: 05/10/23		Vendor I.D.: USB02 (US BANK)							
500156955-	EQUIP. MAINT.	04/26/23	05-23				500.49	.00	500.49
		05/10/23	11-23						
Check #.: 053253 Check Date.: 05/10/23		Vendor I.D.: USB04 (U.S. BANK CORPORATE PAYMENT SYSTEMS)							
C30509-	MONTHLY STATEMENT FOR APRIL 2023	04/24/23	05-23				6684.26	.00	6684.26
		05/10/23	11-23						
Check #.: 053254 Check Date.: 05/10/23		Vendor I.D.: VER02 (VERIZON WIRELESS)							
993348631-	TELEPHONE EXP. FROM 3-27-23 TO 4-26-23	05/18/23	05-23				350.39	.00	350.39
		05/10/23	11-23						
Check #.: 053255 Check Date.: 05/10/23		Vendor I.D.: WAL07 (WAL-MART COMMUNITY)							
164818040-	APRIL 2023 MONTHLY STATEMENT	04/19/23	05-23				43.47	.00	43.47
		05/10/23	11-23						

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CITY OF WILLOWS
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Invoice No	Description	Invoice Date	Actual Period	Tm	G/L	Discount Account No	Gross Amount	Discount Amount	Net Amount
		Due Date	Fiscal						
Check #.: 053256		Check Date.: 05/10/23		Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)					
281271-	LOCKS	04/25/23	05-23	A			15.00	.00	15.00
		05/10/23	11-23						
281750-	TENSION SLIDER	04/18/23	05-23	A			6.42	.00	6.42
		05/10/23	11-23						
289186-	DEAD BOLTS & RE KEY	05/02/23	05-23	A			116.50	.00	116.50
		05/10/23	11-23						
** Vendor's Subtotal ----->							137.92	.00	137.92
Check #.: 053257		Check Date.: 05/10/23		Vendor I.D.: WILHI (WILLOWS ACE HARDWARE)					
94770-	RAKE FBGRLS 24X65"	04/11/23	05-23				42.88	.00	42.88
		05/10/23	11-23						
94788-	TROWEL COMFORT ALUM3"	04/11/23	05-23				10.71	.00	10.71
		05/10/23	11-23						
94789-	VALVE BOX ROUND 6" BLACK	04/11/23	05-23				4.76	.00	4.76
		05/10/23	11-23						
95079-	PIPE, COUPLE AND REPAIR COUPLING	04/18/23	05-23				8.08	.00	8.08
		05/10/23	11-23						
95092-	3M AURA RESPIRATOR 9205+	04/19/23	05-23				22.51	.00	22.51
		05/10/23	11-23						
95174-	FIELD MARKR WHT 50# AFM	04/20/23	05-23				780.18	.00	780.18
		05/10/23	11-23						
** Vendor's Subtotal ----->							869.12	.00	869.12
Check #.: 053258		Check Date.: 05/10/23		Vendor I.D.: WILHP (WILLIAMS RADIATOR)					
12859-	ROD & REPAIR RADIATOR	05/05/23	05-23				195.00	.00	195.00
		05/10/23	11-23						
** Total Checks Paid ----->							2080616.23	.00	2080616.23

REPORT.: May 10 23 Wednesday
 RUN...: May 10 23 Time: 16:16
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 General Ledger Accounts Summary for May 10, 2023
 Accounting Period is May, 2023

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G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-2080616.23	-2080616.23	Cash Clearing	Umpqua Bank-General	Checking
203 2400	532.25	-2080083.98	Donations-Lib	Accounts Payable	
212 2400	334.87	-2079749.11	Children'S Svc.	Accounts Payable	
239 2400	620.50	-2079128.61	Jump Start	Accounts Payable	
301 2400	1648589.18	-430539.43	General	Accounts Payable	
310 2400	363899.16	-66640.27	Rstp-Gas Tax	Accounts Payable	
313 2400	264.26	-66376.01	Willows Lightin	Accounts Payable	
315 2400	4282.17	-62093.84	Gas Tax 2106	Accounts Payable	
318 2400	53263.00	-8830.84	Sewer Maint.	Accounts Payable	
325 2400	187.11	-8643.73	Water Enterpris	Accounts Payable	
330 2400	7940.00	-703.73	Community Discr	Accounts Payable	
341 2400	280.82	-422.91	Zip Books-State	Accounts Payable	
372 2400	422.91	.00	Gas Tax 2103	Accounts Payable	

REPORT: May 18 23 Thursday
 RUN: May 18 23 Time: 11:43
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		Invoice Date	Actual Period			Discount	Gross Amount	Discount Amount	Net Amount
Invoice No	Description	Due Date	Fiscal Tm	G/L	Account No				
Check #.: 053259 Check Date.: 05/18/23		Vendor I.D.: AIR00 (AIRGAS NCN)							
999701537-	RENT CYL MED LARGE OXYGEN	04/30/23 05/18/23	05-23 11-23				150.70	.00	150.70
Check #.: 053260 Check Date.: 05/18/23		Vendor I.D.: AME02 (ARAMARK)							
295293-	CLEANING UNIFORMS FOR PUBLIC WORKS	05/16/23 05/18/23	05-23 11-23				174.68	.00	174.68
Check #.: 053261 Check Date.: 05/18/23		Vendor I.D.: BAK06 (BAKER & TAYLOR BOOKS)							
203750135-	NEW PRINT MAT. WILLOWS LIBRARY	05/02/23 05/18/23	05-23 11-23				120.82	.00	120.82
203750627-	NEW PRINT MAT. WILLOWS LIBRARY	05/03/23 05/18/23	05-23 11-23				162.76	.00	162.76
** Vendor's Subtotal ----->							283.58	.00	283.58
Check #.: 053262 Check Date.: 05/18/23		Vendor I.D.: CAL01 (CALIFORNIA WATER SERVICE CO.)							
C30516-	WATER FOR APRIL 2023 FOR ACCT 6442	05/09/23 05/18/23	05-23 11-23	A			90.48	.00	90.48
Check #.: 053263 Check Date.: 05/18/23		Vendor I.D.: COR02 (CORBIN WILLITS SYSTEMS)							
000C30430-	Cont.Serv. Finance	04/30/23 05/18/23	05-23 11-23	A			87.50	.00	87.50
Check #.: 053264 Check Date.: 05/18/23		Vendor I.D.: COR10 (CORNING LUMBER WILLOWS)							
334194-	4X8 3/4" CDX PLYWOOD, REBAR AND 18" METAL FOUND.	05/01/23 05/18/23	05-23 11-23				186.61	.00	186.61
337248-	4X8 1/2" AC PLYWOOD	05/11/23 05/18/23	05-23 11-23				69.11	.00	69.11
** Vendor's Subtotal ----->							255.72	.00	255.72
Check #.: 053265 Check Date.: 05/18/23		Vendor I.D.: FLE01 (FLEMING BOOKBINDING CO.)							
30391-	PAGES MICROFILMED - NEWSPAPERS	04/13/23 05/18/23	05-23 11-23				283.30	.00	283.30
Check #.: 053266 Check Date.: 05/18/23		Vendor I.D.: GLE13 (GLENN CO. CLERK-RECORDER)							
C30518-	RECORDING FEES FOR LOT MERGER LM-22-01	05/18/23 05/18/23	05-23 11-23	A			104.00	.00	104.00
Check #.: 053267 Check Date.: 05/18/23		Vendor I.D.: JER00 (JEREMY'S PEST STOMPERS)							
51233-	PEST CONTROL FOR MAY 2023 FOR FIRE DEPT	05/01/23 05/18/23	05-23 11-23				40.00	.00	40.00
Check #.: 053268 Check Date.: 05/18/23		Vendor I.D.: NBS00 (NBS)							
202305184-	CONSULTING SERVICE- SEWER RATE MEETING SUPPORT	05/09/23 05/18/23	05-23 11-23				2769.00	.00	2769.00
Check #.: 053269 Check Date.: 05/18/23		Vendor I.D.: NEC00 (NEC FINANCIAL SERVICES LLC)							
2570455-	PHONE SYSTEM	05/05/23 05/18/23	05-23 11-23				268.08	.00	268.08
Check #.: 053270 Check Date.: 05/18/23		Vendor I.D.: OFF05 (OFFICE DEPOT, INC.)							
311995606-	DESK TRAY	05/03/23 05/18/23	05-23 11-23	A			26.80	.00	26.80
311996620-	BINDERS AND COPY PAPER	05/03/23 05/18/23	05-23 11-23	A			44.85	.00	44.85
** Vendor's Subtotal ----->							71.65	.00	71.65

REPORT.: May 18 23 Thursday
 RUN.: May 18 23 Time: 11:43
 Run By.: Katie Butler

CITY OF WILLOWS
 Automatic Check Listing/Update
 Control Date.: 05/18/23 Cash Account No.: 000 1045

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

Invoice	No	Description	Invoice	Actual	Tm	G/L	Discount	Account	No	Gross	Discount	Net
			Date	Period								
			Due Date	Fiscal						Amount	Amount	Amount
Check #.: 053271 Check Date.: 05/18/23 Vendor I.D.: OPP00 (OPPENHEIMER INVESTIGATIONS GROUP LLP)												
4143-		SERVICES PROVIDED FROM 4-3-23 TO 4-19-23	04/30/23	05-23						1313.50	.00	1313.50
			05/18/23	11-23								
Check #.: 053272 Check Date.: 05/18/23 Vendor I.D.: ORL08 (ORLAND SAW & MOWER)												
050214-		FRONT DRIVE WHEEL	04/21/23	05-23						53.85	.00	53.85
			05/18/23	11-23								
Check #.: 053273 Check Date.: 05/18/23 Vendor I.D.: PGE01 (PG & E)												
C30515-		UTILITY ELECTRIC FOR APRIL 2023 ACCT 2874	05/09/23	05-23	A					101.63	.00	101.63
			05/18/23	11-23								
Check #.: 053274 Check Date.: 05/18/23 Vendor I.D.: RED03 (REDDING- EUREKA FREIGHTLINGER)												
C30518-		INVOICE 101089759:02 AND FINANCE CHARGE	04/30/23	05-23						125.14	.00	125.14
			05/18/23	11-23								
Check #.: 053275 Check Date.: 05/18/23 Vendor I.D.: SAC08 (SACRAMENTO VALLEY MIRROR)												
1474-		LEGAL ADVERTISING - VARIANCE APP FILE & LOT LINE	05/09/23	05-23	A					110.40	.00	110.40
			05/18/23	11-23								
Check #.: 053276 Check Date.: 05/18/23 Vendor I.D.: WILHD (WILLOWS HARDWARE, INC.)												
281912-		DEAD BOLT	04/25/23	05-23	A					27.15	.00	27.15
			05/18/23	11-23								
** Total Checks Paid ----->										6310.36	.00	6310.36
=====												

REPORT: May 18 23 Thursday
RUN: May 18 23 Time: 11:43
Run By: Katie Butler

CITY OF WILLOWS
Automatic Check Listing/Update
General Ledger Accounts Summary for May 18, 2023
Accounting Period is May, 2023

PAGE: 003
ID #: PY-CL
CTL: WIL

G/L Account No	Total Amount	Extension	FUND Description	ACCT Description	DEPT Description
000 1045	-6310.36	-6310.36	Cash Clearing	Umpqua Bank-General	Checking
301 2400	5952.25	-358.11	General	Accounts Payable	
318 2400	171.50	-186.61	Sewer Maint.	Accounts Payable	
372 2400	186.61	.00	Gas Tax 2103	Accounts Payable	



City of Willows

Check Register

Packet: APPKT00015 - 20230526

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Gen Chk-General Checking						
1004	3CORE	05/26/2023	Regular	0.00	750.00	53277
1008	A.T.& T.	05/26/2023	Regular	0.00	973.43	53278
1051	ALVES DOOR COMPANY, INC.	05/26/2023	Regular	0.00	96.53	53279
1082	ARAMARK	05/26/2023	Regular	0.00	174.68	53280
1086	ASHLEY ARELLANES	05/26/2023	Regular	0.00	207.00	53281
1377	CAITLIN EHORN	05/26/2023	Regular	0.00	207.00	53282
1172	CAL WATER	05/26/2023	Regular	0.00	3,040.50	53283
1193	CALIFORNIA BUILDING STAND	05/26/2023	Regular	0.00	110.70	53284
1252	CLEARWAY ENERGY LLC	05/26/2023	Regular	0.00	13,545.67	53285
1255	COASTLAND CIVIL ENGINEERI	05/26/2023	Regular	0.00	45,455.00	53286
1261	COMCAST CABLE	05/26/2023	Regular	0.00	152.94	53287
1275	CORBIN WILLITS SYSTEMS	05/26/2023	Regular	0.00	480.52	53288
1277	CORNING LUMBER WILLOWS	05/26/2023	Regular	0.00	231.19	53289
1334	DEPT. OF CONSERVATION	05/26/2023	Regular	0.00	76.65	53290
1498	GLENN CO. OFFICE OF EDUCA	05/26/2023	Regular	0.00	70.00	53291
1560	ILLINOIS LIBRARY ASSOCIAT	05/26/2023	Regular	0.00	98.78	53292
1564	INDUSTRIAL TRUCK & FARM	05/26/2023	Regular	0.00	33.00	53293
1606	JEREMY'S PEST STOMPERS	05/26/2023	Regular	0.00	50.00	53294
1614	JODY MEZA	05/26/2023	Regular	0.00	207.00	53295
1638	JUNIOR LIBRARY GUILD	05/26/2023	Regular	0.00	587.62	53296
2335	KITTELSON & ASSOCIATES INC	05/26/2023	Regular	0.00	2,640.00	53297
1760	MATSON & ISOM TECHNOLOGY	05/26/2023	Regular	0.00	203.88	53298
1866	OFFICE DEPOT, INC.	05/26/2023	Regular	0.00	553.84	53299
2041	SACRAMENTO VALLEY MIRROR	05/26/2023	Regular	0.00	431.40	53300
2044	SAFETY TIRE SERVICE	05/26/2023	Regular	0.00	1,306.11	53301
2060	SCHOLASTIC INC.	05/26/2023	Regular	0.00	910.76	53302
2334	STREAM IT NETWORKS LLC	05/26/2023	Regular	0.00	287.50	53303
2132	SUN LIFE FINANCIAL	05/26/2023	Regular	0.00	1,283.62	53304
2333	THE ARTINA GROUP	05/26/2023	Regular	0.00	449.44	53305
1439	THE FIRST CHOICE COFFEE S	05/26/2023	Regular	0.00	45.00	53306
1948	THE RADIO GUYS, INC	05/26/2023	Regular	0.00	500.99	53307
2207	TYLER TECHNOLOGIES, INC	05/26/2023	Regular	0.00	3,744.80	53308
1798	UBEO WEST, LLC	05/26/2023	Regular	0.00	215.95	53309
2284	WILLDAN	05/26/2023	Regular	0.00	12,966.61	53310
2287	WILLOWS AUTO PARTS	05/26/2023	Regular	0.00	192.76	53311
2282	WILLOWS HARDWARE, INC.	05/26/2023	Regular	0.00	528.37	53312

Bank Code Gen Chk Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	69	36	0.00	92,809.24
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
	69	36	0.00	92,809.24

Fund Summary

Fund	Name	Period	Amount
999	Cash Clearing	5/2023	92,809.24
			92,809.24



Willows City Council Special Meeting Draft Action Minutes May 22, 2023

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

City Manager
Marti Brown

City Clerk
Vacant

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

1. **CALL TO ORDER – 6:00 PM**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Councilmembers Present: Councilmembers Hansen, Hofhenke and Mayor Thomas

Councilmembers Absent: Councilmember Williams and Vice Mayor Vodden

4. **PRESENTATION**

a. **FY 2023-24 PRELIMINARY BUDGET REVIEW – General Fund**

City Council received the FY 2023-24 Preliminary Budget presentation of the City's General Fund and provided direction to staff to prepare and develop the Final Budget for Council consideration June 27, 2023.

5. **ADJOURNMENT – 7:30 PM**

Dated: May 25, 2023

Marti Brown, City Manager



Willows City Council Meeting Draft Action Minutes

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

May 23, 2023
Willows City Hall
6:00 PM – Regular Session

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

City Manager
Marti Brown

City Clerk
Vacant

1. CALL TO ORDER - 6:00 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Councilmembers Hansen, Hofhenke, Williams, Vice Mayor Vodden (via Zoom) and Mayor Thomas

Councilmembers Absent: None

Councilmember Williams announced his resignation from the City Council and departed from the Council Chambers.

4. CHANGES TO THE AGENDA

Item 7d, County of Glenn Draft Water Well Drilling and Standards Ordinance, was pulled from the agenda. The Board of Supervisors has adopted the Ordinance.

5. PRESENTATIONS

- Mayor Thomas presented a proclamation for Memorial Day, May 29, 2023
- Mayor Thomas presented a proclamation for National Public Works Week, May 21 – 27, 2023
- Received presentation on the Glenn County CARE Court from Joe Hallett, LCSW, Glenn County Behavioral Health Director, HHSA Deputy Director, County of Glenn

6. PUBLIC HEARING

a. Weed Abatement Declarations

Mayor Thomas opened the Public Hearing at 6:26 PM. There were no comments, and the Public Hearing was closed at 6:27 PM

Action: Adopted resolution confirming costs of abatements amended and declaring them a special assessment.

Moved/Seconded: Councilmembers Hansen and Hofhenke

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

No: None

Absent: None

7. PUBLIC COMMENT & CONSENT CALENDAR FORUM

No public comment was received.

a. **Register Approval**

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

b. **Minutes Approval**

Action: Approved minutes of the May 9, 2023, City Council meeting.

c. **Mosquito and Vector Control District Board of Trustees – Biennial Appointment**

Action: Re-appoint Vince Holvik as the City's representative to the Glenn County Mosquito and Vector Control District for a two-year term to run from July 1, 2023, through June 30, 2025.

d. **County of Glenn Draft Water Well Drilling and Standards Ordinance - Pulled**

e. **Tehama Street Bridge Project – Accept Improvements**

Action: Adopted resolution accepting the improvements associated with the Tehama Street Bridge Project and authorized the filing of the Notice of Completion and release of surety and approved a budget adjustment for the overall project.

f. **Solid Waste Management Parcel Fee**

Action: Adopted resolution extending service charges imposed on improved real property within the incorporated area of the City of Willows for the use of and/or ability to use the Glenn County Solid Waste System during fiscal year 2023-24.

Moved/Seconded: Councilmembers Hansen and Hofhenke

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

No: None

Absent: None

8. DISCUSSION & ACTION CALENDAR

a. **Weed Abatement Contract Award**

Action: Award Weed Abatement Contract to Robert Burt Construction.

Moved/Seconded: Councilmembers Hansen and Hofhenke

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

No: None

Absent: None

b. **Green and Jefferson Streets Urgent Repair Project - Budget Adjustment**

Action: Authorized budget adjustment of \$39,653 to the contract with All-American Construction, Inc. for the Green and Jefferson Streets Urgent Repair Project, bringing the total not to exceed amount to \$104,653, which will be funded with a combination of Gas Tax, SB1 and/or RSTP Funds.

Moved/Seconded: Councilmember Hansen and Mayor Thomas

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

No: None

Absent: None

c. **SB 1 Transportation Funds – Project List for FY23-24**

Action: Adopted resolution recommending street projects to be funded with SB-1 monies; directed staff to proceed with submitting the FY 2023-24 Road Maintenance and Rehabilitation Account (RMRA) project list to the State for approval; and authorized the necessary changes to the budget reflecting the anticipated revenues from SB-1 and the expenditures for improvements to the streets included in the 2024 Pavement Rehabilitation Project.

Moved/Seconded: Councilmember Hofhenke and Vice Mayor Vodden

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

No: None

Absent: None

Public Comments: Joe Zazueta
 Isaiah Rossi

d. **Purchase Case Backhoe**

Action: Adopted resolution authorizing the purchase of a new backhoe from Sonsray Machinery for a total amount of \$149,993.

Moved/Seconded: Councilmember Hansen and Hofhenke

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

No: None

Absent: None

9. **COMMENTS & REPORTS**

- a. City Council Correspondence
 - Letter from Cal Plant announcing the closure of their Willows CA facility.
- b. City Council Comments & Reports
- c. Citizen Comment – Isaiah Rossi

10. **ADJOURNMENT – 7:15 PM**

Dated: May 25, 2023

Marti Brown, City Manager



Date: June 13, 2023
To: Honorable Mayor and Council Members
From: Nathan Monck, Fire Chief
Marti Brown, City Manager
Subject: CAL FIRE Dispatch Contract Extension

Recommendation:

Approve the attached resolution (Attachment 1) authorizing the City Manager to enter and execute a contract extension with CAL FIRE for dispatching services in the first quarter of Fiscal Year 2023-2024.

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 and ensures fire dispatching services remain intact until the transition to Glenn County Sheriff's Office.

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 was no longer feasible for Willows Fire to continue dispatch services due to safety concerns. The City of Willows has contracted dispatch services to CAL FIRE since January of 2020.

More recently, there has been recognition and an understanding that the City and the Rural Districts should transition to Glenn County Sheriff's Dispatch. To that end, the City has been working with the Sheriff's Department and other jurisdictions to implement the new dispatch center and leave CAL FIRE.

That said, there have been multiple unanticipated delays in the effort to transition to a centralized dispatch service at the Glenn County Sheriff's Office. The new anticipated start date for centralized dispatch is Oct 1, 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. While Corning Fire dispatch theoretically could be another alternative, they are unable to provide services to Willows Fire due to its larger call volume. There are no other dispatching options available to Willows Fire.

Fiscal Impact:

The maximum cost of the contract is \$16,633. This cost is consistent, for the time frame, with prior years' cost of dispatching services. There is no significant change in dispatching costs from the previous contract.

Attachments:

- Attachment 1: Resolution XX-2023
- Attachment 2: CAL FIRE DISPATCH CONTRACT



**City of Willows
Resolution xx-2023**

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

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 September 30, 2023.

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 13th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk

Exhibit A: Dispatch Contract

**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)



DATE SIGNED(Do not type)

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)



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

**California Department of General
Services Use Only**

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.

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

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.

- 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.

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.

- 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.

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.

- 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.

- 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."

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.

- 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

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

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.

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.

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

Page No.: 17

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)

Contractor Name: City of Willows

Contract No: 2CA06449

Page No.: 19

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

Page No. 20

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: _____
Signature Printed Name

Title 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: _____
Signature Printed Name~~

~~_____
Title 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: _____
Signature Printed Name~~

~~_____
Title Date~~

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.



PUBLIC HEARING



Date: June 13, 2023

To: Honorable Mayor and City Council

From: John Wanger, City Engineer
Pat Piatt, Community Development & Services Director

Subject: Landscaping and Lighting Special Assessment District – Authorization to Levy Assessments

Recommendation:

Conduct the required public protest hearing and consider the attached resolution approving the City Engineer's Report as filed, confirming the assessment diagram and amounts as set forth therein and authorizing the levy and collection of assessments for Fiscal Year 2023-24.

Rationale for Recommendation:

Per the Streets and Highways Code, an Annual Engineer's Report is required to be filed with the City each year. The Council is required to take action regarding the proposed assessments contained in the Engineer's Report. This item was preliminarily presented to the Council on May 9, 2023. The final report is being presented for approval.

Background:

The Willows Landscaping and Lighting Assessment District ("District") was initially formed by the City in 2005 to pay for costs associated with maintaining landscaping and maintenance in the Birch Street Village subdivision; (Zone A), in accordance with the Landscaping and Lighting Act of 1972 ("Act").

The Landscaping and Lighting Act requires that the City undertake certain proceedings for any fiscal year in which assessments are to be levied and collected. These proceedings are typically accomplished in three separate Council meetings. The first action (appointing an Engineer of Work and directing the preparation of the annual Engineer's Report) was completed by the Council on February 14, 2023. The second action (receiving the Preliminary Engineer's Report and setting the date of the required public protest hearing) was completed on May 9, 2023. Tonight, is the third and final step in the process - to conduct the public protest hearing, approve the Engineer's Report as presented or as amended tonight and authorize the levy of assessments for FY 2023-2024.

Attached to this staff report is the Engineer's Report as prepared by Coastland Civil Engineering. Because the Council did not request any changes to the preliminary report filed on May 9,

2023, the proposed assessments shown in this report have not changed from the preliminary report. If there are no changes from the City Council at this time, the proposed assessments shown in the report will be passed on to the County Assessor's office for inclusion in the tax rolls.

In brief, the attached report outlines costs for FY2023-2024, summarizes the projected costs for FY2023-2024, and provides the proposed overall assessments. In order to keep up with inflation, the estimated maximum annual assessments are proposed to increase by the allowable annual CPI (Year 2022) of +4.9% for Zones A, B and C. The raised maximum annual assessment for Zone A is now \$578.32 per unit, the raised maximum annual assessment for Zone B is now \$8,215.69 per unit and the raised maximum annual assessment for Zone C is now \$79,076.67 for the zone.

The estimated maximum annual assessment will increase for Zone A and the actual amount that will be levied and collected during FY 2023-2024 will increase from the FY 2022-2023 assessment by \$38.00 to \$163.60 per unit. This amount is below the allowed maximum annual assessment for Zone A.

The estimated maximum annual assessment will increase for Zone B and the actual amount that will be levied and collected during FY 2023-2024 will increase from the FY 2022-2023 assessment by \$1,257.48 to \$1,257.48 per unit.

The estimated maximum annual assessment will increase for Zone C and the actual amount that will be levied and collected during FY 2023-2024 will increase from the FY 2022-2023 assessment by \$4,090.02 to \$4,626.40 for the Zone.

In FY2008-2009, the Council adopted an Annual Reserve Policy which established the goal that 10-20% of each zone's annual operating budget would be held in reserve to cover unanticipated expenses and funding delays. The policy allows excess annual reserves (any annual reserves which are projected to exceed 20% at the end of the fiscal year) to be utilized to reduce assessments. For Zone C, this year's assessment was reduced by a contribution of excess annual reserves. Zones A, B and C are projected to have annual reserve balances within the policy range at the end of the fiscal year.

At tonight's meeting, the rules governing this type of assessment district (found in the Streets and Highways Code) requires that a public protest hearing be held to hear any comments/concerns from property owners within the District. At the close of the hearing, if the Council finds the report acceptable, the Council should adopt the attached resolution approving the Engineer's Report and authorizing the levy of assessments per the Engineer's Report. The adoption of tonight's resolution is pursuant to Section 22631 of the Streets and Highways Code. The assessment information will then be transmitted to the County for the inclusion on the tax rolls.

Fiscal Impact:

All costs associated with this assessment district (operation, maintenance, and administration) are recovered through the assessments. All anticipated costs are shown in the budget in the Engineer's Report. The total proposed Assessment District budget for FY 2023-2024 is \$34,432.56. The funding sources are from proposed assessment revenues levied and collected during FY 2023-2024 and from existing annual reserves.

Public Notification:

The public protest hearing was noticed as required by the Streets and Highways Code Sections 22550-22556.

Attachments:

- Attachment 1: Resolution ##-2023
- Attachment 2: Annual Engineer's Report (FINAL)



**CITY OF WILLOWS
RESOLUTION NO. XX-2023**

A RESOLUTION APPROVING THE ANNUAL ENGINEER'S REPORT, CONFIRMING THE ASSESSMENT DIAGRAM AND THE ANNUAL ASSESSMENT AMOUNTS AND AUTHORIZING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FISCAL YEAR 2023-24 FOR THE CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT (PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972)

WHEREAS, on October 11, 2005, the City Council ordered the formation of the City of Willows Landscaping and Lighting Assessment District (Assessment District) to levy and collect assessments pursuant to the Landscaping and Lighting Act of 1972; and

WHEREAS, the City Council of the City of Willows intends to levy and collect assessments within the Assessment District during FY2023-2024, and the lands to be assessed are located within the City of Willows corporate boundaries, Glenn County; and

WHEREAS, on February 14, 2023, the City Council adopted a resolution appointing Coastland Civil Engineering as the Engineer of Work, directing the preparation and filing of the annual FY2023-2024 Engineer's Report, and describing the potential changes to the Assessment District; and

WHEREAS, on May 9, 2023, the City Council adopted a resolution of intention to levy and collect assessments, preliminarily approving the Engineer's Report for FY2023-2024, and setting the times and dates of the public information meeting and public hearing pursuant to Section 22624 of the Streets and Highways Code; and

WHEREAS, for FY2023-2024 there are no annexations proposed in any zone; and

WHEREAS, for Zone A, in order to keep up with inflation the FY2023-2024 maximum annual assessment per unit will be adjusted up by the allowable CPI to \$578.32; and

WHEREAS, for Zone B, in order to keep up with inflation the FY2023-2024 maximum annual assessment per unit will be adjusted up by the allowable CPI to \$8,215.69; and

WHEREAS, for Zone C, in order to keep up with inflation the FY2023-2024 maximum annual assessment for the zone will be adjusted up by the allowable CPI to \$79,076.67; and

WHEREAS, the proposed FY2023-2024 annual assessment to levy and collect for Zone A is proposed to be increased to \$163.60 per unit; and

WHEREAS, the proposed FY2023-2024 annual assessment to levy and collect for Zone B is proposed to be increased to \$1,257.48 per unit; and

WHEREAS, the proposed FY 2023-2024 annual assessment to levy and collect for Zone C is proposed to be increased to \$4,626.40 per unit; and

WHEREAS, notice of the public protest hearing was given by publication in accordance with the Landscaping and Lighting Act of 1972; and

WHEREAS, on June 13, 2023, the City Council conducted a public hearing and gave every interested person an opportunity to comment on the FY 2023-2024 Engineer's Report either in writing or orally and the City Council has considered each comment; and

WHEREAS, this Resolution is adopted pursuant to Section 22631 of the California Streets and Highways Code.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Willows hereby:

1. Approves the annual FY 2023-24 Engineer's Report as prepared and filed;
2. Confirms the assessment diagram and assessment amounts as set forth in the FY 2023-24 Engineer's Report and any amendments incorporated at the City Council's direction and hereby authorizes the levy and collection of the annual assessments set forth in said report for the FY 2023-24, for each of the following Zones:

Zone A – Birch Street Village

Zone B – Walmart

Zone C – South Willow Commercial and Industrial Center;

3. Adjusts the estimated maximum annual assessment for Zones A, B and C by the allowed CPI factor of +4.9% from the FY 2022-23 maximum annual assessment level as allowed by the original formation and annexation proceedings in order to keep up with inflation;
4. Sets the maximum annual assessments for FY 2023-24 to \$578.32 per unit for Zone A, \$8,215.69 per unit for Zone B and \$79,076.67 for the zone for Zone C
5. Sets the FY 2023-24 amount to levy and collect at \$163.60 per unit for Zone A, \$1,257.48 per unit for Zone B and \$4,626.40 per unit for Zone C;
6. Adopts this resolution pursuant to Section 22631 of the Street and Highway Code.

PASSED AND ADOPTED by the City Council of the City of Willows, State of California this 23rd day of May 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk



**ANNUAL ENGINEER'S REPORT
FOR
CITY OF WILLOWS
LANDSCAPING & LIGHTING ASSESSMENT DISTRICT
FY 2023-24**

FOR FINAL APPROVAL

**City of Willows
County of Glenn
State of California**

June 2023

**Prepared By:
Coastland Civil Engineering, Inc.**

**CITY OF WILLOWS LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24**

(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits, as directed by the City Council of the City of Willows on February 14, 2023, the enclosed Engineer's Report on the 13th day of June 2023.

COASTLAND CIVIL ENGINEERING INC.

By: 
John L. Wanger, RCE 43148, Exp. 3/31/24



I HEREBY CERTIFY that the enclosed Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the ____ day of ____, 2023.

By: _____
City Clerk, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was approved and confirmed by the City Council of the City of Willows, California, on the ____ day of ____, 2023.

By: _____
City Clerk, City of Willows
Glenn County, California

I HEREBY CERTIFY that the enclosed Final Engineer's Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Glenn on the ____ day of ____, 2023.

By: _____
City Clerk, City of Willows
Glenn County, California

ANNUAL ENGINEER'S REPORT FOR CITY OF WILLOWS LANDSCAPING & LIGHTING ASSESSMENT DISTRICT

(Pursuant to the Landscaping & Lighting Act of 1972)

FY 2023-24

Coastland Civil Engineering, the Engineer of Work for the City of Willows Landscaping & Lighting Assessment District, City of Willows, Glenn County, California, submits this annual Engineer's Report, as directed by the City Council on February 14, 2023, pursuant to Sections 22565 and 22620 of the California Streets & Highways Code.

Background

History of the Assessment District

The City of Willows Landscaping & Lighting Assessment District (Assessment District) was formed in October of 2005 to provide funding for the operation and maintenance of landscaping and streetlights within the public right-of-way for the Birch Street Village development, which has been designated as Zone A. In order to levy and collect assessments each fiscal year, the Landscaping & Lighting Act of 1972 requires the preparation and filing of annual Engineer's Reports. During these annual proceedings, cost estimates are developed for the operation and maintenance of the Assessment District improvements for the upcoming fiscal year. Further, as new subdivisions are created within the Willows city limits, they can be annexed into the Assessment District on an annual basis.

In Fiscal Year (FY) 2012-13, Zone B was created to recover costs associated with the operation and maintenance of streetlights and half the cost of traffic signals within the public right-of-way for the Walmart Super Store on West Wood Street (State Hwy 162).

In FY 2019-2020, Zone C was created to recover operations and maintenance costs associated with the South Willows Commercial and Industrial Center.

Annual Reserve Policy

During FY 2008-09, the City established a policy, where feasible, to maintain an annual reserve in each zone of 10-20% of annual operating expenses to better manage existing and pending expenses. If annual reserves are projected to exceed 20% at the end of the fiscal year, excess reserves can be utilized in those zones to reduce assessments and to reduce the projected year-end annual reserve to the target range.

For the purposes of this report, annual operating expenses are calculated from the Budgets in Part B as the "Total Expenses" minus any "Contribution to Street Light Knockdown Reserve" and/or "Contribution to Landscape Replacement Reserve."

Street Light Knockdown Reserve

While most budget items, such as utility, maintenance and administrative costs are incurred annually, costs for repairing or replacing street lights and signals will be expended only upon damage or destruction of an existing light or signal.

Zone A

No Street Light Knockdown Reserve has been established for Zone A.

Zones B and C

Pursuant to Code Section 22660, funds will be collected for Zones B and C in a Street Light Knockdown Reserve for the replacement of damaged street lights. Funds will be collected over the course of five years through annual contributions. Monies collected for this purpose are shown in Part B of this report. The Street Light Knockdown Reserve will accumulate to a maximum of \$5,000, with the maximum balance allowed to increase in the future if the estimated replacement cost increases.

Once this maximum balance is reached, there will be no additional accumulation of funds for that budget item until an expenditure to replace or repair a knocked-down street light has occurred, or the estimated replacement cost has increased. Once the knockdown funds are expended, the rebuilding of the fund will start in the following year's budget and spread over a maximum of five years.

Landscape Replacement Reserve

While specific budget items, such as utility, repairs, landscaping maintenance and administrative costs are incurred annually, Zone C has implemented a Landscape Replacement Reserve for the long-term replacement of such items as new mulch, irrigation and plant replacement. Pursuant to Streets and Highways Code Section 22660, money for any non-annual line items may be collected through annual installments that the City will place in a fund specific for this work. Monies collected for any non-annual landscape maintenance item(s) are shown in Part B, of this report with the designation "Landscape Replacement."

Zones A and B

No Landscape Replacement Reserves have been established for these zones.

Zone C

For Zone C, the following Landscape Replacement Reserve has been established to include:

- \$2,000 to be used for applying new mulch once every five years, or as otherwise needed.
- \$9,000 to be used for landscaping replanting once every 10 years, or as otherwise needed.
- \$18,000 to be used for irrigation replacement once every 20 years, or as otherwise needed.

Annual contributions of \$2,200.00 will be made to the Landscape Replacement Reserve until a balance of \$44,000 has been reached. These accumulation levels will be allowed to increase in the future if the estimated cost of these landscape maintenance items increase. This increase in costs may increase the annual assessment, however it will not increase the annual assessment higher than the maximum assessment allowed.

Cost Index Information

In order to take inflation into account and to recognize noticing/voting requirements for increasing the assessments, Zones A, B and C include an allowance for an annual increase to the estimated Maximum Annual Assessments in accordance with the annual Consumer Price Index (CPI). The annual CPI is based on the All-Urban Consumers (San Francisco Area) CPI from the U.S. Department of Labor, Bureau of Labor Statistics. All new zones to be annexed into this district are also to include an allowance for an annual increase to the Maximum Annual Assessments in accordance with the same CPI.

For FY 2023-24, the maximum annual assessment for Zones A, B and C are proposed to be increased by +4.9% as allowed by the latest annual (2022) CPI.

City of Willows Assessment District Zones

The overall proposed Assessment District budget for FY 2023-24 is \$34,432.56, which is 2% higher than last year's budget of \$33,843.78. The following sections describe each assessment zone, its proposed budget for FY 2023-24, and any changes from the previous year.

Zone A – Birch Street Village

Zone A was created for the Birch Street Village Subdivision to provide funding for the operation and maintenance of landscaping and lighting, including turf, ground cover, shrubs, trees, plants, irrigation systems, masonry walls, fencing, entryway monuments, street lights and associated appurtenances located within the right-of-way. The locations of the improvements are shown in the Assessment Diagram in Part F of this Report.

Annual landscaping expenses may include the repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code. Annual lighting expenses include utility, maintenance, and replacement costs. Administrative expenditures include the costs of managing the assessment district zone.

The total proposed Zone A budget for FY 2023-24 is \$5,562.40. This is a 15% increase from the FY 2022-23 budget. It should be noted that in FY 2022-23 there was a contribution from reserves due to reserves exceeding the desired 10-20% range. The contribution from reserves last year helped reduce assessments. In addition to no contributions from reserves this year, there were costs increases due to higher lighting utility costs and maintenance. The FY 2023-24 Zone A assessment is proposed to be \$163.60 per unit, which is \$38.00 higher than last year. Because annual reserves were projected to be 17%, within the target range of 10-20% of operating expenses, there were no available excess annual reserves this year that could be used to lower assessments.

The estimated annual reserve fund balance is anticipated to be 17%, within the desired reserve range of 10%-20% at the end of FY 2023-24.

Zone B – Walmart

Zone B provides funding for three street lights on North Airport Road alongside the Walmart development, and two traffic signals with street lights at the intersection of North Airport Road

and West Wood Street (Highway 162), as shown on the Zone B Assessment Diagram in Part F of this report. Annual expenses include utility, maintenance, replacement, and administrative expenditures. Replacement costs for street lights and traffic signals will be funded from a 'knockdown fund.'

During FY 2021-22, the McDonald's parcel was annexed into Zone B, increasing the number of parcel units in this zone from one to two.

The budget for Zone B is \$2,514.96. This is a 33% increase from the FY 2022-23 budget due to higher lighting utility costs and maintenance. The FY 2023-24 assessment is proposed to be \$1,257.48 per unit. Last year, the Zone B assessment was \$0.00 because there were sufficient excess annual reserves to cover 100% of the year's budget. This year, annual reserves were projected to be 14% of operating expenses, within the target range of 10-20%, and therefore there were no available excess annual reserves to be used to lower assessments. No annual contribution was made to the Zone B Knockdown Reserve Fund because the maximum balance of \$5,000 has been reached.

The estimated annual reserve fund balance is anticipated to be 14%, within the desired reserve range of 10%-20% at the end of FY 2023-24.

Zone C – South Willows Commercial and Industrial Center

In FY 2019-20, Zone C was created for the South Willows Commercial and Industrial Center development. Zone C covers the costs of landscape, weed abatement, and lighting improvements in the right-of-way or public parcels created as part of the South Willows Commercial and Industrial Center. The assessed improvements for the initial phase of construction included four street lights on Harvest Drive, one street light on S. Tehama Street, landscaped areas on either side of Harvest Drive and weed abatement areas on the north and south side of the development in the detention ponds created for the development. The improvements will benefit six parcels this fiscal year. These improvements are shown on the Zone C Assessment Diagram in Part F of this report.

Further subdivision of the largest parcel is anticipated at full build-out of the development, which may potentially create a total of 21 buildable parcels and a wetlands area as shown on the approved tentative map. Although the tentative map shows 21 parcels, the final number of parcels is subject to change in the future, as the ultimate lot configurations depend on development.

Annual landscaping expenses may include the repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code. Annual lighting expenses include utility, maintenance and replacement expenditures. Administrative expenditures include the costs of managing the assessment district zone. Replacement costs for street lights will be funded from a 'Street Light Knockdown Reserve' and landscape replacement costs will be funded from a 'Landscape Replacement Reserve.'

The FY 2023-24 budget for Zone C is \$26,355.20. This is a 4% decrease from the FY 2022-23 budget due to reduced maintenance requirements. For FY 2023-24, the assessment is proposed to increase to \$4,626.40 per unit, which is \$4,090.02 higher than last year. Last year's assessment was \$536.38 because excess annual reserves were available to substantially reduce the assessment.

For FY 2023-24, annual reserves are projected to be 20%, at the upper limit of the target range, and therefore there are no excess reserves to reduce assessments as they did last year.

A contribution of \$750.00 was made to the Street Light Knockdown Reserve, which will bring the fund's balance to \$3,500.00 at the end of the fiscal year. Annual contributions to the Knockdown Reserve fund will be made until the maximum fund balance of \$5,000 has been reached.

The estimated annual reserve fund balance is anticipated to be 20%, within the desired reserve range of 10%-20% at the end of FY 2023-24.

Proposition 218 and Special Benefits

In 1996, California voters approved Proposition 218 which grants local governments the ability to create assessment districts, and to levy and collect assessments. This law, now a part of the California Constitution (Articles XIII C and XIII D), stipulates that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred upon that parcel. "Special benefit" is defined as "a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.

The Annual Engineer's Report must identify the special benefits conferred upon assessed parcels through the improvements and services funded by the District. The Report must also identify any general benefit conferred upon the public at large by those same improvements and services. The annual costs of said improvements and services must be apportioned between the two. The cost of services attributable to a general benefit may not be assessed.

For the City of Willows, the special benefits and general benefits provided by the various improvements, where furnished through the Assessment Districts, are described below.

Benefits of Landscaping

Landscaping improvements may include turf, mulch, plantings, irrigation systems, masonry walls, fencing, and landscape appurtenances. Landscaping improvements provide the following special benefits to each assessed parcel within the zone:

- Enhanced desirability of properties through association with the landscaping,
- Improved aesthetic appeal of the neighborhood, and
- Improved air quality from additional vegetation.

Each assessed parcel within a zone receives a particular and distinct special benefit from the maintenance of the landscaping within that zone even though the landscaping may not be adjacent to each parcel. Further, although members of the general public may walk or drive through a zone and appreciate the aesthetic appeal of the maintained landscaping, this does not necessarily confer a general benefit to the public at large.

Benefits of Street Lighting

Street lighting provided by the Assessment District must meet adopted City standards for lighting, including spacing requirements. Therefore, each assessed parcel within the zone receives approximately equal and special benefit for:

- Enhanced neighborhood, pedestrian and vehicle safety, and
- Increased neighborhood, pedestrian and vehicle security.

Each assessed parcel within a zone receives a particular and distinct special benefit from the lighting and maintenance thereof within that zone even though the lights may not be adjacent to each parcel.

Although members of the general public may walk or drive through a zone and appreciate the increased safety and security resulting from improved street lighting, this does not necessarily confer a general benefit to the public at large.

Benefits of Enhanced Traffic Control

The maintenance of traffic control improvements may include the utility costs, maintenance and replacement of traffic signals and street lighting. Traffic control often provides a combination of special and general benefits, which may include:

- Enhanced pedestrian and vehicle safety,
- Ease of access/egress, and
- Improved safety of the intersection.

Each assessed parcel within a zone receives a particular and distinct special benefit from the maintenance of the traffic control improvements within that zone even though there may be another access route to that parcel.

The general public may also benefit from improved traffic control, particularly when the improvements are located on highways and major arterial roads that serve many parcels outside of the assessed zone. The portion of enhanced safety and accessibility resulting from traffic control improvements conferred upon the public must be quantified and separated from the portion of special benefits conferred upon the assessed properties for each zone.

FY 2023-24 Engineer's Report Format

This Engineer's Report consists of the following Parts:

- PART A Plans and Specifications (Page 10)** - This portion of the Engineer's Report describes any plans and specifications that may be needed for the installation of the improvements. If plans and specifications exist, they are filed with the City Clerk. Although separately bound, the plans and specifications are part of this Engineer's Report and are included in it by reference.
- PART B Budget Cost Estimates (Page 11)** – Budget cost estimates associated with the operations and maintenance of the described improvements for each Zone are described in Part B of this report. In addition to an overall budget summary for Zone A, Zone B, and Zone C, a detailed FY 2023-24 Budget sheet and a FY 2023-24 Summary of Fund Balance sheet is provided for each Zone.
- PART C Assessment (Page 18)** – A listing of the annual assessment on each benefited parcel of land in Zone A, Zone B, and Zone C within the Assessment District. The assessment amount is the estimated cost each parcel will contribute during FY 2023-24 towards the operation and maintenance of their respective Zone within the Assessment District, as well as their portion of the 5-year installment payment for the installation of the improvements.
- PART D Method of Apportionment of Assessment (Page 21)** - A statement of the method used by Engineer of Work to determine the amount proposed to be assessed against each parcel within Zone A, Zone B, and Zone C of the Assessment District. Additionally, this section describes the maximum assessment allowable and any inflationary adjustments.
- PART E Property Owners List (Page 26)** - Names and addresses of the owners of real property listed within this Assessment District, as shown on the last equalized assessment roll for taxes. The Assessor Parcel Number (A.P.N.) keys the list into the Assessment Roll of Part C.
- PART F Assessment Diagrams (Page 29)** – The Assessment Diagrams (maps) showing all of the parcels of real property within Zone A, Zone B, and Zone C of the Assessment District. The assessment number keys the diagram Part C – Assessment Roll.

PART A

PLANS AND SPECIFICATIONS

The Assessment District provides funds for the operation and maintenance of landscaping and street lights located in the public rights-of-way in Zone A and operation, maintenance of street lights and traffic signals in public rights-of-way in Zone B, maintenance of landscaping, weed abatement and street lights located in the public rights-of-way and public parcels in Zone C. Maintenance may include repair, removal or replacement of any landscape improvement, damaged irrigation facilities, diseased landscaping, weed and brush clearing, maintenance or replacement of street lights or traffic signals, landscape plantings and irrigation and any other allowable maintenance items per Section 22531 of the California Streets and Highways Code for the life of the Assessment District. Because the installation of the improvements is funded by this assessment district, the plans and specifications showing the improvements for Zone A are on file at the City offices for the Birch Street Village development. The plans and specifications showing the improvements for Zone B are on file at the City office. The plans and specifications showing the improvements for Assessment District Zone C are on file at the City offices for the South Willows Commercial and Industrial Center development.

PART B

FY 2023-24 Budget Cost Estimates

For FY 2023-24, the total budget summary for Willows Landscaping & Lighting Assessment District is as follows:

	<u>As Filed With the City</u>	<u>As Preliminarily Approved</u>	<u>As Finally Approved At the Public Hearing</u>
Zone A:	\$ 5,562.40	\$ 5,562.40	\$
Zone B:	\$ 2,514.96	\$ 2,514.96	\$
Zone C:	\$ 26,355.20	\$ 26,355.20	\$
Total:	\$ 34,432.56	\$ 34,432.56	\$

Detailed budgets for Zones A, B and C are provided in this section. Also included is the Summary of Fund Balance sheet for each zone.

**CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24
Zone A - Birch Street Village
Budget**

Item	2022-23 Budget	2023-24 Budget
Engineers Report	\$1,166.00	\$1,437.20
Legal Services	\$100.00	\$175.00
Landscape Maintenance	\$2,500.00	\$2,500.00
Lighting Utilities & Maintenance	\$600.00	\$1,000.00
County Assessor Fees (3.5% of Revenue)	\$166.26	\$194.68
Contingency	\$218.14	\$255.52
Total Expenses	\$4,750.40	\$5,562.40
Contribution from Annual Reserves	\$480.00	\$0.00
Total Assessment Costs	\$4,270.40	\$5,562.40
Total Assessment Revenue	\$4,270.40	\$5,562.40
Estimated Number of Units in Zone A	34.0	34.0
Proposed Assessment per Unit for Zone A*	\$125.60	\$163.60

* This is less than the maximum allowed. See Maximum Allowable Assessment Analysis.

**CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24
Zone A - Birch Street Village
Summary of Fund Balance**

	<u>2023-24</u>
Estimated Starting Annual Reserve on July 1	\$931.03
Estimated Interest Earned	\$8.00
Estimated Revenue	\$5,562.40
Total Estimated Funds Available	\$6,501.43
Total Estimated Expenditures	\$5,562.40
Estimated Ending Annual Reserve on June 30	\$939.03
As percent of Annual Operating Expenses (Goal is 10-20%)	17%

**CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24
Zone B - Walmart
Budget**

Item	2022-23 Budget	2023-24 Budget
Engineers Report	\$376.10	\$591.30
Legal Services	\$100.00	\$175.00
Lighting Utilities & Maintenance	\$1,000.00	\$1,440.00
Contribution to Street Light Knockdown Reserve	\$0.00	\$0.00
County Assessor Fees (3.5% of Revenue)	\$58.89	\$88.02
Contingency	\$147.61	\$220.64
Total Expenses	\$1,682.60	\$2,514.96
Contribution from Annual Reserves	\$1,682.60	\$0.00
Total Assessment Costs	\$0.00	\$2,514.96
Total Assessment Revenue	\$0.00	\$2,514.96
Estimated Number of Units in Zone B	2.0	2.0
Proposed Assessment per Unit for Zone B*	\$0.00	\$1,257.48

* This is less than the maximum allowed. See Maximum Allowable Assessment Analysis.

**CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24
Zone B - Walmart
Summary of Fund Balance**

	<u>2023-24</u>
Est. Starting Annual Reserve on July 1	\$360.40
Est. Starting Street Light Knockdown Reserve on July 1	\$5,000.00
Estimated Interest Earned	\$0.00
Estimated Annual Revenue	\$2,514.96
Estimated Street Light Knockdown Revenue	\$0.00
Total Estimated Annual Funds Available	\$2,875.36
Total Estimated Street Light Knockdown Reserve Available	\$5,000.00
Total Estimated Annual Expenditures	\$2,514.96
Total Estimated Knockdown Expenditures	\$0.00
Est. Ending Annual Reserve on June 30	\$360.40
As percent of Annual Operating Expenses (Goal is 10-20%)	14%
Est. Ending Street Light Knockdown Reserve on June 30 ¹	\$5,000.00

¹Street Light Knockdown Reserve goal for Zone B is \$5,000.

**CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24
Zone C - S. Willows Commercial and Industrial Center
Budget**

Item	2022-23 Budget	2023-24 Budget
Engineers Report	\$5,937.90	\$6,036.40
Legal Services	\$100.00	\$175.00
Weed Abatement	\$11,000.00	\$11,000.00
Landscape Maintenance & Utilities	\$4,300.00	\$3,000.00
Lighting Utilities & Maintenance	\$487.50	\$700.00
Contribution to Street Light Knockdown Reserve	\$750.00	\$750.00
Contribution to Landscape Replacement Reserve	\$2,200.00	\$2,200.00
County Assessor Fees (3.5% of Revenue)	\$751.55	\$711.16
Contingency	\$1,883.83	\$1,782.64
Total Expenses	\$27,410.78	\$26,355.20
Contribution from Annual Reserves	\$24,460.69	\$910.00
Total Assessment Costs	\$2,950.09	\$25,445.20
Total Assessment Revenue	\$2,950.09	\$25,445.20
Estimated Number of Units in Zone C	5.5	5.5
Proposed Assessment per Unit for Zone C*	\$536.38	\$4,626.40

* This is less than the maximum allowed. See Maximum Allowable Assessment Analysis.

**CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24
Zone C - S. Willows Commercial and Industrial Center
Summary of Fund Balance**

	<u>2023-24</u>
Est. Starting Annual Reserve on July 1	\$5,546.31
Est. Starting Street Light Knockdown Reserve on July 1	\$2,750.00
Est. Starting Landscape Replacement Reserve on July 1	\$7,150.00
 Estimated Interest Earned	 \$45.00
 Estimated Annual Revenue collected	 \$22,495.20
Estimated Street Light Knockdown Revenue collected	\$750.00
Estimated Landscape Replacement Revenue collected	\$2,200.00
 Total Estimated Funds Available	 \$40,936.51
 Total Estimated Annual Expenditures	 \$23,405.20
Estimated Street Light Knockdown Expenditure	\$0.00
Total Estimated Landscape Replacement Expenditures	\$0.00
 Est. Ending Annual Reserve on June 30	 \$4,681.31
As percent of Annual Operating Expenses (Goal is 10-20%)	20%
Est. Ending Street Light Knockdown Reserve on June 30 ¹	\$3,500.00
Est. Ending Landscape Replacement Reserve on June 30 ²	\$9,350.00

¹Street Light Knockdown Reserve goal for Zone C is \$5,000.

²Landscape Replacement Reserve goal for Zone C is \$44,000.

PART C

FY 2023-24 ASSESSMENT ROLL

The total proposed Assessment District revenues for FY 2023-24 consist entirely of assessments associated with Zones A, B, and C, as follows:

\$ 5,562.40	From Zone A
\$ 2,514.96	From Zone B
<u>\$ 25,445.20</u>	From Zone C
\$ 33,522.56	Total Assessment Revenue

The breakdown of FY 2023-24 annual assessments per parcel is shown in Table 1 of this report. The lines and dimensions of each parcel are shown on the maps in the office of the County Assessor of the County of Glenn.

Table 1
CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24

Zone A - Birch Street Village

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Units	Assessment Amount	Owner Name	Address
001-071-009-000	26	R1XX	Single Family	1	\$163.60	Tovar, Bradford & Tovar, Jillian Mc Garr	320 S. Humboldt Ave Willows, CA 95988
001-071-010-000	27	R1XX	Single Family	1	\$163.60	Nungaray, Jose T A & Arteaga Lorena C J/T	330 S Humboldt Ave, Willows, CA 95988
001-071-011-000	28	R1XX	Single Family	1	\$163.60	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-071-012-000	29	R1XX	Single Family	1	\$163.60	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-071-013-000	30	R1XX	Single Family	1	\$163.60	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-071-014-000	31	R1XX	Single Family	1	\$163.60	Gonzalez, Sthefany Padilla & Ochoa, Ramon G J/T	370 S. Humboldt Ave, Willows, CA 95988
001-071-015-000	32	R1XX	Single Family	1	\$163.60	Towes, Randel & Roberta J/T	380 S. Humboldt Ave, Willows, CA 95988
001-071-016-000	33	R1XX	Single Family	1	\$163.60	Hernandez J A Palomino & Palomino Hilda	1330 W. Humboldt Ave, Willows, CA 95988
001-071-017-000	34	R1XX	Single Family	1	\$163.60	Cox, Thomas L Jr. S/S	1320 W. Humboldt Ave, Willows, CA 95988
001-071-018-000	16	R1XX	Single Family	1	\$163.60	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-071-019-000	15	R1XX	Single Family	1	\$163.60	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-071-020-000	14	R1XX	Single Family	1	\$163.60	Thornton, Michael R ETAL	461 El Dorado Ave, Willows, CA 95988
001-071-021-000	17	R1XX	Single Family	1	\$163.60	Buskirk, Patricia A	PO Box 634, Willows, CA 95988
001-071-022-000	18	R1XX	Single Family	1	\$163.60	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-071-023-000	19	R1XX	Single Family	1	\$163.60	Martinez, Ramiro Licea & Licea Yesenia J/T	381 El Dorado Ave, Willows, CA 95988
001-071-024-000	20	R1XX	Single Family	1	\$163.60	Ngo Cuong Bach & Tra Thuy Thanh Thi TRS	371 El Dorado Ave, Willows, CA 95988
001-071-025-000	21	R1XX	Single Family	1	\$163.60	Feeney, Kevin S/S	65 Lindauer Lane, Red Bluff, CA 96088
001-071-026-000	22	R1XX	Single Family	1	\$163.60	Arias Ana	351 El Dorado Ave, Willows, CA 95988
001-071-027-000	23	R1XX	Single Family	1	\$163.60	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-071-028-000	24	R1XX	Single Family	1	\$163.60	Zarate Fransico & Gabriela R J/T	331 El Dorado Ave, Willows, CA 95988
001-071-029-000	25	R1XX	Single Family	1	\$163.60	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-071-030-000	13	R1XX	Single Family	1	\$163.60	Lederer, Eric M	PO Box 1298, Willows, CA 95988
001-071-031-000	12	R1XX	Single Family	1	\$163.60	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-071-032-000	11	R1XX	Single Family	1	\$163.60	Barragan, Ruban J.	330 El Dorado Ave, Willows, CA 95988
001-071-033-000	10	R1XX	Single Family	1	\$163.60	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-071-034-000	9	R1XX	Single Family	1	\$163.60	Sigala, Yesenia J & Reymundo J/T	350 El Dorado Ave, Willows, CA 95988
001-071-035-000	8	R1XX	Single Family	1	\$163.60	Hancock, Jacob B & Terri J/t	360 El Dorado Ave, Willows CA 95988
001-071-036-000	7	R1XX	Single Family	1	\$163.60	Corriea Larry G	475 S Culver St, Willows, CA 95988
001-071-037-000	6	R1XX	Single Family	1	\$163.60	Salas, Crystal A & Sengmany, Rakxat J/T	380 El Dorado Ave, Willows, CA 95988
001-071-038-000	5	R1XX	Single Family	1	\$163.60	Bobadilla, Pedro D & Raygoza Marisol J/T	410 El Dorado Ave, Willows, CA 95988
001-071-039-000	4	R1XX	Single Family	1	\$163.60	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-071-040-000	3	R1XX	Single Family	1	\$163.60	Drazkowski Tonia & Scott Lindsay B Co Trs	PO Box 434, Sea Ranch, CA 95497
001-071-041-000	2	R1XX	Single Family	1	\$163.60	Irwin Dennis L	440 El Dorado Ave, Willows, CA 95988
001-071-042-000	1	R1XX	Single Family	1	\$163.60	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Easement	0	\$0.00	Null	Null
Total				34	\$5,562.40		

Table 1 (continued)

Zone B - Walmart

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Units	Assessment Amount	Owner Name	Address
017-210-050-000	45	CE/ML/PD	Gen. Commercial/ Light Manufacturing/ Planned Development	1	\$1,257.48	McDonalds USA LLC	611 Country Dr, Chico CA 95928
017-210-052-000	35	CEXX	Commercial Retail Outlet	1	\$1,257.48	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
Total				2	\$2,514.96		

Zone C - S. Willows Commercial and Industrial Center

APN	Assessment Diagram Number	Land Use Code	Land Use Type	Units	Assessment Amount	Owner Name	Address
017-170-034-000	36	GVXX	Governmental Vacant	0	\$0.00	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-037-000	37	GXXX	Governmental Waste	0	\$0.00	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-051-000	38	RVAX	Residential Vacant, Ag	0.5	\$2,313.20	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-001-000	41	RVAX	Residential Vacant, Ag	0	\$0.00	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-002-000	40	RVAX	Residential Vacant, Ag	1	\$4,626.40	Snow Mountain Properties LLC	1629 Co Rd E, Willows CA 95988
017-350-003-000	39	RVAX	Residential Vacant, Ag	1	\$4,626.40	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-007-000	42	RVAX	Residential Vacant, Ag	1	\$4,626.40	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-008-000	43	RVAX	Residential Vacant, Ag	1	\$4,626.40	Martines Laythen	20370 Skyhawk Ln., Topanga, CA 90290
017-350-009-000	44	RVAX	Residential Vacant, Ag	1	\$4,626.40	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
Total				5.5	\$25,445.20		

PART D

METHOD OF APPORTIONMENT OF ASSESSMENT

This section describes the manner by which the annual assessment has been apportioned (spread) to the assessed parcels within each Zone:

Zone A – Birch Street Village

Zone A includes the maintenance of the landscaping and street lighting located within the right-of-way of Birch Street Village. The parcels within the zone receive a direct and special benefit from the landscaping and street lighting, which include enhanced desirability of properties within the zone, improved aesthetic appeal of the neighborhood, improved air quality, enhanced safety and security for the neighborhood, pedestrians, and vehicles.

Although members of the general public may walk or drive through a zone and appreciate the aesthetic appeal of the maintained landscaping, this does not necessarily confer a general benefit to the public at large and, in any case, is determined to be negligible relative to the special benefits conferred upon the parcels within a particular zone.

Land use codes from the County of Glenn were used to determine the basic use units assigned to each parcel. The following basic use units reflect the relative special benefit accruing to parcels of land within Zone A:

1. Developed parcel	1 unit
2. Vacant, developable parcel	½ unit
3. Undevelopable parcel	0 units

Accordingly, the annual assessment cost per parcel shall be obtained by dividing the total Zone A annual assessment cost by the total number of units within Zone A.

Zone B – Walmart

Zone B includes the maintenance of three street lights on North Airport Boulevard and a portion of a 4-way traffic signal with street lights at the intersection of West Wood Street and North Airport Road. The special and general benefits for each improvement, and the portions thereof, are described below.

Street Lights

The two parcels within Zone B, Walmart and McDonald's, receive direct and special benefits from the street lights on North Airport Boulevard. The special benefits include enhanced safety and security for the neighborhood, pedestrians, and vehicles. Each parcel within the zone receives a particular and distinct special benefit from the lighting and maintenance thereof within that zone even though the lights may not be adjacent to each parcel.

Although members of the general public may walk or drive through a zone and appreciate the increased safety and security resulting from improved street lighting, this does not necessarily confer a general benefit to the public at large and, in any case, is determined to be negligible relative to the special benefits conferred upon the parcels within a particular zone.

Land Use codes as received from the County of Glenn are used to determine the basic use units to be assigned to each parcel. The following basic use units reflect the relative special benefit accruing to parcels of land within Zone B:

1. Developed parcel	1 unit
2. Vacant, developable parcel	½ unit
3. Undevelopable parcel	0 units

Accordingly, the annual assessment cost per parcel shall be obtained by dividing the total Zone B annual assessment cost by the total number of units within Zone B.

Traffic Signal:

The four-way traffic signal system, consisting of four traffic signals, street lighting and controller, was installed at the intersection of West Wood Street and North Airport Road to address traffic congestion resulting from the expanded Walmart Super Store. Prior to the Walmart development, there was no need for a traffic signal at this intersection.

The parcels within Zone B, receive direct and special benefits from the 4-way traffic signal. These special benefits include enhanced safety and security for the neighborhood, pedestrians, and vehicles, as well as ease of access and egress, and improved safety of the intersection. West Wood Street also carries traffic not associated with Zone B, and therefore the enhanced traffic control also confers a general benefit to the public at large.

The enhanced traffic control provided to north/south traffic on North Airport Road is considered to be a special benefit principally to Zone B as the traffic control in that direction serves their primary entrance to the north. Comparatively, there is very little traffic directed to the south, which serves the local Willows airport, and the general benefit provided in this direction is considered negligible.

The enhanced traffic control provided to east/west traffic along State Highway 162 is considered to provide primarily a general benefit to the public at large.

Therefore, the direct and special benefits provided to Zone B for improved traffic control in the north-south direction is considered to be one-half of the total traffic control benefits. The remaining one-half of the traffic control benefits, conferred on east-west traffic along State Highway 162, is considered a general benefit to the public.

The annual assessment cost for special benefits conferred to Zone B for traffic control shall be one-half of the total costs of providing and maintaining the 4 signals, lights and controller plus associated costs. The remainder of the costs associated with this signal is paid for by Caltrans, as West Wood Street is a State highway. This is indicated on the Assessment Diagram as 2 traffic signals.

Accordingly, the method by which the two Zone B parcels shall be assessed for traffic signal costs is determined by dividing the Zone B traffic signal costs by the total number of parcels within Zone B. The Zone B traffic signal costs include the cost of maintenance and operation of the City's portion of the traffic signal (including lights), half the cost of the controller, and the administrative costs associated with this zone.

A Street Light Knockdown Reserve has been established for Zone B to cover expenses associated with replacing a street light if it is damaged or destroyed by a vehicle. The overall knockdown fund cost to be accumulated over a 5-year period is \$5,000 (estimated expenses for manpower and equipment for replacing one streetlight). Once a fund balance of \$5,000 is attained, no additional monies shall be collected for this fund until/unless there is the need to replace one of the streetlights or the cost of street light replacement is determined to have increased.

Zone C – South Willows Commercial and Industrial Center

Zone C includes weed abatement, and the maintenance of landscaping and street lighting located within the South Willows Commercial and Industrial Center. The parcels within the zone receive a direct and special benefit from the weed abatement, landscaping and street lighting, which include enhanced desirability of properties within the zone, improved aesthetic appeal of the neighborhood, improved air quality, and enhanced safety and security for the neighborhood, pedestrians, and vehicles.

Although members of the general public may walk or drive through a zone and appreciate the increased safety and security resulting from improved street lighting or the aesthetic appeal of the maintained landscaping, this does not necessarily confer a general benefit to the public at large and, in any case, is determined to be negligible relative to the special benefits conferred upon the parcels within a particular zone.

Land Use codes as received from the County of Glenn are used to determine the basic use units to be assigned to each parcel. The following basic use units reflect the relative special benefit accruing to parcels of land within Zone C:

1. Developed parcel	1 unit
2. Vacant, developable parcel	½ unit
3. Undevelopable parcel	0 units

Accordingly, the annual assessment cost per unit shall be obtained by dividing the total Zone C annual assessment cost by the total number of units within Zone C.

A Street Light Knockdown Reserve has been established for Zone B to cover expenses associated with replacing a street light if it is damaged or destroyed by a vehicle. The overall knockdown fund cost to be accumulated over a 5-year period is \$5,000 (estimated expenses for manpower and equipment for replacing one streetlight). Once a fund balance of \$5,000 is attained, no additional monies shall be collected for this fund until/unless there is the need to replace one of the streetlights or the cost of street light replacement is determined to have increased.

The Zone C total knockdown replacement fund to be accumulated over 5 years is \$5,000. This amount, \$5,000, divided by five years equals an annual street light knockdown reserve contribution of \$1,000.

The annual knockdown reserve cost per unit shall be obtained by dividing the Zone C annual knockdown replacement cost (\$1,000) by the total number of units within Zone C (as defined in this section above).

A landscape replacement fund will be established for Zone C to cover expenses associated with long-term landscaping items such as new bark mulch, plants, and replacement of the irrigation system, as needed. The overall landscape replacement fund costs are as follows:

Landscape Replacement Fund Costs

New bark mulch to be replaced every five years:	\$2,000 (\$8,000 over 20 years)
New plants to be replaced over 10 years:	\$9,000 (\$18,000 over 20 years)
Irrigation system replacement every 20 years:	<u>\$18,000 (\$18,000 over 20 years)</u>
	\$44,000 over 20 years

The total landscape replacement fund to be accumulated over 20 years is \$44,000. This amount, \$44,000, divided by twenty years equals an annual landscape replacement fund of \$2,200 for this zone.

The annual landscape replacement cost per unit shall be obtained by dividing the annual landscape replacement fund cost (\$2,200) by the total number of units within Zone C (as defined in this section above).

MAXIMUM ALLOWABLE ASSESSMENT AND INFLATIONARY FACTORS

In 2005, the original Engineer's Report stated that assessments may be adjusted each year to account for inflation of costs and services in accordance with the Bay Area (San Francisco-Oakland-San Jose) Consumer Price Index (CPI) for all urban consumers, or 3%, whichever is greater. An annual CPI increase has been applied for each year; however, it should be noted that, due to the economic climate, from FY 2010-11 through FY 2016-17 and from FY 2020-21 through FY 2021-22, the implemented increase was less than 3%.

The CPI adjustments to the Maximum Allowable Assessment from FY 2016-17 through FY 2023-24 are shown as follows:

Maximum Allowable Assessment								
Assessment Year	Annual CPI Increase		Zone A Birch Street Village		Zone B Walmart		Zone C S. Willows Commercial & Industrial Center	
	Year	%	Allowed Adjustment Amount	Total Assessment Maximum (per Unit)	Allowed Adjustment Amount	Total Assessment Maximum (per Unit)	Allowed Adjustment Amount	Total Assessment Maximum (per Zone)
FY 2016-17	2015	2.60%	\$11.69	\$461.34	\$166.08	\$6,553.66		
FY 2017-18	2016	3.00%	\$13.84	\$475.18	\$196.61	\$6,750.27		
FY 2018-19	2017	2.90%	\$13.78	\$488.96	\$195.76	\$6,946.03		
FY 2019-20 Zone C original Assessment	2018	3.50%	\$17.11	\$506.07	\$243.11	\$7,189.14		\$69,196.02
FY 2020-21	2019	2.50%	\$12.65	\$518.72	\$179.73	\$7,368.87	\$1,729.90	\$70,925.92
FY 2021-22	2020	2.00%	\$10.37	\$529.09	\$147.38	\$7,516.25	\$1,418.52	\$72,344.44
FY 2022-23	2021	4.20%	\$22.22	\$551.31	\$315.68	\$7,831.93	\$3,038.47	\$75,382.91
FY 2023-24	2022	4.90%	\$27.01	\$578.32	\$383.76	\$8,215.69	\$3,693.76	\$79,076.67

Actual assessment amounts to be collected do not have to be set at the maximum assessment. Establishing the maximum available assessment each year and keeping up with inflation allows the assessments to be increased to this maximum amount sometime in the future if costs associated with this Assessment District increase (e.g., if in any year there are unanticipated expenditures due to such things as vandalism) and will preclude having to go through electorate approval per California Constitution Article XIII C, Section 2(b).

PART E**FY 2023-24 PROPERTY OWNERS LIST**

The names and addresses of each of the property owners as shown on the County of Glenn Assessor's Tax Assessment Roll are shown in Table 2. The names and addresses have been keyed to the special assessment number (the assessor parcel number) as shown in Part C of this Engineer's Report.

Table 2
CITY OF WILLOWS
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT
FY 2023-24
Property Owner's List

APN	Assessment Diagram Number	Owner Name	Mailing Address
001-071-009-000	26	Tovar, Bradford & Tovar, Jillian Mc Garr	320 S. Humboldt Ave Willows, CA 95988
001-071-010-000	27	Nungaray, Jose T A & Arteaga Lorena C J/T	330 S Humboldt Ave, Willows, CA 95988
001-071-011-000	28	Medina Humberto	340 S Humboldt Ave, Willows, CA 95988
001-071-012-000	29	Pollock Robert R	350 S Humboldt Ave, Willows, CA 95988
001-071-013-000	30	Baczkowski, Thomas W.	360 S Humboldt Ave, Willows, CA 95988
001-071-014-000	31	Gonzalez, Sthefany Padilla & Ochoa, Ramon G J/T	370 S. Humboldt Ave, Willows, CA 95988
001-071-015-000	32	Towes, Randel & Roberta J/T	380 S. Humboldt Ave, Willows, CA 95988
001-071-016-000	33	Hernandez J A Palomino & Palomino Hilda	1330 W. Humboldt Ave, Willows, CA 95988
001-071-017-000	34	Cox, Thomas L Jr. S/S	1320 W. Humboldt Ave, Willows, CA 95988
001-071-018-000	16	Kumar Priti	199 N Humboldt Ave, Willows, CA 95988
001-071-019-000	15	Street Amy L & Street Timothy R	451 El Dorado Ave, Willows, CA 95988
001-071-020-000	14	Thornton, Michael R ETAL	461 El Dorado Ave, Willows, CA 95988
001-071-021-000	17	Buskirk, Patricia A	PO Box 634, Willows, CA 95988
001-071-022-000	18	Donnelly, Michael D & Carolyn M	421 El Dorado Ave, Willows, CA 95988
001-071-023-000	19	Martinez, Ramiro Licea & Licea Yesenia J/T	381 El Dorado Ave, Willows, CA 95988
001-071-024-000	20	Ngo Cuong Bach & Tra Thuy Thanh Thi TRS	371 El Dorado Ave, Willows, CA 95988
001-071-025-000	21	Feeney, Kevin S/S	65 Lindauer Lane, Red Bluff, CA 96088
001-071-026-000	22	Arias Ana	351 El Dorado Ave, Willows, CA 95988
001-071-027-000	23	Baker Nicole C	341 El Dorado Ave, Willows, CA 95988
001-071-028-000	24	Zarate Fransico & Gabriela R J/T	331 El Dorado Ave, Willows, CA 95988
001-071-029-000	25	Clark Janie C TRS	321 El Dorado Ave, Willows, CA 95988
001-071-030-000	13	Lederer, Eric M	PO Box 1298, Willows, CA 95988
001-071-031-000	12	Hernandez Jaime & Hernandez Gabriela	320 El Dorado Ave, Willows, CA 95988
001-071-032-000	11	Barragan, Ruban J.	330 El Dorado Ave, Willows, CA 95988
001-071-033-000	10	Jaramillo Jose Luis & Jaramillo Brenda	340 El Dorado Ave, Willows, CA 95988
001-071-034-000	9	Sigala, Yesenia J & Reymundo J/T	350 El Dorado Ave, Willows, CA 95988
001-071-035-000	8	Hancock, Jacob B & Terri J/t	360 El Dorado Ave, Willows CA 95988
001-071-036-000	7	Corriea Larry G	475 S Culver St, Willows, CA 95988
001-071-037-000	6	Salas, Crystal A & Sengmany, Rakxat J/T	380 El Dorado Ave, Willows, CA 95988
001-071-038-000	5	Bobadilla, Pedro D & Raygoza Marisol J/T	410 El Dorado Ave, Willows, CA 95988
001-071-039-000	4	Gutierrez, Alejandro & Gutierrez Ashley M J/T	420 El Dorado Ave, Willows, CA 95988
001-071-040-000	3	Drazkowski Tonia & Scott Lindsay B Co Trs	PO Box 434, Sea Ranch, CA 95497
001-071-041-000	2	Irwin Dennis L	440 El Dorado Ave, Willows, CA 95988
001-071-042-000	1	Southam Boyd & Southam Stephanie	450 El Dorado Ave, Willows, CA 95988
Lot A	Lot A	Null	Null

Table 2 (Continued)

APN	Assessment Diagram Number	Owner Name	Mailing Address
017-170-034-000	36	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-037-000	37	City of Willows	201 North Lassen St, Willows, CA 95988
017-170-051-000	38	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-210-050-000	45	McDonalds USA LLC	611 Country Dr, Chico CA 95928
017-210-052-000	35	Walmart RE Business Trust c/o Walmart Tax Dept #2053	P.O. Box 8050, Bentonville, AR 72712-8050
017-350-001-000	41	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-002-000	40	Snow Mountain Properties LLC	1629 Co Rd E, Willows CA 95988
017-350-003-000	39	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-007-000	42	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-008-000	43	California Land Invest LLC	316 California Ave #350, Reno, NV 89509
017-350-009-000	44	California Land Invest LLC	316 California Ave #350, Reno, NV 89509

PART F

FY 2023-24 ASSESSMENT DIAGRAM

Attached, you will find Assessment Diagrams (maps) for Zones A, B, and C within the Assessment District. Please note that the lines and dimensions of each parcel, as well as the distinctive assessment number, are shown on the Assessor's Maps for the City of Willows available at the County of Glenn Assessor's Office. The attached pages also provide the reference to the appropriate Assessor Books at the County for the subdivision.

Zone A

All the land lying within the Birch Street Village Subdivision, filed in the Recorder's Office of the County of Glenn in Book 13, Page 64.

Zone B

All the land lying within the Walmart Super Store Development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Number 017-210-052-000.

All the land lying within the McDonald's parcel, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Number 017-210-050-000.

Zone C

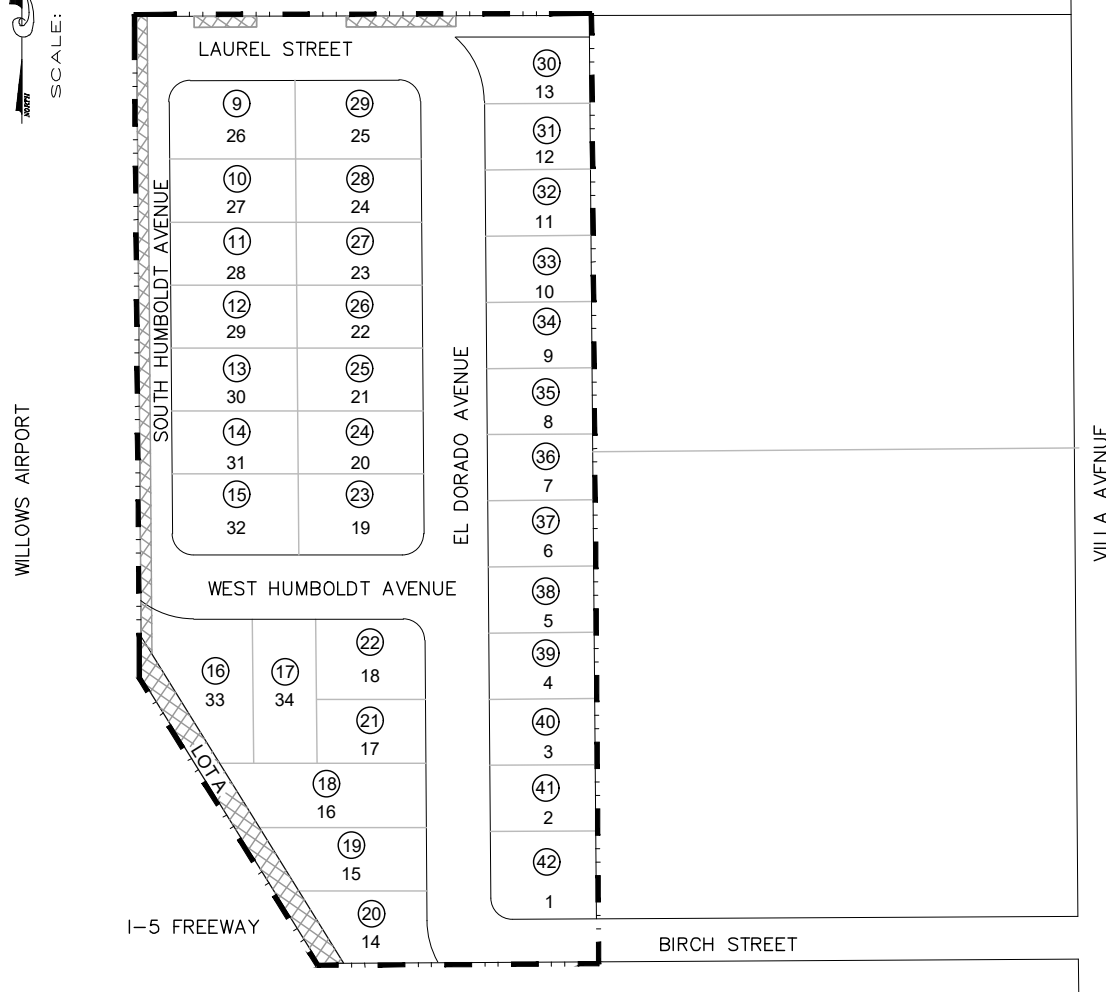
All the land lying within the South Willows Commercial and Industrial Center development, known at the Assessor's Office of the County of Glenn as Assessor's Parcel Numbers 017-170-034-000, 017-170-037-000, 017-170-051-000 and 017-350-001-000 through 017-350-006-000.

F:\Projects\Willows\LLAD\2023-24 LLAD 72-4989\23-Wil-Engr's Report - FFA.docx

Images: EOC map.jpg; ArcGIS.
Path: F:\BMAP-STD\Willows\LLAD\2021-22 Assessment Diagrams.dwg Layout Name: Zone A Plot Date: Apr 04, 2023 at 10:09 am

SCALE: $1'' = 180'$

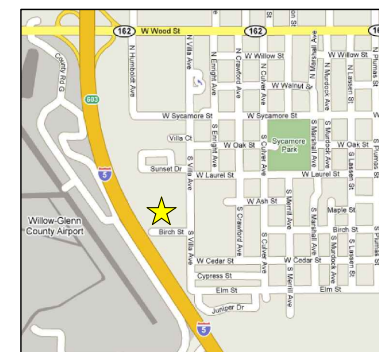
APN: BOOK 001, PAGE 07, BLOCK 1.
THE SPECIFIC LOT NUMBER IS SHOWN IN THE CIRCLE.
THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.



LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE A - BIRCH STREET VILLAGE



VICINITY MAP

 Landscape Maintenance Area

— · — Assessment District Boundary

NOTE:

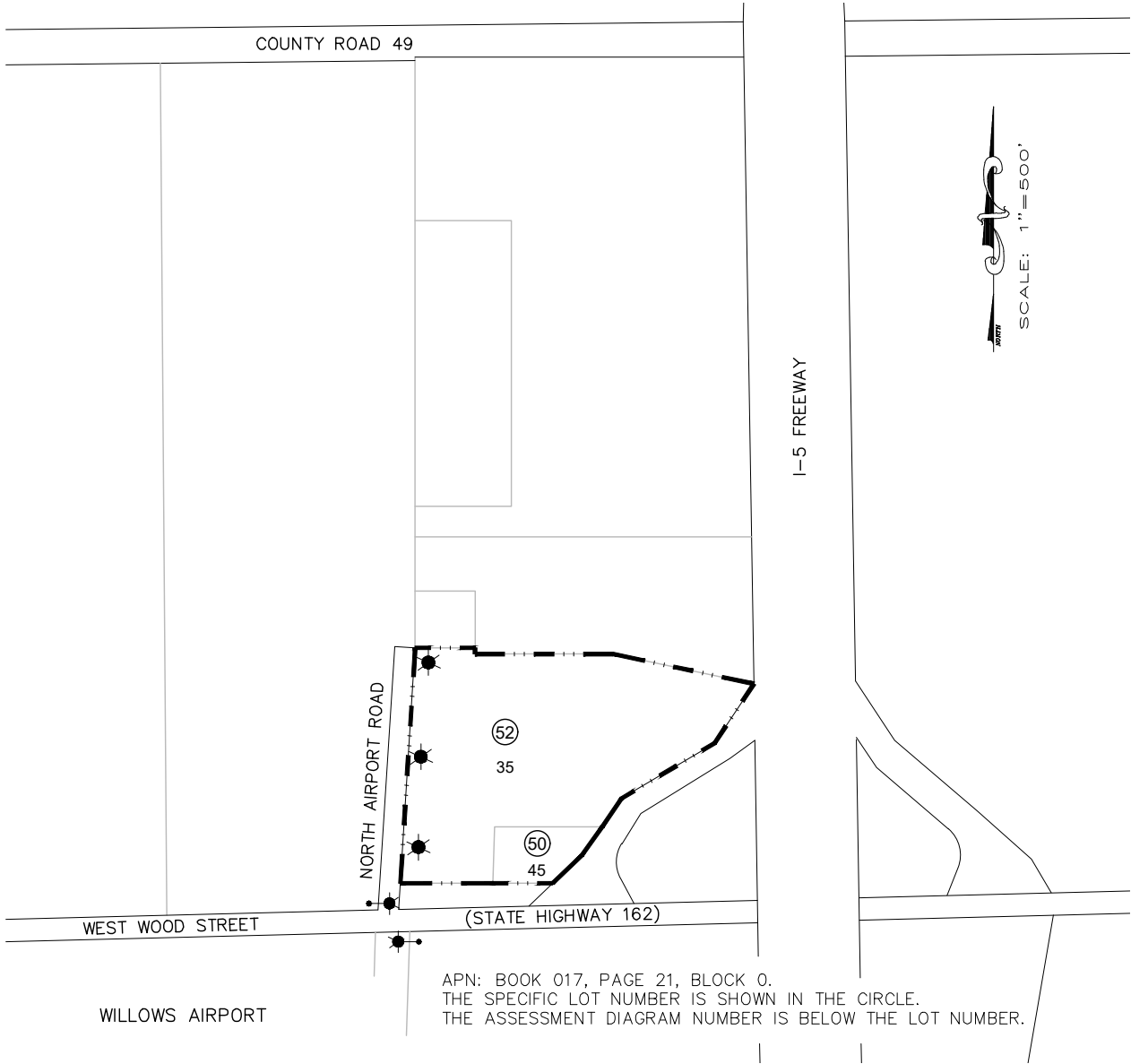
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS OFFICE.

COASTLAND | BCCM

COASTLAND | DCCM
1400 Neotomas Avenue Santa Rosa, CA 95405
707.571.8005 | coastlandcivil.com

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CITY OF WILLOWS
GLENN COUNTY CALIFORNIA
2023-2024 FISCAL YEAR

Images: Loc-map.jpg; Xrefs:
Path: F:\BMAP-STD\Willows\LAAD\2021-22 Assessment Diagrams.dwg Layout Name: Zone B Plot Date: Apr 04, 2023 at 10:10 am



APN: BOOK 017, PAGE 21, BLOCK 0.
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THE ASSESSMENT DIAGRAM NUMBER IS BELOW THE LOT NUMBER.

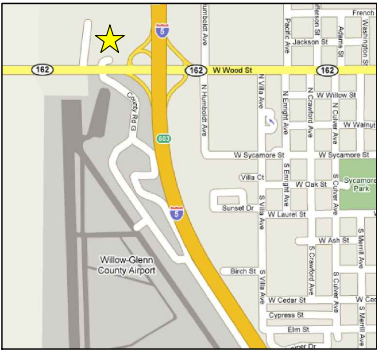


CITY OF WILLOWS

LANDSCAPING AND LIGHTING ASSESSMENT DISTRICT

ASSESSMENT DIAGRAM

ZONE B - WALMART



VICINITY MAP

- Zone B traffic signal with street light locations
- Zone B street light locations
- Assessment District Boundary

NOTE:
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS OFFICE.

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GLENN COUNTY CALIFORNIA
2023-2024 Fiscal Year

NOTE:

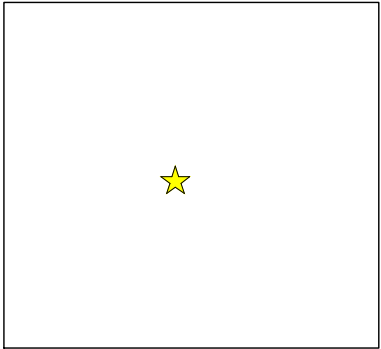
FOR THE DISTINCTIVE ASSESSMENT NUMBER AND DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL REFER TO THE ASSESSORS MAPS FOR THE CITY OF WILLOWS AVAILABLE AT THE GLENN COUNTY ASSESSORS OFFICE.

CITY OF WILLOWS

**LANDSCAPING AND LIGHTING
ASSESSMENT DISTRICT**

ASSESSMENT DIAGRAM

**ZONE C - SOUTH WILLOWS
COMMERCIAL AND INDUSTRIAL CENTER**



VICINITY MAP

38 Assessment Diagram Number.
See Table 2 of this report for
the corresponding Assessor's
Parcel Number.

☼ Zone C street light locations

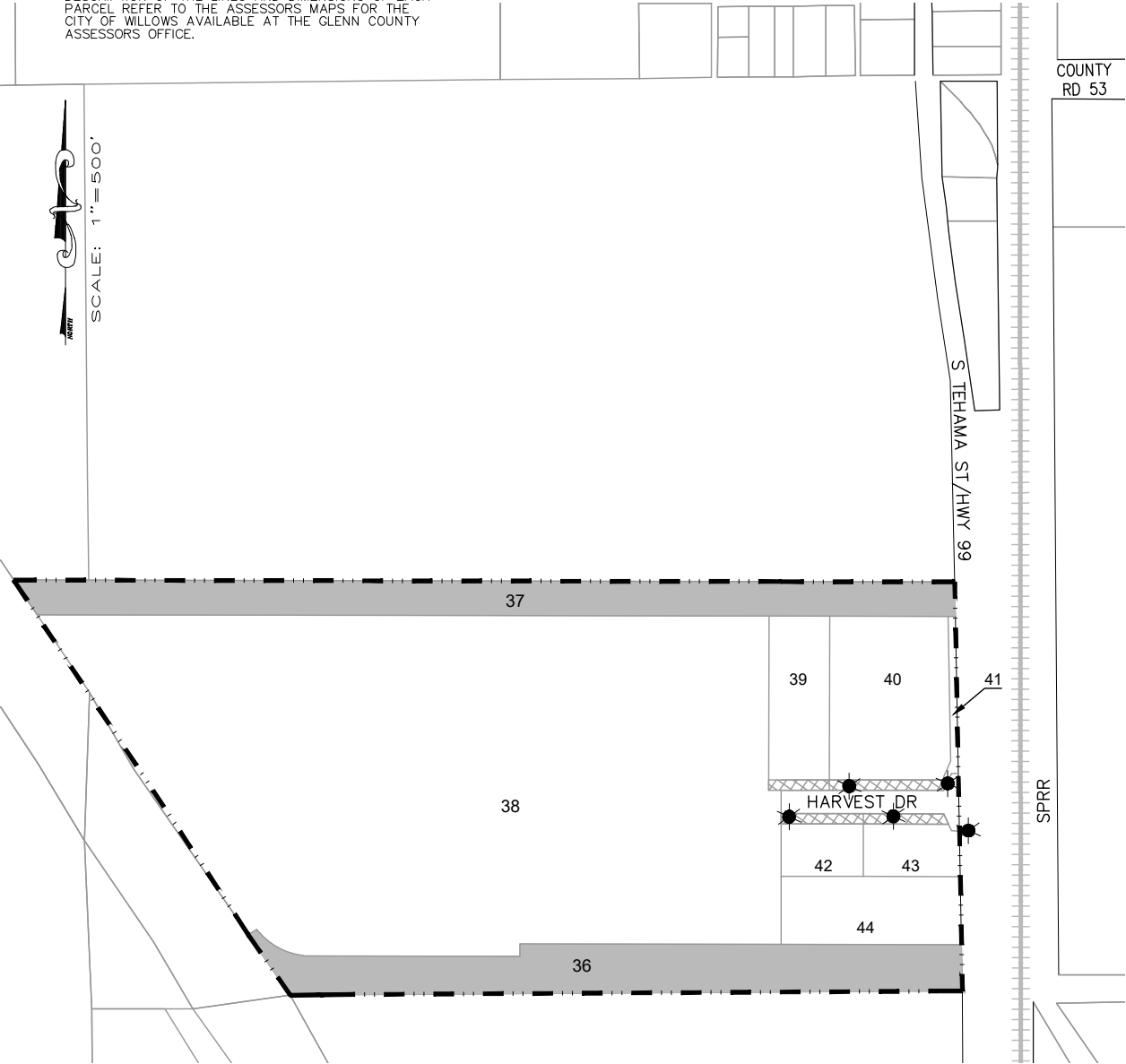
▨ Landscape Maintenance Area

■ Weed Abatement of Detention Ponds

--- Assessment District Boundary

**PREPARED FOR
CITY OF WILLOWS**

GLENN COUNTY CALIFORNIA
2023-2024 FISCAL YEAR



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DISCUSSION & ACTION CALENDAR



Date: June 13, 2023
To: Honorable Mayor and City Councilmembers
From: Marti Brown, City Manager
Subject: City Council Vacancy and Appointment Process

Recommendation:

Consider the process and options to fill a vacant City Council seat and provide direction to staff.

Rationale for Recommendation:

Former Councilmember Jeff Williams recently resigned his position as a City of Willows City Councilmember necessitating that the vacancy be filled.

Background:

At the May 23, 2023 Regular City Council meeting, former Councilmember Jeff Williams notified the City Council, staff and the public that he was resigning from his Councilmember position effective immediately. According to Government Code Section 36512(b)(Gov. C.), "If a vacancy occurs in an elective office, the council shall, within 60 days of the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy."

Should the council wish to call a special election, it shall be held on the next regularly established election date not less than 114 days from the call of the special election (Gov. C. 36512(b)(1). A person appointed or elected to fill a vacancy holds office for the unexpired term of the former incumbent. Should the Council fill the vacancy by appointment in the second half of a term of office, the person appointed to fill the vacancy shall hold office for the unexpired term of the former incumbent (Gov. C. 36512(b)(2)(B).

Discussion & Analysis:

Consistent with Government Code Section 36512(b), the City Council has 60 days from the commencement of the vacancy on May 23, 2023, to choose one of the following courses of action:

(1) Appoint someone to fill the vacancy; or

(2) Call a special election to be held on the date of the next regularly scheduled election, which in this case would be March 5, 2024.

Council Appointment Process:

It is the Council's discretion to determine the process by which an appointment is made for a vacant Council seat. Some options may include the following:

1. Accept nominations and appointing someone from that process;
2. Appoint the next highest vote getter from the last election;
3. Invite applications from those who ran for Council seats in the last election; and
4. Initiate an open call for applications to all eligible and interested parties and appoint someone from that process.

In the event of a call for applications and in order to adhere to the timeline established in Government Code Section 36512(b) for filling council vacancies, a proposed timeline and process for the appointment process is as follows:

1. June 14-28, 2023 - Solicit applications
2. June 30, 2023 - City Council to review the submitted applications and consider the following options:
 - Appoint one of the applicants based on a discussion and review of the applications;
 - Identify the top 3-5 applicants to interview at a subsequent City Council meeting; or
 - Interview all applicants at a subsequent City Council meeting.
3. July 11, 2023 – Regular City Council Meeting to conduct interviews, review and discuss applicants and appoint preferred candidate.
4. July 25, 2023 – Swear in and seat newly appointed Councilmember (Regular Meeting).

Fiscal Impact:

The City would incur costs for a special election if it chose not to fill the vacancy by appointment. The County Elections office has notified us that the cost would be shared with the County and State by merging a special election with the California State primary on March 5, 2024, but could not specify what would be the City's share of the total cost. The cost to fund the previous election was \$9,819.32.

Attachment:

- Attachment 1: Proposed Draft City Council Application

Application For: Willows City Council (expires November 2024)

Application Requirements: 1. Application 2. Proof of Residency Documents (2 Required) - Sample documents include a Driver's License/State Identification Card, Utility Bill, Internet/Cable Bill, etc. Please bring the application and proof of residency documents to the City Clerk's Office. ***

Name:

Full Address:

E-mail Address:

Primary Phone Number:

Secondary Phone Number:

Are you a registered voter? ☐ Yes ☐ No

Have you previously attended a City Council meeting? ☐ Yes ☐ No

Present Employer:

Job Title:

Previous Governmental Bodies/ Elective Offices Applicant has served:

Position/ Office Held:

Dates:

Civic or Charitable Organizations to which Applicant has belonged:

Position(s) Held: Dates:

Special Interests, Hobbies or Talents:

College, Professional, Vocational Schools attended:

Major Subject:

Degree/Dates:

Special awards or recognition received:

Please attach a statement explaining the reasons why you want to become a member of this City Council, including what specific objectives you would be working toward as a member of this Council.

Any other information which you feel would be useful to the City Council in reviewing your application:

Are you associated with any Organization/Employment that might be deemed a conflict of interest in performing your duties if appointed to this position?

☐ Yes ☐ No ☐ Unsure

If yes, please name the Organization or Employment.

City policy and state law directs all Council members not to vote on matters where there exists a potential conflict of interest. Would you be willing to abstain from voting if such a conflict arises?

☐ Yes ☐ No

Signature of Applicant:

Date Signed:

By signing you are confirming that you are the person listed in this application, and that all information provided is truthful and correct. You can submit the completed application with proofs of residency to the City Clerk's Office, 201 N. Lassen St. Willows, CA 95988. All information provided will be public information. **Applications are due to the City Clerk's Office by Thursday June 22 at 4:30 p.m.**

*** Add additional, numbered pages as needed.



Date: June 13, 2023
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
Carolyn Walker, City Attorney
Subject: Councilmembers' Remote Participation in City Council Meetings

Recommendation:

Based on current State law and the desire of the Council, provide policy direction on how the Council wishes to proceed regarding remote participation by Councilmembers in City Council meetings.

Rationale for Recommendation:

Councilmembers have demonstrated an interest and desire to continue remote participation in publicly noticed City Council meetings. Therefore, staff seeks Council direction on how to proceed given the State's rather restrictive regulations regarding remote participation.

Background:

On May 16, 2023, a Councilmember expressed interest in participating in the May 23, 2023, Regular City Council meeting via Zoom. As the State law regarding remote participation has changed and been updated at various times since the start of the Covid 19 pandemic, the City Manager conferred with the City Attorney which resulted in the attached memo regarding remote participation in City Council meetings (Attachment 1).

Discussion & Analysis:

Since the attached memo regarding remote participation in Council meetings was released, one Councilmember has participated in and voted on agenda items at the May 23 City Council meeting. Recently, the same request was made to participate remotely in the June 27 City Council meeting.

As Attachment 1 outlines, State regulations on remote Council participation are relatively restrictive and require a written notice of “just cause” (explained in Attachment 1) in order for a member of elected body to participate and vote on agenda items. In addition, it’s worth noting that the regulations only permit remote participation two times per calendar year.

Staff seeks Council direction regarding the State regulations on this topic and how the Council wishes to proceed under the new guidelines and/or explore other options to allow for continued remote participation.

Fiscal Impact:

There is no fiscal impact except staff time should the Council direct staff to explore other options for remote participation.

Attachment:

- Attachment 1: Memo from City Attorney re: Remote Participation

A LAW FIRM FOUNDED ON THE
PRINCIPLE OF SERVICE

MEMORANDUM

To: Marti Brown, City Manager, City of Willows
Willows City Council

From: Carolyn Walker, City Attorney
Caitlin Smith, Associate Attorney

Date: May 16, 2023

Re: Remote Participation in Council Meetings

The city of Willows has requested guidance regarding the ability of councilmembers to participate in council meetings remotely via teleconference. AB 2449 permits the legislative body of a local agency to use teleconferencing without complying with the traditional Brown Act teleconferencing rules or the modified AB 361 rules in certain limited circumstances. Members may participate remotely, with permission from the legislative body, two times per calendar year for “just cause.” Members may participate remotely due to an emergency for no more than three consecutive months, or 20 percent of the regular meetings within a calendar year, and no more than two meetings if the body regularly meets fewer than 10 times per calendar year. In either case, the member must give a short description of the just cause or emergency when requesting permission to participate remotely, without disclosing protected medical information. There is no requirement that a member’s private location be provided to the public pursuant to these provisions if at least a quorum of the legislative body participates from a singular location that has been identified on the agenda. As will be discussed, these provisions will sunset in the next few years and the traditional Brown Act requirements will return absent further legislation.

AB 2449 requires that at least a quorum of the members of the legislative body must participate in person from a singular location identified on the agenda, which must remain open to the public and within the boundaries of the local agency. AB 2449(f)(1). The legislative body must also provide either a two-way audiovisual platform or two-way telephonic service and a live webcasting of the meeting to allow the

public to remotely hear and visually observed the meeting, and remotely address the legislative body. AB 2449(f)(1)(A)-(C).

AB 2449 further provides that an individual member of the legislative body may participate in a meeting remotely if all the following circumstances are met:

1. The member notifies the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely. **Members are not permitted to participate remotely pursuant to this clause (i.e., for “just cause”) more than two meetings per calendar year;**
2. The member requests the legislative body to allow them to participate remotely due to emergency circumstances and the legislative body takes action to approve the request. The legislative body shall request a general description of the circumstances, which may not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under the law. For purposes of this clause, the following requirements apply:
 - a. The member shall make a request to participate remotely at a meeting pursuant to this clause as soon as possible and shall make a separate request for each meeting in which they seek to participate remotely; and
 - b. The legislative body make take action on such a request at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the body may take action at the beginning of the meeting.

AB 2449(f)(2)(A)(i)-(ii).

Under both the just cause and emergency provisions, the following apply:

1. The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years or older are present in the room at the remote location with the member, and the general nature of the relationship with such person;
2. The member shall participate through both audio and visual technology; and

3. The legislative body shall implement a procedure for swiftly resolving requests for reasonable accommodations for individuals with disabilities consistent with the ADA.

AB 2449(f)(2)(a)-(g). Neither AB 2449 nor AB 361 require a member's home address to be provided on the agenda or to be made public.

The emergency exceptions are not to be used for any member to participate by teleconference from a remote location for a period of more than three consecutive months, or 20 percent of the regular meetings within a calendar year, or more than two meetings if the body regularly meets fewer than 10 times per calendar year. AB 2449(f)(3). "Emergency circumstances" are defined as a physical or family medical emergency that prevents a member from attending in person. AB 2449(j)(1). "Just cause" means any of the following:

1. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely;
2. A contagious illness that prevents them participating in person;
3. A need related to a physical or mental disability; and
4. Travel while on official business of the legislative body or another state or local agency.

AB 2449(j)(2)(A)-(D).

The remote meeting rules enacted in AB 361, which addresses fully remote meetings during a state of emergency, will expire on January 1, 2024. AB 2449's rules remain in effect through 2025. After January 1, 2026, unless further legislation is adopted, only the pre-pandemic traditional Brown Act rules will remain in effect.



Date: June 13, 2023

To: Honorable Mayor and Councilmembers

From: Pat Piatt, Community Development & Services Director
Marti Brown, City Manager

Subject: Consulting Proposal and Bid for Municipal Code Update

Recommendation:

Authorize the City Manager to execute an agreement with Devaney, Pate, Morris, and Cameron (DPMC) to update the City's municipal code.

Rationale for Recommendation:

The City's municipal code has not been updated for nearly 50 years. Federal and state laws are continuously being updated and the needs of the community are evolving. As societal changes occur, it is important that a city's municipal code remains current and consistent throughout the Code and with State and Federal regulations. Due to the long period of time since the last review and update of the Willows Municipal Code (WMC), there are notable inconsistencies throughout the WMC. Inconsistencies in the municipal code cause confusion and frustration for the public and for staff and an inability for City staff to effectively enforce and uphold the code, as well as an outdated municipal code prevents the implementation of best practices in local government regulations.

Background:

Recognizing that the Willows Municipal Code is outdated, the City Council approved funding for an update as part of the fiscal year 2022-23 budget. Staff posted a Request For Proposals (RFP) for consulting services in January 2022, and extended the deadline twice to ensure an adequate number of qualified responses were received. The RFP was posted in the Valley Mirror and was delivered to 10 qualified firms. By the due date, the City received three total responses. Before reviewing the responses, staff compiled a list of questions and metrics to ensure objectivity of staff review. After the desktop review, each respondent was invited to a virtual interview. Upon conclusion of the review process (e.g., proposals, interviews), the review committee unanimously agreed that DPMC was the most qualified and responsive proposer to the RFP process.

The following table lists the three applicants, proposed cost for the project from each, and a proposed timeline for project completion:

Firm	Proposed Cost	Proposed Time for Completion
Prentice Law	\$43,750	10-Weeks
DPMC Law	\$130,000	6-Months
Infrastructure	\$295,362	24-Months

Discussion & Analysis:

DPMC has demonstrated an extensive history of representing municipalities and the staffing expertise to fulfill the task of updating the City of Willows' Municipal Code. They demonstrated in depth knowledge of municipal administration, housing, General Plan, community development, and code enforcement, as well as a demonstrated deep understanding and substantial experience with the California Environmental Quality Act (CEQA). DPMC has estimated that the time frame for completion of this project will be approximately six months and the proposed cost is well below the FY 2022-23 budgeted amount for this project. DPMC has also affirmed that they will be providing a schedule for an informational campaign of outreach and workshops and will provide presentations during public meetings.

Fiscal Impact:

This project is included in the FY 2022-23 budget, as well as the proposed FY 2023-24 budget. Based on the budgeted amount of \$300,000 spread over two fiscal years, there will be a cost savings of \$170,000 to the General Fund, because the recommended proposer's budget is \$130,000.

Attachment:

- Attachment 1: Proposals

Response to Request for Proposal

Consulting Services for Comprehensive Update of the Willows Municipal Code

April 24, 2023 – 4:00 p.m.

Submitted by:



402 W. Broadway, Suite 1300	41955 Fourth Street, Suite 210
San Diego, CA 92101	Temecula, CA 92590
O:(619) 354-5030	O:(951) 262-4491
F:(619) 354-5035	F:(951) 262-4495
dpmclaw.com	

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Project Budget	12
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Resumes for Consultant Team	17

Proposal Submittal
Consulting Services for Comprehensive Update of the Willows Municipal Code

Page 3

April 24, 2023

City of Willows
Community Development & Services Department
Attn: Patrick Piatt, Director
201 Lassen Street, City Hall
Willows, California 95988

Re: ***Proposal Submittal - Consulting Services for Comprehensive Municipal Code Update***

Dear Mr. Piatt:

On behalf of Devaney Pate Morris & Cameron, LLP ("DPMC"), I am pleased to propose our Firm to provide consulting services for a comprehensive update of the City of Willows ("City") Municipal Code.

DPMC is a full-service, public agency law firm whose lawyers have a combined 200+ years of complex municipal/public agency experience. Our attorneys have a reputation for excellence, innovation and professionalism, and currently serve or have served as either City Attorney, Special Counsel, General Counsel or Litigation Counsel for 13 cities and counties. In addition, the Firm provides or has provided legal services to more than 20 other public agencies.

We have subject matter experts in virtually every area of municipal law, including municipal litigation, the Brown Act, the Public Records Act, government ethics, campaign and elections law, environmental law, water law, public works, construction, public contracts, CEQA, land use, real estate and development, affordable housing, successor agency matters, labor and employment law, public finance, municipal taxation, public employment, and other areas. The founding partners intentionally created a firm with a deep bench of public agency/municipal legal professionals to provide a level of service to entities not often provided by other law firms.

Our attorneys and staff have the knowledge, experience, and infrastructure to assist the City in providing a comprehensive Municipal Code update. DPMC appreciates the opportunity to present our qualifications and expertise to the City. Please do not hesitate to contact me should you have any questions or require additional information during your review process.

Very truly yours,

DEVANEY PATE MORRIS & CAMERON, LLP


Leslie E. Devaney, Partner

Introduction

Provide a brief project description conveying an understanding of the issues and ability of the firm to complete the scope of work. Include specific experience developing and defending recommended municipal codes and/or amendments to Planning Commissions, City Councils and the general public.

DPMC's attorneys have years of experience drafting ordinances, updating municipal code provisions, presenting new and amended regulations to City Councils, Planning Commissions and other boards and commissions during public meetings, and defending ordinances and regulations in judicial and administrative hearings. We have the professional experience, qualifications and knowledge necessary to perform the scope of work outlined in the RFP.

Our Firm understands the importance of crafting regulations to be clear, concise, and user-friendly for staff, residents, businesses, property owners, visitors, and developers alike. The average person needs to be able to understand and comprehend the Municipal Code's provisions to assist with achieving regulatory compliance.

After conducting a thorough review and evaluation of the existing Municipal Code format and its provisions, we would collaborate with City staff, commissions and boards, and actively engage with the public to amend the current provisions, as necessary, and craft new regulations that reflect the needs, desires and vision of the Willows community. Our attorneys have experience updating municipal code provisions in other jurisdictions for all of the example law and regulation topics that the City expects to be addressed during the project, as identified in Section II of the RFP, and more.

It is our intent to ensure that a comprehensive update to the Willows Municipal Code would be internally consistent between chapters, simplified, accessible, functional, and consistent with current statutory and case law authority. The final deliverables presented to the Planning Commission and City Council for consideration and adoption should aim to effectively preserve order, promote economic and sustainable development, shape future growth, continue improving the public health, safety and welfare, and strengthen the City of Willows.

Scope of Work

Outline specific tasks required to complete the project, describing how each task is to be accomplished, and identifying team members responsive for completion of specific tasks.

Task 1 – Project Initiation

Project lead Wendy House is an experienced municipal law attorney who will work with City staff, boards and commissions, and the community at large to develop a comprehensive update to the Willows Municipal Code. Attorneys Leslie Devaney, Christina Cameron, Richard Romero, and Ralph Hicks, and Paralegal/Legal Secretary Angela Sullivan will be used as support staff to assist Ms. House.

Ms. House, together with Ms. Sullivan, will work with City staff to arrange a mutually agreeable day and time to hold standing bi-weekly or monthly meetings to discuss project updates. Given the location of the Firm's offices in Southern California and to reduce travel costs and expenses, the majority of standing meetings will be held via telephone conference and/or video conference, although Ms. House can make herself available to attend meetings in-person at the City's request. Ms. Sullivan will coordinate and send out meeting invitations via email to all participants and interested City staff members. Additionally, Ms. House will visit in-person to tour the City, meet staff face-to-face, and lead an initial project kick-off meeting.

Task 2 – Project Management and Coordination

Ms. House will diligently and continuously communicate with the appropriate City staff members to ensure the City's expectations are being met, staff are actively involved in the amendment process and familiar with the status of the project, and the City is satisfied with the progress of the project.

Prior to each standing meeting, Ms. House will prepare an agenda including the topics of discussion for the meeting. She will also conduct regular check-ins with City staff to determine whether any new topics of discussion should appear on upcoming agendas. Following each standing meeting, Ms. House will prepare a brief summary of the information discussed, upcoming deadlines or deliverables, and future topics of discussion to be disseminated to City staff.

Throughout the project and based on feedback received from City staff, City boards and commissions, and the general public, Ms. House will continue to refine the project scope of work, as necessary. Prior to making any changes to the agreed upon project budget and/or project schedule, Ms. House will present the proposed revisions to City staff for review and approval.

Task 3 – Existing Data/Code Review and Information Collection

Following the initial project kick-off meeting and using information learned from City staff, including relating to critical and time-sensitive updates required to update the Code, Ms. House will intimately familiarize herself with the Municipal Code format and its provisions, and develop a project schedule and budget that will be presented to City staff for input and revisions. She will also prepare a detailed assessment of the existing Municipal Code regulations, identify areas that require updating, and provide recommendations on amending the Code consistent with the City's vision and goals.

During the amendment process, Ms. House will continue building upon the initial recommendations provided to the City in drafting the revised Municipal Code regulations. The amended Code will be clearly worded, comprehensive, organized, consistent with current laws and statutory authority, and accessible to a wide range of audiences, including City staff, boards and commissions, residents, businesses, property owners, visitors, and developers. All modifications will be carefully tracked using a redlined format to allow for transparency and ease of review for the Planning Commission, City Council and the general public.

Task 4 – Project Engagement

As the project moves from the research and evaluation phase to the drafting phase, Ms. House will collaborate with the City to receive input in crafting new and updated Municipal Code regulations for review and consideration. Ms. House will also assist the City in actively engaging with the public to solicit feedback about the project. The community, including residents, business owners, property owners, and other stakeholders, will be encouraged and feel welcomed to participate throughout the review and amendment process to share ideas and provide input on amending the existing Code's provisions.

Meaningful public engagement will be an early and continuous process during the project. Public outreach, including providing information and materials about the project and its updates, will be broadly disseminated to the community through a variety of methods, including, but not limited to, public workshops, a dedicated City webpage with updated project announcements, social media, media releases, emails, targeted mailings, and flyers.

The Firm will be responsible for the coordination, preparation and support of the public participation process, including holding public workshops and community meetings to disseminate information to and receive feedback from the community.

The Firm will also produce all outreach materials for distribution at public workshops and community meetings, as well as PowerPoint slides to present the information to the public in a clear and easily understandable manner with which they can follow along during public meetings and reference in the future.

The Firm will prepare and administer an electronic survey as an alternative means to engage with the public and receive feedback from the community. All information provided to the public will be available in multiple languages/dialects that are most prominently used in the Willows community and/or available for translation, as needed.

Upon desire by the City, the Firm may also recommend forming a citizens advisory group comprised of residents, business owners, property owners, and other community stakeholders to function as representatives of the community's interests in the amendment process and provide additional and detailed input and feedback to the project team on behalf of the community.

Task 5 – Planning Commission and City Council Workshops and Public Hearings

Using information gathered during meetings with City staff, including recommendations from staff, as well as the public engagement and outreach efforts, the Firm will prepare, coordinate, and facilitate public workshops during Planning Commission and City Council meetings to present project updates, receive input and feedback, and address questions and concerns from the public.

Ms. House can prepare any public notices, staff reports, and presentation materials necessary for use during the public workshops and meetings. Ms. House will also be on hand to introduce proposed updates to the Municipal Code for review and consideration by the Planning Commission and City Council during public hearings. Ms. House has experience representing both Planning Commissions and City Councils during public meetings and is familiar with presenting ordinance amendments in a concise, understandable and knowledgeable manner.

Task 6 – CEQA Compliance

The Firm will conduct environmental review through the California Environmental Quality Act (CEQA) process. This includes, but may not be limited to, conducting any required studies and preparing any necessary environmental review documents for the project. All information on the CEQA review process and the environmental review documents for the project will be made available on the project's dedicated webpage on the City's website.

Project Schedules

Provide a project schedule of all tasks, major project milestones, approximate number of weeks to complete each task and anticipated completion timeframe upon execution of agreement, assuming all data necessary is delivered promptly upon request.

<u>Project Task</u>	<u># of Weeks to Complete</u>	<u>Completion Timeframe</u>
Task 1 – Project Initiation		
Establish project management and communication protocols	2	Month 1
Participate in City tour and lead kick-off meeting with City staff	1	Month 1
Refine project scope of work	2	Month 1
Establish project schedule and budget	3-4	Month 2
Task 2 – Project Management and Coordination		
Manage project and coordinate activities	Ongoing	Months 4-5
Task 3 – Existing Data/Code Review and Information Collection		
Identify and collect all documents for review	2-3	Month 2
Ensure familiarity with existing Municipal Code and identify internal inconsistencies, General Plan and/or Housing Element implementation needs, and law changes, as applicable	6-8	Months 2-3
Prepare list of titles/chapters/sections, issues and recommended modifications	6-8	Months 2-3

<u>Task</u>	<u># of Weeks to Complete</u>	<u>Completion Timeframe</u>
Task 4 – Public Engagement		
Prepare and implement public engagement program	2	Month 2
Create project webpage on City's website	2-3	Month 2
Provide and post all outreach materials on project webpage	Ongoing	Months 4-5
Manage all web and social media-based project information	Ongoing	Months 4-5
Prepare presentation materials for public workshops and community meetings	2-4	Months 3-4
Conduct stakeholder interviews	2	Month 3
Hold a minimum of two (2) community meetings	2	Month 4
Prepare public engagement program final summary report	2	Month 4
Task 5 – Planning Commission and City Council Workshops and Public Hearings		
Participate in and present materials for joint City Council/Planning Commission workshop 1	2	Month 3
Participate in and present materials for joint City Council/Planning Commission workshop 2	2	Month 5
Task 6 – CEQA Compliance		
Prepare appropriate CEQA documents	6-8	Month 4
Present edits to the Planning Commission/City Council during a public meeting	2	Months 4-5

Related Experience and References

Provide two separate lists: 1) List of references with project manager/contact, name of municipality and current phone number for at least three similar projects completed in the last 5 years. Provide a brief description of referenced project. 2) Comprehensive client list for the firm, identifying the specific project worked on within the past five years. Client list may be attached separately in an Appendix format.

◆ City of Del Mar

1050 Camino Del Mar, Del Mar, CA 92014

The Firm currently serves as the contract City Attorney for the City of Del Mar, a position that it has held since 2009. Our attorneys are responsible for representing the City Council, Planning Commission, and other boards and commissions of the City, as well as reviewing and amending the City's Municipal Code based on updated laws and changing circumstances. We frequently engage in a full range of services relating to revising the Municipal Code provisions, including, but not limited to, researching and drafting ordinances and agenda reports, presenting on the revised regulations during public meetings, and assisting the reviewing body with the review and adoption process.

Contacts:

- Ashley Jones, *City Manager*
ajones@delmar.ca.us
(858) 755-9313
- Dwight Worden, *Previous City Attorney and Council Member*
dwrightworden@gmail.com

◆ City of Encinitas

505 Vulcan Avenue, Encinitas, CA 92024

Our Firm served as the interim City Attorney for the City of Encinitas for two years and continues to serve as special counsel to the City on a number of litigation and administrative legal matters. During our time as City Attorney, we frequently drafted and presented updates to the City's Municipal Code from the beginning to the end stage of the process.

Contacts:

- Pam Antil, *City Manager*
pantil@encinitasca.gov
(760) 633-2610
- Jace Schwarm, *Risk Manager*
jschwarm@encinitasca.gov
(760) 633-2636

◆ City of Murrieta

1 Town Square, Murrieta, CA 92562

Our Firm served as the City Attorney for the City of Murrieta for 15 years and still represents the City as special counsel on various legal issues. During our time as City Attorney, we assisted staff with revising countless Municipal Code regulations and drafted new provisions based on new and updated laws and as the need arose.

Contacts:

- Kim Summers, *City Manager*
KSummers@MurrietaCA.gov
(951) 461-6005
- Anthony Conrad, *Chief of Police*
tconrad@murrietaca.gov
- Stacey Stevenson, *Previous Deputy City Manager*
stevensonstacey22@gmail.com

A comprehensive public agency client list for the Firm is attached as Appendix 1.

Project Budget

Itemize costs for each task or phase as identified in the scope of work and include any contingencies. The budget should provide a concise description of how the costs were derived (e.g., hourly billing rates for each team member, estimated travel costs, subcontractor costs). The total should reflect a not-to-exceed contract amount; however, the proposal should also include costs for additional meetings, and any other potential costs that may arise based on past experience.

Hourly Rates for Professionals

The hourly rates for the Firm's professionals on completing work for each task identified in the RFP's scope of work is as follows:

Hourly Rates

Partner \$ 270/ hr.

Associate \$ 240/ hr.

Paralegal \$ 125/ hr.

Blended Rate

Both Partners & Associates \$ 260/ hr.

The above rates will also apply to any additional work or meetings that are necessary to complete the project, but which are not currently included in the RFP's scope of work.

With respect to estimated travel costs, DPMC will charge travel time at 50 percent of the above rates. We anticipate that many meetings can be held virtually via telephone, Zoom, Teams, or any other technology the City uses, which will save costs for travel time. DPMC is open to negotiating other treatment of travel costs.

It is anticipated that the not-to-exceed contract amount for this project is \$130,000.00.

Clerical

DPMC will provide the City with a support staff contact to assist with administrative support functions, such as providing status updates, tracking, scheduling, and billing inquiries. DPMC considers these functions to be a part of the normal course and scope of our work at no additional charge.

Westlaw/Lexis

DPMC does not charge public sector clients for its use of the Westlaw and Lexis services.

Change of Personnel/Avoidance of Double Billing

DPMC ensures double billing does not occur as we have a two-step review process. Prior to invoices being sent out, they are first reviewed by accounting and then by the supervising attorney who is familiar with the case/matter/project.

Consultant Team

Detail all individuals to be assigned to the project, their qualifications and responsive roles. Also identify any subcontractors and provide a description of their expertise and experience in similar projects. An acceptable team could be staff members under one company, or an ensemble team of qualified members with one defined lead person or entity.

The Firm is devoted almost exclusively to public agency work and has developed a “deep bench” of lawyers who specialize in all facets of public agency law. DPMC’s full stable of attorneys are always available to support or fill in for one another as needed in the best interest of the client.

Resumes are attached as Appendix 2 with more detailed information for the following proposed key personnel:

◆ Proposed Team Lead: Wendy House, Associate

- Experience in general municipal/public agency law: 13 years
- Areas of practice: general municipal/public agency law, government relations, public contracts, land use, public works, campaign finance and elections, employment law, environmental/natural resources law, public contracting/construction law, real estate
- Qualifications: The proposed lead, Ms. House, has advised a number of public agency clients on general municipal law matters, including representing City Councils, Planning Commissions, and other boards and commissions in general, special and closed session meetings. She currently serves as a Deputy City Attorney for the City of Del Mar and has previously served as the Assistant City Attorney for the City of San Marcos, and as a Deputy City Attorney for the Cities of Murrieta, Encinitas, and Lemon Grove, in addition to Special Counsel for numerous other cities and public agency clients.

Ms. House has a vast amount of experience in drafting and presenting ordinances and resolutions and updating a variety of municipal code chapters. She is a skilled writer, having majored in journalism in college. She currently serves on the editorial board for *The San Diego Lawyer Magazine*, previously won a San Diego Press Club award for excellence in journalism and has served as a contributing editor for *The Municipal Law Handbook*.

◆ Leslie Devaney, Partner

- Experience in general municipal/public agency law: 39 years
- Responsive role: Provide support relating to general municipal/public agency law, government relations, public employment law, and public safety.
- Qualifications: Ms. Devaney has assisted multiple jurisdictions, both general law and charter-based, in modifying and updating municipal codes. This includes working with staff on the back end and presenting to City Councils/Boards for final review, introduction and adoption of the regulations. She currently serves as City Attorney to the City of Del Mar and previously served as City Attorney to the Cities of Murrieta and Encinitas.

◆ Christina Cameron, Partner

- Experience in general municipal/public agency law: 15 years
- Responsive role: Provide support relating to general municipal/public agency law, government relations, government ethics, land use, real estate, public works, public employment law, campaign finance and elections, and public safety.
- Qualifications: Following a 20-year career in local government working for elected officials, Ms. Cameron now advises and defends cities and other public entities in all aspects of public entity and municipal law. Her practice primarily focuses on land use, including CEQA and housing laws; governmental ethics, including the Public Records Act, Brown Act, and conflicts of interest; and employment law, including conducting workplace employment investigations. Ms. Cameron also serves as an Editor for *The Municipal Law Handbook*.

◆ Richard Romero, Partner

- Experience in general municipal/public agency law: 16 years
- Responsive role: Provide support relating to general municipal/public agency law, employment law, environmental law, public contracting/construction law, public employment law, real estate, campaign finance and elections, and public safety.
- Qualifications: Mr. Romero has experience interpreting and advising on local regulations, including municipal codes for various cities. He has been directly involved in significant revisions to municipal codes, including overhauls of purchasing regulations, waste hauling regulations, and enforcement provisions. He has also drafted new regulations on massage establishments, foreclosed properties, and alternative procurement for public construction. Additionally, Mr. Romero has participated in reviewing and editing portions of the elections chapter of *The Municipal Law Handbook*.

◆ Ralph Hicks, Partner

- Experience in general municipal/public agency law: 30 years
 - Responsive role: Provide support relating to general municipal/public agency law, affordable housing laws, employment law, environmental law, public contracting/construction law, real estate, and water law.
 - Qualifications: Mr. Hicks has over 30 years of governmental experience, both as a land use attorney and as a senior management executive. He currently serves as Assistant City Attorney for the City of Del Mar and represents the Del Mar Planning Commission. Mr. Hicks also serves as special counsel to other cities, counties, and college districts. In these roles, he drafts municipal code updates, new ordinances, and supporting resolutions. In his drafting of updates to municipal codes and the writing of new code sections, he ensures compliance with state and federal regulations in the areas of housing, land use, and environmental law.
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Proposal Submittal
Consulting Services for Comprehensive Update of the Willows Municipal Code

Appendices

List of Clients	16
Resumes of Consultant Team	17

Public Agency Clients

City Attorney Services

- ◆ City of Del Mar (current)
- ◆ City of Encinitas (past and current special counsel)
- ◆ City of Murrieta (past and current special counsel)

General and Special Counsel Services

- ◆ City of Chino
- ◆ City of Chowchilla
- ◆ City of Desert Hot Springs
- ◆ City of National City
- ◆ City of Oakland
- ◆ City of San Clemente
- ◆ City of San Diego
- ◆ City of San Marcos
- ◆ City of Sebastopol
- ◆ City of Vallejo
- ◆ Vallejo Housing Authority
- ◆ County of San Diego, Office of County Counsel
- ◆ County of Stanislaus
- ◆ City of San Diego Ethics Commission
- ◆ Chaffey College
- ◆ Compton Unified School District Personnel Commission
- ◆ National School District
- ◆ Santa Clarita Community College District
- ◆ San Diego Community College District
- ◆ South Orange County Community College
- ◆ Southwestern Community College District
- ◆ Victor Valley Community College District
- ◆ San Miguel Consolidated Fire Protection
- ◆ San Diego County Regional Airport Authority
- ◆ Newberry Community Services District
- ◆ Sweetwater Authority
- ◆ Gaslamp Quarter Association
- ◆ Upper San Luis Rey Resource Conservation District
- ◆ Downtown San Diego Partnership
- ◆ Downtown Glendale Association
- ◆ The Downtown Hayward Improvement Association
- ◆ Civic San Diego



WENDY L. HOUSE

ASSOCIATE

Temecula

AREAS OF PRACTICE

MUNICIPAL & PUBLIC AGENCY LAW

Ms. House has more than thirteen years of municipal and public agency law experience. She currently serves as Deputy City Attorney for the City of Del Mar and assists the Victor Valley Community College District, and previously served as the Assistant City Attorney for the City of San Marcos for nearly ten years and as a Deputy City Attorney for the City of Lemon Grove. Ms. House currently provides special counsel services to the Cities of Encinitas, Murrieta and Vallejo, and has previously provided special counsel services to numerous other cities and public agency clients. Ms. House has also served as an administrative hearing officer for a number of public agencies; worked in the field of emergency planning for Heartland Fire and Rescue, serving the Cities of El Cajon, La Mesa, and Lemon Grove; and assisted the Office of Homeland Security for the City of San Diego.

Her practice focuses on the areas of general municipal and public agency law, government relations, public contracts, the Brown Act, the Public Records Act, Fair Political Practices Commission and Political Reform Act compliance, conflicts of interest, code enforcement, land use, planning and zoning, public works, public contracting/construction law, real estate, environmental and natural resources law, prevailing wage, campaign finance and elections laws, administrative law, employment and personnel matters, and the Health Insurance Portability and Accountability Act.

AREAS OF LEGAL EXPERTISE

Municipal & Public Entity Law. Ms. House has advised a number of public entity clients on general municipal law matters, including representing City Councils and various Commissions in general, special and closed session meetings; advising public officials and employees; drafting and presenting on ordinances and resolutions; drafting and reviewing standard contract forms, policies and procedures; drafting code enforcement and litigation pleadings; and representing public entity clients at administrative hearings.

Open Government and Ethics. Ms. House has advised and presented on compliance with governmental ethics laws, including conflicts of interest laws, Parliamentary Procedure, the Public Records Act, and the Ralph M. Brown Act.

Land Use, Planning & Zoning. Ms. House has advised Planning Commissions on general land use, planning and zoning matters; and has drafted development agreements, lease agreements, purchase and sale agreements, encroachment permits, conservation easements, CC&Rs, and other land use entitlements and agreements.

Public Works/Construction. Ms. House has advised and presented to public entities regarding compliance with prevailing wage and public contracting laws; drafted and reviewed public works and construction contracts; advised on bid protests; and has appeared before labor boards in settlement and negotiations conferences.

Labor & Employment Law. Ms. House provides advice on employment and personnel issues, including employment contracts, termination procedures, performance reviews, and discrimination matters.

Campaign/Elections. Ms. House has served as special counsel for several public entities on local campaign election and finance laws; advised on compliance with the Fair Political Practices Commission regulations and the Political Reform Act; and advised and presented on initiatives and referenda.

HONORS / AFFILIATIONS

- California State Bar Association
- California Lawyers Association, Public Law Section
- City Attorneys' Association of San Diego County
- San Diego County Bar Association
- *San Diego Lawyer Magazine*, Editorial Board

BAR ADMISSIONS

- State of California

EDUCATION

- Thomas Jefferson School of Law, J.D., *cum laude*, 2009
- San Diego State University, B.A., Journalism and Political Science, *cum laude*, 2006



LESLIE E. DEVANEY

PARTNER

San Diego

AREAS OF PRACTICE

PUBLIC ENTITY, CORPORATE AND MUNICIPAL LAW /
GOVERNMENT RELATIONS

As the current City Attorney of Del Mar, Murrieta and Encinitas, Ms. Devaney focuses her practice on the representation of government entities, including municipalities, public entities and non-profit organizations throughout Southern California. She also provides advice for private firms and individuals in employment, media relations and all areas of government procurement matters, including the preparation, submission, negotiation and performance of public bids, proposals and contracts. Ms. Devaney advises clients and trains public entities on AB 1234 Ethics.

AREAS OF MUNICIPAL / PUBLIC ENTITY EXPERIENCE

City of San Diego – City Attorney’s Office – Criminal Division (1985 – 1986).

- Prosecuted misdemeanors
- 20+ Jury Trials

City of San Diego – City Attorney’s Office – Civil Division (1986 – 1992).

- Senior litigator handling complex litigation (dangerous condition and 1983 Civil Rights matters)
- 20+ Jury Trials

City of San Diego – City Attorney’s Office. Executive Assistant City Attorney in elected City Attorney’s administration (1996 – 2005).

- Sat with and advised the City Council, Rules Committee and Redevelopment Agency on Brown Act, Public Records Act, City Charter, policies, administrative regulations, Ethics Commission, Conflicts, Roberts Rules of Order, etc. Filled in for City Attorney on all City Attorney functions when needed and operationally ran the office of 150 attorneys and 350 total employees
- Prepared for, staged, and presented matters for the City Council’s Closed Sessions
- Supervised and advised on Elections, Employment, Public Contracting, Code Enforcement, Liability and Litigation, Real Property, and Public Safety units
- Code Enforcement: Criminal prosecution of misdemeanors including DUI’s, assaults, resisting arrest

Judge Pro Tem/Arbitrator/Campaign for City Attorney (1986 – 1992).

- Judge Pro Tem (Superior Court) (1990 – 1992)
- Court Arbitrator (1989 – 1992)
- Campaigned and ran for San Diego City Attorney (2003 – 2004) and narrowly lost the election to Mike Aguirre by less than 0.5% of the electorate

American International Group (AIG). Senior In-House Litigator (1992-1996).

- Court Arbitrator (1992-1996)
- Defended high risk insureds in litigation

Cities of Murrieta, Del Mar and Encinitas. City Attorney (present).

- Advises on Open Government and Ethics (Brown Act, Public Records, AB1234), Campaign/Elections, Employment, Finance and Economic Development, Redevelopment, Municipal Services and Utilities, Public Contracting, Public Property, Regulating Businesses and Persons, Land Use, Environmental, Code Enforcement, and Liability and Litigation

City of Chula Vista. Special Counsel (2008 – present).

- Provides various advice and litigation support as needed

Chula Vista Board of Ethics. Special Counsel (2012 – present).

- Selected to the Special Counsel panel representing the Chula Vista Board of Ethics. The enforcement authority works with the City Attorney's Office to manage complaints of violations of the City's Code of Ethics. It conducts hearings and investigations of violations and renders advisory opinions, including for promulgation of new regulations. Board members are recommended by the presiding judge of the municipal court of the South Bay Judicial District

San Diego Convention Center Corporation. General Corporate Counsel (2012 – 2016).

- Served as legal advisor to Corporation's board of directors and senior management on a wide range of legal matters related to the Corporation's business, including new business endeavors, corporate organization and governance, state and federal regulatory issues, and public entity laws, rules and regulations

City of Escondido. Special Counsel (2009 – 2012).

Escondido Independent Districting Commission Special Counsel. (October 2013 – 2014).

San Diego Ethics Commission. Associate General Counsel (2011 – present).

- Oversees advice regarding San Diego Ethics Campaign and Lobbying Laws, Brown Act and Public Records Act

San Diego Police Foundation. Trustee (2010 – 2015).

San Diego Public Library Foundation. Trustee (2012 – 2018).

Southeastern Economic Development Corporation. Corporate Counsel (2008 – 2013).

- Advised regarding ongoing issues related to corporate activities, special counsel, contracting, indictments of prior president
- Advised on Open Government and Ethics (Brown Act, Public Records, AB 1234), Employment, Finance and Economic Development, Redevelopment, Public Contracting, Public Property, Regulating Businesses and Persons, Land Use, Environmental, and Liability and Litigation

Southwestern Community College District. Special Counsel (2010 – present).

- Provides advice on employment policy and media consultation as needed

Other Areas of Legal Practice

- Practice includes litigation, but mostly (90%) advisory/consulting work
- Assists both public and private clients in high profile ethics, press matters and strategy
- Teaches ethics to public entity clients
- Advises numerous corporate and private clients on various issues regarding public and public entities (MBE/WBE/DVBE certifications, bondings, employment, press, RFP/RFQ responses)
- Advises non-profit, public and private clients on best business practices, corporate organization, and governance
- Mediates matters upon request
- General and Corporate Counsel Work
- Media Relations and Consultation

EDUCATION

- University of California, San Diego, with honors, 1979
- University of San Diego, J.D., 1983

BAR ADMISSIONS

- State of California

HONORS / AFFILIATIONS

- AV Preeminent Peer Rating by Martindale-Hubbell in California
- 2013 Women Leaders in Law, American Lawyer Magazine
- Member, San Diego County Bar Association
- Member, Council on Governmental Ethics Laws (COGEL)
- California League of Cities
- San Diego Defense Lawyers
- Board member, San Diego Public Library Foundation
- Past President, City Attorney Association of San Diego County (CAASD)
- Past Riverside County Representative and alternate Executive Committee
- Member to the California League's Legal Action Committee (LAC)



CHRISTINA M. CAMERON

PARTNER

San Diego

AREAS OF PRACTICE

LAND USE, PUBLIC WORKS, REAL ESTATE, MUNICIPAL LAW, PUBLIC ENTITY, GOVERNMENTAL ETHICS, MUNICIPAL LAW/GOVERNMENT RELATIONS, LAND USE/REAL ESTATE, EMPLOYMENT, PUBLIC WORKS

Christina Cameron is a founding member of Devaney Pate Morris and Cameron, and has 31 years of local government experience in both the legislative and legal fields. She currently serves as General Counsel to the San Diego Ethics Commission providing advisory, administrative enforcement and litigation services as well as, regularly training local agencies and officials in governmental ethics laws. Christina is an Assistant City Attorney to the Cities of Murrieta and Del Mar.

In addition, Christina serves as legal counsel to the Third Avenue Village Association in Chula Vista, the San Diego Workforce Partnership as well as several private non-profit and for-profit entities, and assists officials in their compliance with state and federal disclosure laws. Christina has also served as special counsel to the Los Angeles City Ethics Commission and the Oakland Public Ethics Commission.

Christina has focused much of her practice around governmental ethics (including conflicts of interest under the Political Reform Act and Government Code section 1090) campaign and economic disclosure laws, Brown Act and Public Records Act compliance. She serves on the FPPC Committee of the League of California Cities and reviews the League's *California Municipal Law Handbook*.

Christina's litigation practice is focused on the defense of public entities including writs of mandate and defense of challenges related to administrative enforcement actions. She also defends public entities in contract matters, CEQA challenges, and public works litigation.

AREAS OF LEGAL EXPERTISE

Open Government and Ethics. (Brown Act, Public Records, and AB 1234). Ms. Cameron advises and provides in-person training to public officials on governmental ethics laws including economic disclosures and conflicts of interest. She advises large public entities regarding compliance with the Public Records Act and Ralph M. Brown Act and has litigated Brown Act issues. She served on the drafting team for creation of the City of San Diego Ethics Ordinance and Ethics Commission (2001).

Campaign/Elections. Ms. Cameron analyzes proposed ballot initiatives and develops ballot language related to land use, taxation, and charter amendments for large and small municipalities. She advises candidates on FPPC compliance and investigations and enforces election and campaign laws in the City of San Diego.

Public Works/Construction. Ms. Cameron advises public entity clients regarding prevailing wage and public contracting laws including stop work actions and contract change orders. She reviews public works contracts and represents public entities in post-construction disputes including litigation.

Real Property/Redevelopment. Ms. Cameron has advised municipalities and redevelopment corporations on California Community Redevelopment Law. She has drafted disposition development agreements, purchase and sale agreements, exclusive negotiating agreements, and affordable housing covenants. She has extensive experience with discretionary projects, voter- approved land use matters, affordable housing, inclusionary housing, and condominium conversion. She served as Coastal Commissioner Scott Peter's primary advisor from 2002 to 2006.

Employment Law. Ms. Cameron provides advice on employment and personnel issues including public employee employment contracts, pre- and post-termination procedures and performance reviews. She has experience related to wrongful termination litigation including FEHA and EEOC employment discrimination matters.

BAR ADMISSIONS

- State of California
- Federal Southern District
- Federal Central District

EDUCATION

- University of California, San Diego, B.A., 1988
- California Western School of Law, J.D., 2008

CURRENT/FORMER PUBLIC AGENCY CLIENTS

- San Diego Workforce Partnership (2015 – present). General Counsel.
- San Diego Ethics Commission (2011 - present). General Counsel.
- Los Angeles City Ethics Commission (2013 - 2015). Special Counsel.
- City of Del Mar (2009 - present). Assistant City Attorney.
- City of Murrieta (2008 - present). Assistant City Attorney.
- San Diego Convention Center Corporation (2012 - 2016) Deputy Corporate Counsel.
- San Diego Community College District (2008 - present). Special Counsel.
- Southeastern Economic Development Corporation - redevelopment implementation (2009 – 2010). Deputy Corporate Counsel.

HONORS / AFFILIATIONS

- Member, San Diego Defense Lawyers
- Member, San Diego County Bar Association
- Member, Council on Governmental Ethics Laws (COGEL)
- Member, California Special Districts Association (CSDA)
- Member, San Diego Regional Chamber of Commerce



RICHARD E. ROMERO

PARTNER

San Diego

AREAS OF PRACTICE

PUBLIC ENTITY, MUNICIPAL LAW, WATER, PUBLIC WORKS & CONSTRUCTION, ELECTIONS, LABOR & EMPLOYMENT, CIVIL LITIGATION

Mr. Richard Romero practices a variety of legal areas, including employment, public entity, water law, and general civil litigation. His previous legal experience includes work at the city attorney's office for the cities of San Diego and Chula Vista, where he worked on a broad range of cases including land use, personal injury defense, and public entity procedures and immunity. Prior to law school, he volunteered at the Imperial County District Attorney's Office.

Mr. Romero focuses primarily on public entity representation. His practice covers the full spectrum of issues facing public entities including liability, water issues, employment and personnel issues, labor issues, contracting, budgeting and finance, open meeting laws, elections, telecommunications, etc.

LEGAL TRAINING/EXPERIENCE

Water Law. Extensive experience advising California water entities on a broad range of complex legal issues related to water, including facilities issues, rates and fees, and resource procurement.

Real Property & Land Use. Assisted with various land use matters including review and preparation of conservations easements, general easement issues, rights of entry, landlord tenant and leasing issues, etc. Leasing issues have included advising on leases related to cellular equipment and carriers, as well as advice and negotiations on related telecommunications issues, including small cell sites. Involved in development of utility undergrounding programs.

Construction/Public Contracts. Experience awarding public works contracts, advising on bid protests, reviewing and preparing resolutions and agenda reports, public works contracts and conditions, including preparing form contract, providing advice on compliance with competitive bidding laws, indemnification issues, etc. Regularly assists with interpretation and implementation of procurement regulations. Seasoned at negotiating, drafting, and reviewing contracts for public entities and drafting ordinances.

Campaign/Elections Law. Assisted with processing and handling of numerous initiative measures and litigation relating to measures. Ensured compliance with Elections Code procedures in preparing for elections. Litigated ballot argument dispute and quo warranto action related to residency requirements



for public office. Advised on and interpreted local elections and campaign laws. Presented on elections at League of California Cities conference.

Labor & Employment Law. Provides advice on employment and personnel issues including bargaining agreement review and interpretation (including a recent MOU overhaul), representation issues, harassment and discrimination issues, accommodation issues, classification, employee discipline, wage and hour issues, benefits and compensation, etc. Experience defending public entities in employment litigation, including successful jury trial which resulted in defense verdict.

Tort & Premises Liability & Litigation. Regularly handle general tort and premises liability issues such as personal injury, property damage, and negligence cases, including litigating them. Successfully resolved numerous personal injury tort claims through mediation and settlement discussions and recently tried an eminent domain case. Successfully defended public entity in § 1983 claim.

Open Government & Ethics. Regularly advises on open government issues including Brown Act compliance, responding to Public Records Act requests, etc. Has sat with and advised public entities in both open and closed session.

Finance & Economic Development. Reviews and assists in formation and assessments by special districts. Advises on investment policies, Proposition 218 and Proposition 26 issues, and potential public-private projects for development of athletic facilities.

BAR ADMISSIONS

- State of California
- Federal Southern District
(including bankruptcy)
- United States Supreme Court

EDUCATION

- Imperial Valley College, A.A., 2001
- University of San Diego, summa cum laude, B.A., 2003
- University of Southern California School of Law, J.D., 2006

HONORS / AFFILIATIONS

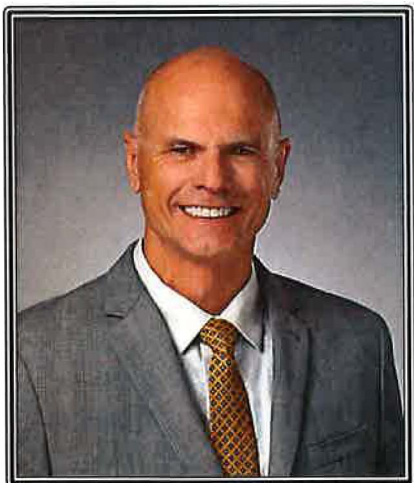
- San Diego County Bar Association
- 2015 & 2016 San Diego Super Lawyers Rising Stars

REPRESENTATIVE CASES

- *GGTW, LLC v. San Diego County Regional Airport Authority*. 2018. Lease dispute over public property. Settled with payment to public entity following successful MSJ.
- *Akins v. San Diego Community College District, et al.* 2016. Alleged excessive force/illegal search and seizure by college police. Settled, dismissed with prejudice for nominal amount.
- *Akins v. San Diego Community College District, et al.* 2013. Civil rights action by student. Dismissed following 12(b)(6) motion.
- *Fredrickson v. San Diego Community College District*. 2012. Dangerous condition lawsuit related to staircase. Settled and dismissed with prejudice for nominal amount following MSJ.

PUBLIC AGENCY CLIENTS

- General Counsel for Meeks & Daley Mutual Water Company
- Deputy City Attorney for Del Mar, Murrieta and Encinitas
- Formerly Special Counsel for Otay Water District, following 5-years as Assistant General Counsel
- Special Counsel for San Diego Community College District
- Counsel for Victor Valley Community College District
- Special Counsel for San Diego County Regional Airport Authority


RALPH T. HICKS Jr.

PARTNER

Temecula

AREAS OF PRACTICE

REAL ESTATE DEVELOPMENT, LAND USE, CONSTRUCTION AND ENVIRONMENTAL

Ralph Hicks brings over 25 years of large scale project and regulatory experience to DPMC. His law practice is focused on land use, environmental and construction law. He has both private and public sector experience and specialized expertise in securing regulatory approvals for large scale development projects. In the public sector he founded the Land Use and Environmental Departments for the Port of San Diego. He led the award-winning master planning and entitlement programs for the redevelopment of San Diego Bay. Ralph also led the North and South Embarcadero master planning efforts and the Chula Vista Bayfront redevelopment programs. At the Port he entitled several convention center style hotels, the second phase of the San Diego Convention Center, cruise ship terminals, airport redevelopment, and a number of industrial projects. During his career he has entitled over \$4.5B in projects.

His strongest area of expertise includes navigating complex regulatory environments and securing land use permits for both private and public entity clients.

Ralph received his undergraduate degree from UC Santa Barbara and his Jurist Doctorate from the University of San Francisco School of Law. He has taught environmental law for the UCSD extension programs.

Ralph also served as the Economic Director for the Port of LA and the Group Manager for the Real Estate Division of the LA Metropolitan Water District. He has served in the role of General Counsel and local counsel and Contracts Manager for the Turner Construction Company.

PROJECTS

- \$450M Project Manager Owners of Fifth Avenue Landing. An 850-room hotel tower, 210 room low cost hotel, creation of public spaces, and expansion of the existing mega-yacht marina (the property is located behind the San Diego Convention Center).
- Oversight of Project Managers and Coordinated with the Senior Team in the \$40 million BAE and NASSCO construction, remediation, and shipyard improvement program.

- Drafted bid proposals for State and Federal projects such as: US Navy MACC, USACOE, and Port projects.
- Led the Diamond Valley Lake Redevelopment efforts, negotiated all contracts for professional design and related environmental planning studies.
- Negotiated City of Hemet solar farm contracts and leases.
- Led the San Diego airport redevelopment and long range planning projects.
- Managed the redevelopment of the San Diego waterfront. *Including: Lead on all planning and land use entitlement efforts of all commercial real-estate assets, airport, marine and cruise ship terminals.*

EXPERIENCE

- Leading Contract Negotiations
- Management of Human Resource and Labor Law Issues
- Coordinated with Banking Institutions, Bonding Companies, and Insurance Brokers
- Managed and Negotiations and Contracts for Land Use and Design Professional Services
- Negotiated and Managed Right-of-Way Agreements, Appraisals Acquisitions and Annexations
- Educated Senior Team and Board on Contract Progress and Requirements
- Developed New Economic and Technology Programs to Increase Revenue for the Port of Los Angeles.
- Coordinated Implementation of Port Capital Improvement Projects

EDUCATION

- University of California - Santa Barbara - BA
- San Francisco School of Law – J.D.

BAR ADMISSIONS

- State of California
- Federal Court, Southern District of California

AWARD

- Planning and Redevelopment from ULI - The California Planning Association

April 24th, 2023

CONSULTING SERVICES FOR A COMPREHENSIVE UPDATE OF THE CITY OF WILLOWS MUNICIPAL CODE

PRESENTED TO
City of Willows

PRESENTED BY
Infrastructure Engineers

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1. Cover Letter

April 24, 2023

Patrick Piatt, Community Development and Services Director

Community Development and Services Department

City of Willows

201 N. Lassen Avenue

Willows, CA 95988

Re: Proposal for Consulting Services to Prepare a Comprehensive Update of the City of Willows Municipal Code

Dear Mr. Piatt:

Introduction – Infrastructure Engineers (IE) is pleased to submit this proposal in response to the City of Willows' Request for Proposal (RFP) to provide consulting services to prepare a comprehensive update of the City's Municipal Code.

Our Understanding – The City of Willows is seeking a consultant to update and re-write its Municipal Code in accordance with the specifications, terms and conditions indicated in the City-issued RFP. Further, we understand that the update applies to the entire Municipal Code, including Title 1 through Title 19, to conform to 2023 best practices and standards. The City is also requesting recommendations for additional Codes that may be absent from the City's current Code, and to increase mechanisms for code enforcement wherever applicable.

Why Infrastructure Engineers – What qualifies us to undertake this very important project? Our experience in updating advanced land use documents such as the Municipal Code, and our familiarity with the function and purpose of municipal government. These main qualifiers, coupled with our experience and understanding of the unique nature of the greater San Joaquin Valley and the agricultural-based communities that define it, and our deep passion to be the best service provider in the State, is what drives us to expand our reach into the northern regions of the Valley.

Familiarity with the San Joaquin Valley. Although Brea, in Orange County, California, is the birthplace of Infrastructure Engineers, what defines us today is our continued evolution from a civil engineering consulting firm to a full-service multi-disciplinary company, offering land use and environmental planning, building and safety, construction management, city, traffic and water engineering, and architecture services to the various regions of California.

IE is currently working in three Central Valley communities located in Kern County – Bakersfield, Shafter, and Wasco. In Bakersfield, we are preparing an environmental analysis of a proposed industrial park. While over in Shafter and Wasco, our planners are busy writing the respective 6th Cycle Housing Elements, and related environmental documents for those cities. The profiles of Shafter and Wasco are particularly similar to those of Willows and it's only natural that we would have a deep interest in utilizing our experience to continue working in the San Joaquin Valley – whether it's in the southern section or in the northern area – and in the City of Willows in particular, to assist in updating its anachronous Municipal Code.

To further expand on our experience in the Central Valley, members of our team have spent many years working on projects in cities up and down the Central Valley including McFarland, Delano, Firebaugh, Exeter, Lemoore, Dinuba, Manteca, and Tracey – to name a few. Projects included the preparation of redevelopment plans, Downtown Revitalization Plans, Specific Plans, and economic studies. This combined experience and familiarity with Central Valley cities is what sets us apart.



Familiarity with updating and analyzing General Plans and their Elements, Zoning Codes and Maps, and other land use issues. From a micro-regional perspective, we are learning everyday – through the projects we are working on in our Central Valley cities – about the uniqueness of the Valley, the many communities that reside there, and the people who live in them.

From a macro perspective, our experience in land use and environmental issues is state-wide, especially in Southern California and the greater Los Angeles region. For example, we serve a host of cities in Los Angeles, Riverside, San Bernardino, and Orange Counties, and Kern County further to the north.

In the City of Bell Gardens, located in the populous southeast region of Los Angeles County, the planning team at IE is wrapping up a General Plan/Zoning Code consistency assessment. This project required a comprehensive analysis of all the properties in the City, their current zoning and use designations, and identifying inconsistencies between the Zoning Code, Zoning Map, and the General Plan itself. IE produced new Zoning maps with revised parcel information through its GIS division and submitted recommendations to City staff for Planning Commission and City Council action.

Interactive Approach to Updating the Municipal Code – We recognize the challenges and constraints municipalities are often faced with when implementing projects of this nature. Our process-driven methodology and approach to these types of City engagements have been cultivated over years of experience. The comprehensive update of the Municipal Code will not only require our technical expertise but will also require our community engagement team's experience in coordinating the efforts of the City with the active participation of the general public throughout the process of updating the Municipal Code.

In Closing – We are pleased to present you with this proposal which highlights our vast experience on similar projects. As an officer of the firm, I am authorized to negotiate and contractually bind us to the terms of our proposal. I am also the main contact person for this proposal and can be reached by phone at (714) 940-0100, ext. 5130, or by email at adupret@infengr.com. We appreciate this opportunity to present our credentials, we await the City's consideration and determination, and hope to be of service soon.

Respectfully Submitted,
 Infrastructure Engineers



Andre Dupret
 Executive Vice President



2. Introduction

Advanced Applied Engineering, dba, Infrastructure Engineers, an S corporation, was established in 1994 with a clear mission to provide professional engineering, planning, environmental, and municipal services to cities and counties throughout California. In the nearly 30 years of continuous service, our mission statement has remained the same, “We are committed to making a difference in the communities we serve.”

Our staff are focused practitioners and considered subject matter experts (SME’s) in every field they service. Many of them are former city employees, so they understand the importance of maintaining strict oversight of project schedules, budgets, and overall maintenance. They possess first-hand knowledge of city operations and priorities, which empowers them to be strong advocates for every city they serve. It is important to note that IE has not had any contracts terminated for cause and has no pending litigation or legal issues. We work closely with our clients to address issues before they become a problem and strive to always deliver high-quality results on time and within budget. As a mid-sized municipal services consulting firm, IE has achieved great success in our pursuit of service to cities and counties, which has allowed us to grow to a firm with more than 100 staff in four (4) offices conveniently located to serve our clients’ needs throughout California including Kern County. Our office locations are as follows:



As a full-service firm, our in-house SME's include urban planners; environmental specialists, and technicians; civil, design and traffic engineers; architects; inspectors and plan checkers, and construction managers, which allows us to truly be a "one-stop-shop" for our clients. Infrastructure Engineers offers a full spectrum of engineering, planning, housing, environmental, building and safety, architectural, and construction management services. Specific to urban/environmental planning and GIS, a partial list of our services includes:

Projects & Services	
General Plan Amendments	Initial Studies/ Negative Declarations
Zoning Code Amendments	Mitigated Negative Declarations
Housing Element Updates	Environmental Impact Reports/Statements
Municipal Code Updates	Technical Studies & CEQA/NEPA Compliance
Environmental Justice Elements	Municipal Code Amendments
Safety Element Updates	Geographic Information Systems (GIS)
Specific Plans	Housing Programs Implementation
Downtown Design Guidelines	Staff Augmentation

Innovative Approach to Complex Issues - Due to our experience dealing with a broad range of projects, from relatively straight forward to very complex, we bring fresh, new ideas to solve every issue. Each project, by its nature, is different from all others and it has its own unique challenges and solutions. Our staff rises to these occasions by working collaboratively to find sound solutions.

Competitive Rates - We understand cities are often faced with budget constraints. Infrastructure Engineers has a history of successfully delivering projects with very limited budgets. We are committed to working with the City to keep your project on time and within budget. In fact, this proactive, as opposed to reactive, approach has resulted in countless awards throughout our nearly 30 years in business, including the prestigious 2020 and 2021 American Public Works Association (APWA) Project of the Year awards.



3. Scope of Work

The following scope of work is prepared specifically for the City of Willows. Because of our overall experience preparing land use and CEQA documents, and because of our experience working in other San Joaquin Valley cities, our land use and environmental planning team is intimately aware of shared issues within the Willows area, and by extension, the rest of the Central Valley – from Redding in the north to Bakersfield in the south.

Shared issues can include socio-economic, development, commerce, environmental justice, agriculture and farmworkers, water access and restrictions, affordable housing, homelessness, access to quality education, and employment opportunities. Each of these areas, though distinct, is controlled to some measure by the Municipal Code, Zoning Ordinance, Building Code and more broadly, the General Plan.

Ever-changing State laws and regulations are other considerations that we will be cognizant of and how they apply to, and can impact, every land use, development, and environmental aspect of the planning process. Our scope of work will include an exhaustive analysis of current legislation and a comparison with current land use documents such as the Zoning Code, Housing Element, and the General Plan in search of outdated language and information, and most importantly, inconsistencies. Our analysis will result in a list of findings and recommendations to be provided to the City for its consideration and subsequent course of action.

The scope of work is as follows:

Task 1 – Project Initiation:

In collaboration with City staff, Infrastructure Engineers will schedule a kick-off meeting for the project team (City staff and IE project staff) to discuss and define the City's objectives for the project, the scope of work, and project schedule. As a result of the kick-off meeting, the project schedule will be revised to match the City's needs and expectations.

Deliverables:

- Refined scope of services, budget, project schedule, project management, and communication protocols; provide an agenda for and a meeting summary of kick-off meeting.

Task 2 - Project Management and Coordination:

Infrastructure Engineers' project leads will schedule meetings with City staff, as necessary, to ensure objectives and milestone are being met. All required meetings will be held via conference call, virtually, or in-person at the City's discretion. **Note – IE employees practice both State CDC and local COVID 19 safety guidelines on social distancing and other health safety mandates when working within the City of Willows.**

Our project team will prepare a meeting summary, to include action items for each meeting and will also work closely with project staff members to ensure that assigned tasks are completed in a timely manner, that meetings are held according to the project schedule and proceedings recorded, and that the production of all necessary project documents are completed on schedule and filed for shared use. Additionally, Infrastructure Engineers' project staff will generate and deliver presentations to the City and/or stakeholders as required.

Deliverables:

- Bi-weekly or monthly project management meetings between consultant and City staff.
- Agenda and meeting summary of all meetings.



Task 3 - Existing Data/Code Review and Information Collection:

After the project kick-off, the City and consultant will work together to identify and collect all documents for review. The consultant shall ensure familiarity with the existing Titles and identify internal inconsistencies, General Plan and/or Housing Element implementation needs, and law changes as applicable.

The RFP states that, “the Willows Municipal Code has been updated numerous times over the years but has not had a complete update to the full set of codes.” On November 16, 2022, the Planning Commission adopted a resolution recommending the City Council adopt the General Plan Update (GPU) and certify the environmental impact report. The GPU was adopted by the Willows City Council during the January 10, 2023, Council meeting. The City of Willows Housing Element Update final draft was brought to the City Council on February 14, 2023, with final State approval thereafter.

Our project team understands that the Zoning Code has not been comprehensively updated for years and that many of the Chapters will need to be revised to make the Code relevant and legal. One of the first priorities of our IE project team will be to research and study every Division and associated Chapter to find inconsistencies between the Zoning Code and the various Elements of the General Plan, to identify those inconsistencies, dated information, non-relevant language, and graphics/ illustrations, and develop a comprehensive matrix of findings (Findings Matrix) with recommendations for ameliorating those findings.

Our methodology and approach to completing this task, will consist of the following 4-pronged approach:

- 3.1 = Identification/Collection of Documents
- 3.2 = Review of Documents
- 3.3 = Prepare a Findings Matrix
- 3.4 = Submit Matrix Report/Executive Summary

Per the Cities recommendations, the law and regulation topics listed below will be the primary focus of the project scope and identified in Task 3:

Density Bonus, AB 1763 (2019), AB 1227 (2018) and AB 2345 (2020)

- AB1763: For housing projects where all units are affordable to low and very low-income residents, AB 1763 more than doubles the density bonus to 80%.
- SB 1227: Note* AB 1227, as listed in the RFP, pertains to firearms & ammunitions control, however, (SB) 1227 amends the Density Bonus Law by adding a bonus for eligible student housing developments in which at least 20 percent of units, or rental beds, are restricted to lower-income students for 55 years.
- AB 2345: AB 2345 amends the Density Bonus Law to increase the maximum density bonus from thirty-five percent (35%) to fifty percent (50%).

Accessory Dwelling Units (multiple bills)

An ADU is a smaller secondary residential dwelling located on the same lot as a larger single-family home. They are often built to function as an office or studio, a rental unit or as an extra guest suite. Legally, ADUs are considered attached to the existing lot, so they cannot be purchased or sold as separate properties. They are self-contained units that typically have a bathroom, kitchen, bedroom, and living area.

- AB 881: This bill would instead require a local agency to designate these areas based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow



and public safety. The bill would also prohibit a local agency from issuing a certificate of occupancy for an accessory dwelling unit before issuing a certificate of occupancy for the primary residence.

- **SB 13:** This bill removes the impact fee for ADUs smaller than 750 square feet and doesn't require owners who build them to live in them, they can become rentals.
- **AB 68:** This bill would prohibit an ordinance from imposing requirements on minimum lot size. It also allows for a dwelling unit to be attached to, or located within, an attached garage, storage area, or an accessory structure, as defined.
- **AB 670:** Makes it easier for people within HOA complexes to construct ADUs. Specifically, it prevents banning or unreasonably restricting single-family lots on the construction of these units.
- **AB 671:** Requires that general plans incentivize homeowners in some way to construct these ADUs and make them available for low-to-moderate-income households to rent.

Objective Design Standards

Design standards are "objective" if they are measurable, verifiable, and knowable to all parties prior to project submittal. A planning review process based on objective design standards involves no personal or subjective judgment by a public official.

Streamlined Review, SB 35 (2017) and AB 1485 (2019)

- **SB 35:** Requires the availability of a Streamlined Ministerial Approval Process for developments in localities that have not yet made sufficient progress toward their allocation of the regional housing need.
- **AB 1485:** Adds a new class of eligible projects that will qualify for streamlined approval under SB 35. Eligible projects must be located in the Bay Area.

SB 9 Regulations

Streamlines the process for a homeowner to create a duplex or subdivide an existing lot.

Housing Crisis Act, SB 330

Establishes a Statewide housing emergency and creates new state laws focused on the production and preservation of housing. It aims to expedite and increase certainty in the development process and also addresses the statewide housing shortfall with new protections for existing housing and restrictions on certain zoning actions that reduce the availability of housing.

Housing Planning, AB 725

A planning and zoning law aimed at producing housing units suitable for the "missing middle" households that earn too much to qualify for subsidized housing and too little to afford high-income properties.

Any Recent or Upcoming Bills Relevant to Zoning, Housing, or Associated Content

Zoning:

- **AB 2011:** Provides a ministerial, California Environmental Quality Act (CEQA)-exempt approval pathway for qualifying multifamily projects on commercial-zoned land that pay prevailing wages and meet specified affordable housing targets.
- **SB 9:** Eased the state's restrictive zoning laws and opened the door for an influx of low-density infill housing construction. The bill allows single-family homeowners to subdivide their lots in two and build up to four units.



- SB 10: Provides that if local agencies choose to adopt an ordinance to allow up to 10 dwelling units on any parcel within a transit-rich area or urban infill site, the rezoning will be exempt from environmental review.
- AB 721: Makes any CC&Rs that limit residential development unenforceable against the developer of a 100 percent Below Market Rate (BMR) development.
- SB 290: Adds to SB1227, provides the ability to request one concession or incentive for projects that include at least 20 percent of the total units for lower-income students in a student housing development.
- SB 728: Creates more ownership options for nonprofit housing organizations with for-sale density bonus units that qualified a developer for an award of a density bonus.
- AB 215: Requires local agencies to make draft revisions of the housing element available for public comment for 30 days.
- SB 478: Limits the total floor area of a building in relation to the square footage of a lot.
- AB 345: Removes the requirement for a local agency to first pass an ordinance allowing the conveyance of an ADU separately from a primary residence.
- SB 35: Provides for streamlined ministerial approval of qualifying infill affordable housing developments.
- AB 1174: Further reforms the streamlined ministerial approval statute by addressing the process for modifying the project after an SB 35 permit is issued.
- AB 1398: Requires a locality that fails to adopt a housing element that HCD has found to be in substantial compliance with state law within 120 days of the statutory deadline to complete this required rezoning.
- AB 1584: Establishes a restriction on contractual development controls that mirrors AB 721 by declaring unenforceable any CC&R contained within a deed, contract, security instrument or other instrument that prohibits, effectively prohibits or restricts the construction or use of an ADU on a lot zoned for single-family use.
- AB 1466: Requires all county recorders to establish a program to identify and redact unlawfully restrictive covenants.
- AB 491: Requires that, for any residential structure with five or more residential dwelling units that include both affordable housing units and market-rate housing units, the BMR units must provide the same access to common entrances, areas and amenities as non-BMR units. ,
- AB 1043: Adds a new subset of "lower income households": "Acutely Low Income" households, who earn 15 percent of AMI and whose rents can be no greater than 30 percent of the 15 percent AMI level.
- AB 1095: Revises laws governing the Affordable Housing and Sustainable Communities Program (AHSC) and the Strategic Growth Council (SGC) to specify that both programs aim to promote affordable housing rental units and owner-occupied affordable housing units.
- AB 68: Requires the HCD to develop and publish on its website an annual report regarding land use oversight actions taken against local agencies related to housing for violations of the HCA, AFFH policies.



- AB 787: Expands existing law that permits jurisdictions to claim credit for up to 25 percent of their RHNA from the conversion of existing housing units for very low- and low-income households by also permitting cities and counties to satisfy up to 25 percent of the local agency's moderate-income regional housing need through RHNA through the conversion of units in an existing multifamily building to be restricted for moderate-income households.
- AB 602: Imposes additional standards and procedures for agencies adopting impact fees.
- AB 571: Prohibits agencies from imposing affordable housing impact fees, including inclusionary zoning fees and in lieu fees, on affordable units proposed as part of an SDBL project.
- SB 791: Establishes within HCD the California Surplus Land Unit to provide technical assistance to local agencies and developers to "facilitate the development and construction of residential housing on local surplus land.
- AB 1377: Requires the University of California (UC) and California State University (CSU) to conduct a needs assessment to determine projected student housing needs by campus.
- SB 591: Authorizes the establishment of intergenerational housing developments that would include senior citizens, caregivers and transition-age youth in order to permit developers who receive local, or state funds or tax credits designated for affordable rental housing to prioritize and restrict occupancy of certain developments to senior citizens, caregivers and transition-age youth.
- AB 306: Requires DGS to approve the plans, specifications and methods of construction of certain factory-built school buildings to exclude from the definition of "school building" any building used or intended to be used by a school district as residential housing.
- SB 7: Revises and expands on the previously enacted Environmental Leadership Development Project (ELDP) litigation process to include qualifying mixed-use and residential projects that were not previously eligible for certification.
- AB 140: Creates a new CEQA exemption for certain housing projects that are targeted at prospective residents facing homelessness and COVID hardship.
- AB 2234: Enforceable timelines for local governments to issue post-entitlement ministerial building permits.
- AB 2295: Allows educational employee housing on land owned by school districts or county office of education.
- SB 886: CEQA exemption for qualifying university housing development projects.
- AB 2668: "Cleanup" of SB 35's streamlined ministerial approval process.
- AB 2334: Reforms the State Density Bonus Law to define "base density" and provide further concessions for 100 percent BMR projects in low VMT areas.
- AB 1551: Density Bonus Law benefits mixed-use projects.
- AB 682: Density Bonus Law benefits for shared/co-living housing.

Open Space and/or Active Transportation Requirements

Includes active open spaces, including pedestrian and bike routes that link to jobs, homes, and community destinations. "Active parks, trails, and complete streets that serve pedestrians, bicycles, and transit riders as well as motorists.

CEQA for Active Transportation Projects, SB 288 (2020)

CEQA includes exemptions from its environmental review requirements for numerous categories of projects, including, among others, projects for the institution or increase of passenger or commuter services on rail or highway rights-of-way already in use and projects for the institution or increase of passenger or commuter service on high-occupancy vehicle lanes already in use, as specified. This bill would extend the above exemption until January 1, 2030. The bill also would, among other things, remove the above requirement related to traffic and safety impacts and measures.

Low Barrier Navigation Centers

A Low-Barrier Navigation Center (LBNC) is a "Housing First," low barrier, temporary, service-enriched shelter that helps homeless individuals and families to quickly obtain permanent housing. Assembly Bill 101 (AB 101) established requirements for local jurisdictions to allow LBNCs as a by-right use in certain districts.

Single Room Occupancy

A Single Room Occupancy (SRO) building usually refers to multi-unit housing. The housing contains units for occupancy by one person. A unit generally consists of a single room.

Community Care and Residential Care Facilities

Community Care Facilities (CCFs) provide 24-hour non-medical residential care to children and adults with developmental disabilities who are in need of personal services, supervision, and/or assistance essential for self-protection or sustaining the activities of daily living.

Supportive Housing and Emergency Shelters, AB 1197 (2019) and AB 2162 (2018)

AB 1197 (2019): Exempts emergency homeless shelters and supportive housing from the California Environmental Quality Act (CEQA). A.B. 1197 applies only to Los Angeles. It is currently in effect, and will sunset in 2025.

AB 2162 (2018): Prohibits local governments from applying a conditional use permit or other discretionary review to the approval of 100% affordable developments that include a percentage of supportive housing units, either 35% or 15 units, whichever is greater, on sites that are zoned for residential use.

Farmworker Housing

Farmworker housing is housing provided to agricultural employees, either seasonal or year-round, who live and work on farmland. Funding can be provided through various sources.

Reasonable Accommodations

Pertains to certain adjustments in rules, policies, services, or even the physical structure of an apartment so that you can have full use of your home. It means that sometimes housing authorities and subsidized landlords need to make exceptions and do things differently to enable a person who is disabled to participate more easily in a housing program.



Short-Term Rentals

A short-term rental is typically defined as a rental of any residential home unit or accessory building for a short period of time. This generally includes stays of less than a month (30 days), but the maximum length can vary depending on the state and jurisdiction in which the rental is located.

Parking and EV Charging

Includes parking spots typically located near EV charging stations. Three types of charging – home, work, and public sites.

SB 946 (Sidewalk Vending)

According to the Act a sidewalk vendor is a person who sells food or merchandise on a sidewalk or pedestrian path. It does not apply to food trucks or anything with a motor. The bill limit hours of operation, prohibits stationary sidewalk vending in residential areas, prohibits sidewalk vending near farmers' markets, swap meets, and temporary special permit areas, requires sanitary conditions, requires vendors to comply with the Americans with Disability requires a permit or license.

Any Laws Related to Municipal Operations such as Accounting, Elections, Public Records, etc.

SB 731 (2022): Would permanently and electronically seal most felony convictions after a person fully completes their sentence, including any time on probation, and would require a certain number of subsequent years without any arrests.

AB 37 (2022): This bill would extend the requirements to mail a ballot to every registered voter to all elections and apply them to all local elections' officials. This bill would require a vote by mail tracking system to be accessible to voters with disabilities.

Public Health and Safety

Design strategies reduce fear and incidence of crime and improve quality of life via the built environment through territoriality, natural surveillance, access control, activity support, and maintenance. Local agencies can also enforce local codes to clean up vacant lots, contaminated or polluted sites and reduce graffiti.

Green Recycling Requirements, AB 1826 (2014) and AB 341 (2011)

AB 1826 (2014): The act requires a business, which is defined as a commercial or public entity, that generates more than 4 cubic yards of commercial solid waste per week or is a multifamily residential dwelling of 5 units or more, to arrange for recycling services.

AB 341 (2011): Requires that it is the policy goal of the state that not less than 75% of solid waste generated be source reduced, recycled, or composted by the year 2020, and would require the department, by January 1, 2014, to provide a report to the Legislature that provides strategies to achieve that policy goal and also includes other specified information and recommendations.

AB 1383 -Organics Recycling Requirements

Note* AB 1383 has to do with a school Employee Teacher Credentialing Program, however (SB 1383) requires jurisdictions conduct education and outreach on organics recycling to all residents, businesses (including those that generate edible food that can be donated), haulers, solid waste facilities, and local food banks and other food recovery organizations.



Signage

Signage is the design or use of signs and symbols to communicate a message. A signage also means signs collectively or being considered as a group. A sign ordinance can help a municipality reduce the visual clutter of signage and end business sign wars. It also can help protect, establish, or enhance community identity.

Deliverable:

List of titles/chapters/sections, issues, and recommended modifications as identified in the Findings Matrix.

Task 4 - Public Engagement:

Our community engagement team will prepare all project notices in paper and electronic form for mailings, for use on social media platforms, and for posting on the City's website. When it comes to promoting the community meeting, the Infrastructure Engineers team will cast a wide net to ensure as many community members as possible are aware of the event. Our team will coordinate with the City to update the City's website to prominently display the meeting notification, publicize the event on all social media feeds, and provide information via email blasts to keep the public fully apprised of all community meetings, any modifications to the meeting schedule, and the format of the meeting if restrictions are enforced due to COVID-19.

When issuing public notices for virtual meetings, our team will clearly convey the following information to maximize attendance and public input to ensure the City achieves an updated Municipal Code that meets the needs of the community:

If the meeting is virtual, we will describe how members of the public can observe and participate in the meeting. We will provide a phone number or

email address where members of the public can obtain additional information on how the City will conduct the meeting and how to get assistance in participating electronically.

We will note any limitations on public access or comments that are different than a regular public meeting (such as requiring speakers to sign up or provide comments in advance). All data will be archived and available for City's use.

Deliverables:

- Detailed public engagement program;
- Management of all web and social media-based project information;
- Materials for events and meetings including large-scale graphics;
- Stakeholder interviews;
- Minimum of two (2) community meetings; and
- Public engagement program final summary report.

COVID 19-Compliant Virtual Public Scoping Meetings

To accommodate safety measures during the recent Covid-19 pandemic, Infrastructure Engineers adopted the practice of holding virtual meetings for public participation. As an example, our firm successfully conducted a virtual public scoping meeting for Capital Improvement Project in Bell Gardens. Because the City facilities were closed to the public at that time, community members participated in the meeting by listening through a teleconference or viewing a livestream; submitting written comments through a e-comment service and email; and/or providing comments via teleconference. These policies have proven to be expedient in conducting community meetings and satisfying public engagement while adhering to Covid-19 guidelines.



Task 5 - Planning Commission and City Council Workshops and Public Hearings:

Infrastructure Engineers staff will prepare and present findings to the City Council, Planning Commission, subcommittees, and/or community at scoping meetings, study sessions, public hearings, and public workshops. We understand that a vital component to the success of this task will be through the public outreach and community engagement efforts. Infrastructure Engineers staff will commit to the preparation for and attendance at anticipated meetings (depending on project need).

Deliverables: Participation in, and presentation of materials for a minimum of two (2) Joint City Council/Planning Commission workshops (one to initiate the process, and one as an update as the process is nearing the proposed recommendation stage).

- Participation in, and presentation of materials for a minimum of two (2) Planning Commission and two (2) City Council meetings as part of the public hearing process.

Task 6 - CEQA Compliance:

Infrastructure Engineers will conduct and complete any environmental compliance and documentation required for this project in compliance with local requirements, California Environmental Quality Act (CEQA) requirements (per Public Resources Code 21000 et. Seq.) and the State CEQA Guidelines (per California Code of Regulations, Section 15000 et. Seq.).

As needed, Infrastructure Engineers will prepare the following select technical studies in-house or with our team of technical specialists – air quality and greenhouse gas emissions; hydrology and water quality; and traffic and circulation; noise and energy; geology and soils; hazards and hazardous materials; cultural resources and tribal cultural resources (including preparation of notices and mailings for SB 18 and AB 52 compliance and tribal consultations); biological resources and wildfire.

Our Environmental Specialist will perform all environmental analyses and will oversee the work of our technical team, including our sub-consultants (if required). They will also interface and communicate with City staff throughout project development as needed.

Deliverables:

- Electronic copy of required noticing and filing, scoping meeting materials, draft and final project descriptions in both Microsoft Word and PDF formats.
- Electronic copy of Administrative Draft, Public Review Draft, and Final CEQA materials in both Microsoft Word and PDF formats.

IE shall be responsible for preparation of all documents, in both draft and final forms, as stated within the RFP, and any related agreement documents. It is anticipated that such documents will include the following, as detailed below:

Final Deliverables:

- Administrative Draft document for staff review (6 hard copies and 1 fully editable digital copy) that includes complete overhaul and revisions to Titles 1 through 19 and any newly recommended Titles (that may be absent from the existing Municipal Code) based on 2023 best practices and standards for Municipal Codes.
- Draft document for public distribution (6 hard copies and 1 fully editable digital copy).
- Final screen check document for staff review (1 fully editable digital copy).



- Final documents for City Council and public distribution (6 hard copies and 1 fully editable digital copy). Note: Final document delivery shall include all electronic files in Word, Excel and/or other programs utilized, as fully editable and unlocked files.
- Electronic copy of Administrative Draft, Public Review Draft, and Final CEQA materials, including noticing and filing, in both Microsoft Word and PDF formats.
- Participation in all public meetings as notated within this RFP.
- Display materials for all presentations, public hearings, and meetings.

4. Project Schedule

Infrastructure Engineers' "Project Schedule" appears on the following page.





City of Willows

Consulting Services for a Comprehensive Update of the City Municipal Code

Prepared by Infrastructure Engineers

Project Schedule

4/24/23

Task	TASK DESCRIPTION	Month 1/Month 2				Month 3/Month 4				Month 5/Month 6				Month 7/Month 8				Month 9/Month 10				Month 11/Month 12				Month 13/Month 14				Month 15/Month 16				Month 17/Month 18				Month 19/Month 20				Month 21/Month 22				Month 23/Month 24			
		Week	2	4	6	8	2	4	6	8	2	4	6	8	2	4	6	8	2	4	6	8	2	4	6	8	2	4	6	8	2	4	6	8	2	4	6	8	2	4	6	8							
1	Project Initiation																																																
2	Project Management and Coordination																																																
3	Existing Data/Code Review and Information Collection																																																
3.1	Identification/Collection of Documents																																																
3.2	Review of Documents																																																
3.3	Findings Matrix																																																
3.4	Executive Summary/Findings Report																																																
4	Public Engagement																																																
5	Planning Commission and City Council Workshops and Public Hearings																																																
6	CEQA Compliance																																																

Ongoing tasks

Public workshop/Planning Commission/City Council

5. Related Experience and References

General Plan and Zoning Code Consistency Project City of Bell Gardens

Client Contact Information:

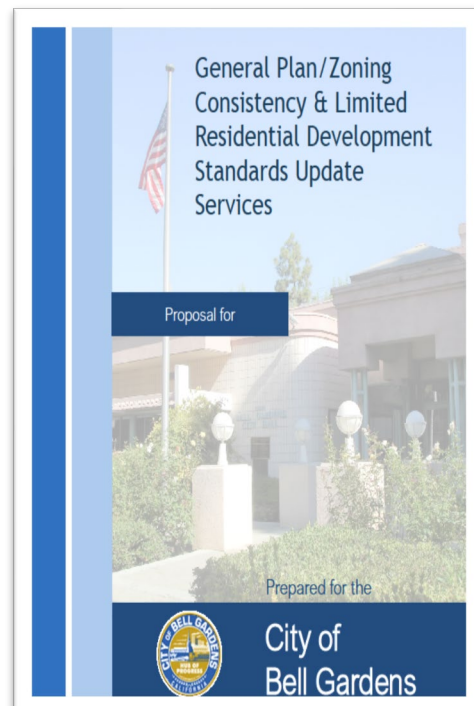
- Gus Romo, Community Development Director
- (562) 806-7770
- gromo@bellgardens.org
- Project Cost: \$89,275
- Dates of service: 2022 - 2023

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



Infrastructure engineers has been contracted to assist the City in updating the zoning designations/classifications, revise the development standards and regulations for Accessory Dwelling Units and Multi-family residential development and to finally update the General Plan to ensure consistency with the Zoning Code. The City is evaluating approximately one hundred parcels for zone change to allow for more mixed-use and residential development throughout the city. IE is evaluating those proposed changes to determine where inconsistency will exist within the General Plan should these changes be made and therefore what additional edits to the General Plan will be necessary. The land use and zoning maps will be updated according to the approved changes.



**General Plan Amendment
Zone Change/EIR
City of Bakersfield**

Client Contact Information:

- Jose Fernandez, Associate Planner
- (661) 326-3778
- jfernandez@bakersfieldcity.us
- Project Cost:
\$89,275
- Dates of service:
2022 - 2023

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



The City of Bakersfield has selected Infrastructure Engineers to prepare an Environmental Impact Report (EIR) in compliance with the California Environmental Quality Act (CEQA) Guidelines. The EIR will analyze the potential environmental impacts related to General Plan Amendment/Zone Change No. 22-0263 which is a request to amend the land use designation from HI (Heavy Industrial) to SI (Service Industrial) and change the zone classification from M-3 (Heavy Industrial) to M-2 (General Manufacturing). The request will be considered by the Bakersfield Planning Commission and City Council.



Environmental Justice Element City of Lynwood

Client Contact Information:

- Gabriel Linares,
Community Development
Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost:
\$46,040
- Dates of service:
2020 - 2023

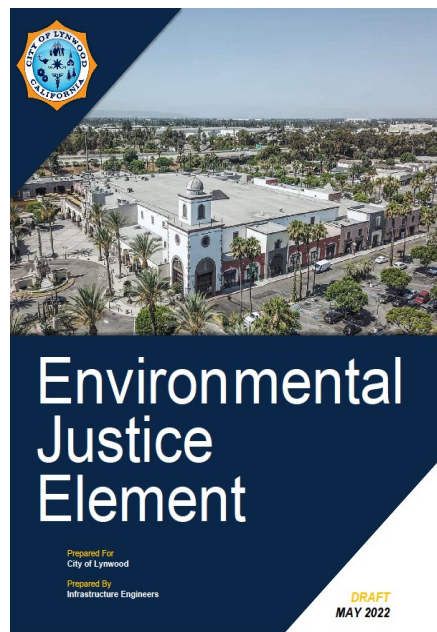
IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



Low-income residents, communities of color, tribal nations, and immigrant communities have disproportionately experienced some of the greatest environmental burdens and related health problems. Historically, these communities have been located near freeways and other heavily traveled roadways, dangerous intersections, and industrial uses. These locations have had a direct and negative effect on the health of residents of those communities. Infrastructure Engineers has been engaged by the City of Lynwood to develop and Environmental Justice Element whereby the City can take actions to promote public health, provide protection from environmental hazards, and enrich the quality of life for all residents of Lynwood. The Environmental Justice Element stipulates the following four primary goals:

- To promote safe and sanitary housing opportunities
- To reduce City residents' exposure to air, water, and soil pollution
- To ensure resident access to healthy food
- To encourage active engagement in civic life



Safety Element Update City of Lynwood

Client Contact Information:

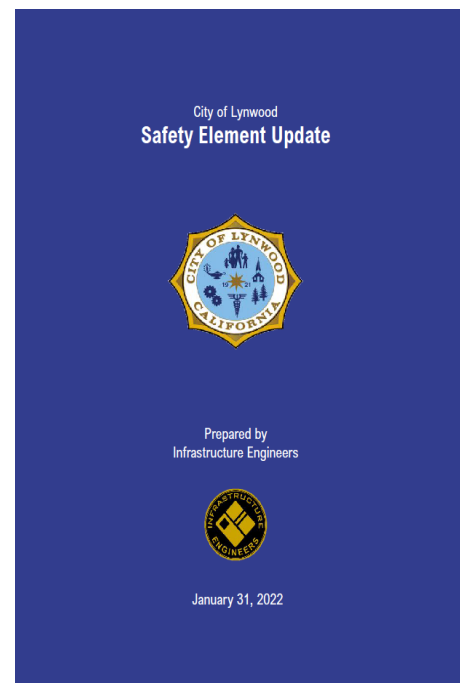
- Gabriel Linares, Community Development Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost: \$19,500
- Dates of service: 2022 - 2023

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



IE has been engaged to update the City's Safety Element of the General Plan. The purpose of the Element is to identify and address potential hazards within or affecting the City of Lynwood. Goals and policies are established in the Element to minimize potential dangers to residents, workers and visitors while identifying actions needed to manage crises such as earthquakes, fires, and floods. Continuing education of public officials and residents about potential hazards within the community, emergency preparedness, and evacuation routes are also addressed. The Element covers the following hazards as they pertain to conditions in the City: seismically induced conditions including ground shaking, surface rupture, ground failure, tsunami and seiche; slope instability leading to mudslides and landslides; subsidence and other geologic hazards; flooding; wildland and urban fires; evacuation routes, water supply requirements and design standards for new development as they relate to identified fire, seismic, and geologic hazards.



**Plaza Mexico Expansion
CEQA Documents
City of Lynwood**

Client Contact Information:

- Gabriel Linares,
Community Development
Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost:
\$98,000
- Dates of service:
2017 - 2018

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Albert Armijo
Environmental Specialist



Infrastructure Engineers Project Manager and Principal Planner oversaw the CEQA analysis of environmental documents; parking plan; traffic impacts; plan reviews and development agreements; preparation and presentation of City Council and Planning Commission staff reports and participated in development meetings with the City. This was a 350-unit residential/commercial mixed-use project.



Peer Review for EIR & Technical Studies City of Norwalk

Client Contact Information:

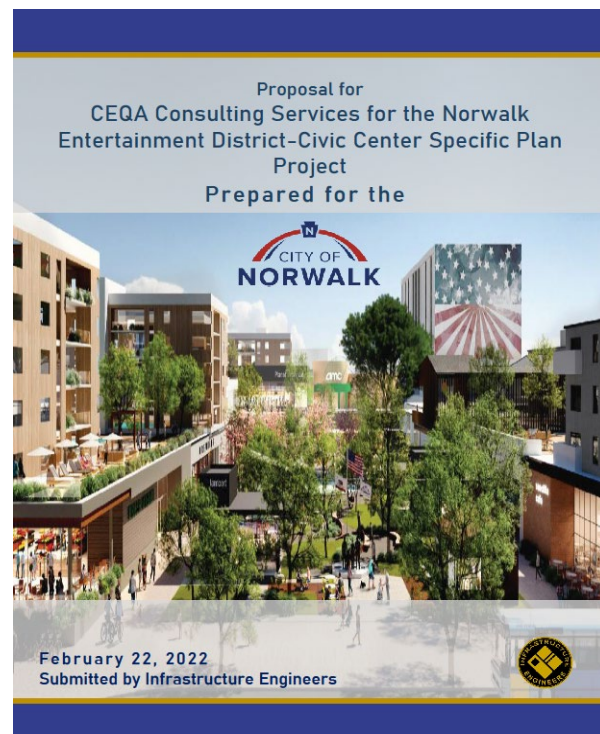
- John Ramirez, Community Development Director
- (562) 929-5744
- jramirez@norwalkca.gov
- Project Cost: \$124,802
- Dates of service: 2021 - Present

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist
- John Moreno
Associate Environmental Planner



Infrastructure Engineers was recently selected to provide CEQA Consulting Services by performing Peer Reviews of various documents pertaining to the Norwalk Entertainment District-Civic Center Specific Plan Project. Infrastructure Engineers is reviewing an Environmental Impact Report (EIR) on behalf of and working closely alongside the City. The project is on an accelerated schedule. The City will provide Infrastructure Engineers with various sections of the EIR for phased review, and it is expected that reviews will be completed over a series of weeks. In addition, IE is providing planning support for the entitlement processing and a civil and traffic engineer for technical study oversight.



SEIR to the Lynwood Transit Area Specific Plan for Veterans Village City of Lynwood

Client Contact Information:

- Gabriel Linares,
Community Development
Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost:
\$78,822
- Dates of service:
2019

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Albert Armijo
Project Manager



Infrastructure Engineers completed the Veterans' Village Specific Plan Amendment for the City of Lynwood. This amendment to the Lynwood Transit Area Specific Plan zoned all parcels within the project area from Industrial, Open Space, and Residential to West Town Center to create a zone that allows for various uses with the purpose of adding housing units and commercial or retail services to serve the community. It would allow for the development of approximately 632 units of housing consisting of market-rate townhomes, affordable and market-rate apartments and approximately 25,000 square feet of commercial and retail space. This project involved significant public outreach and the preparation of a Supplemental Environmental Impact Report, which included meeting and negotiating with tribal councils of indigenous peoples, county agencies and a union group.



CEQA Analysis and MND for Water Well #1 Reservoir City of Bell Gardens

Client Contact Information:

- Grissel Chavez, Public Works Director
- (562) 806-7770
- gchavez@bellgardens.org
- Project Cost:
\$44,550
- Dates of service:
2019 - 2020

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Albert Armijo
Environmental Specialist



Infrastructure Engineers prepared the Initial Study and Mitigated Negative Declaration for this proposed project. Associated technical studies included: 1) Water Quality and Hydrology; 2) Air Quality and Greenhouse Gas Emissions; 3) Noise; 4) Energy; 5) Traffic Impacts; 6) Soils; 7) Biological; and 8) Cultural. Additional tasks included public outreach and community engagement.



**CEQA Document
Peer Review
City of Pasadena**

Client Contact Information:

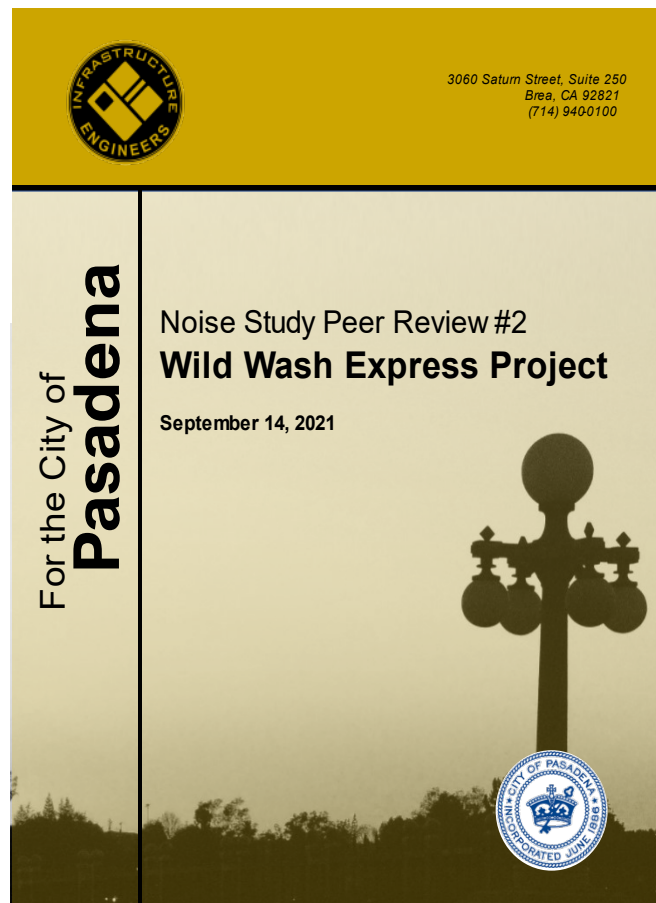
- Luis Rocha, Zoning Administrator
- (626) 744-6747
- lrocha@cityofpasadena.net
- Project Cost (T&M): \$200,000
- Dates of service: 2020 - Present

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- John Moreno
Environmental Planner



Infrastructure Engineers provides ongoing peer review services to the City of Pasadena for the review of technical studies and other environmental documents related to commercial, industrial, and residential developments prepared by third parties on behalf of developers. Our professional assessments have included the analysis of two noise studies; a health risk assessment for an apartment complex; and the evaluation of a noise impact study and air quality analysis for a large housing project, go name a few. Infrastructure Engineers is under a long-term contract for these exclusive services.



CEQA Analysis and MND for Commercial Development City of Huntington Park



Client Contact Information:

- Steve Forster, Director of Community Development
- (323) 582-6161
- sforster@hpca.gov
- Project Cost: \$50,000
- Dates of service: 2017 - 2018

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Albert Armijo
Project Manager

Infrastructure Engineers prepared the required CEQA documents which included an Initial Study and Mitigated Negative Declaration for the Slauson Marketplace Target Development. Infrastructure Engineers prepared the technical studies for Air Quality, Greenhouse Gas Emissions, and Traffic Impacts while overseeing the preparation of technical studies for Noise and Energy, and Hydrology and Water Quality by technical consultants.



2021-2029 Housing Element Update and EIR City of Lynwood

Client Contact Information:

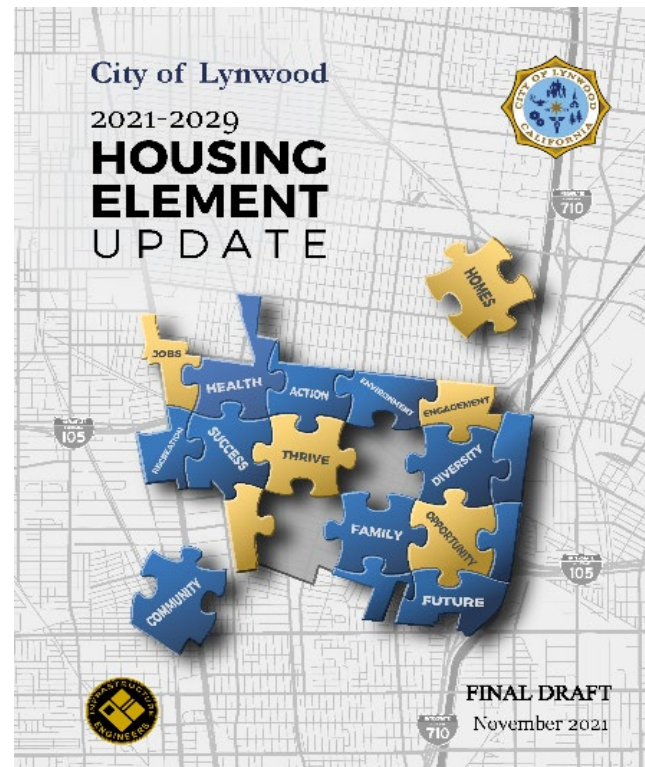
- Gabriel Linares, Community Development Director
- (310) 603-0220
- glinares@lynwood.ca.us
- Project Cost: \$99,093
- Dates of service: 2021 - 2023

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



Infrastructure Engineers is currently in the final phase of production on the City of Lynwood's 2021-2029 Housing Element Update (HEU). In-depth analysis resulted in an adequate inventory of sites on which to accommodate new housing units during the 2021-2029 planning period while addressing the 6th Cycle Housing Element guidelines and RHNA goal of 1,555 housing units. In addition, our team conducted an environmental review of the project in compliance with local requirements, and the State CEQA Guidelines. An initial study was completed to address the environmental impacts and the quality-of-life issues that increased development would cause. Infrastructure Engineers also prepared a Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program.



2024-2032 Housing Element Update City of Wasco

Client Contact Information:

- Keri Cobb, Community Development Director
- (661) 758-7211
- kecobb@cityofwasco.org
- Project Cost:
\$149,567
- Dates of service:
2023 - Present

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



Infrastructure Engineers is in the process of composing the 2024-2032 Housing Element for the City of Wasco. Malia Durand is the Project Manager on this project.



2024-2032 Housing Element Update City of Adelanto

Client Contact Information:

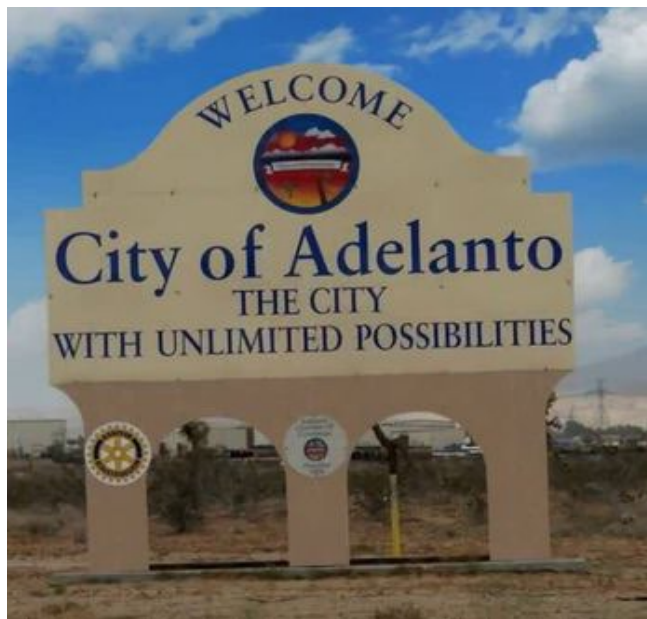
- Jessie Flores, City Manager
- (760) 246-2300
- jflores@ci.adelanto.ca.us
- Project Cost:
\$150,000
- Dates of service:
2023 - Present

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



Infrastructure Engineers has been hired to assist in the completion of the 6th Cycle, 2024 - 2032 Housing Element for the City of Adelanto. IE has also been hired to provide various environmental planning services and staff support. Malia is the Project Manager on this project.



2024-2032 Housing Element Update City of Shafter

Client Contact Information:

- Steve Esselman, Community Development Director
- (626) 746-5002
- sesselman@shafter.org
- Project Cost:
\$288,046
- Dates of service:
2022 - 2024

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist



Infrastructure Engineers has been hired to prepare the 6th Cycle, 2024 - 2032 Housing Element for the City of Shafter including the required environmental assessment. Malia is the Project Manager on this project.



2021-2029 Housing Element Update City of Huntington Park

Client Contact Information:

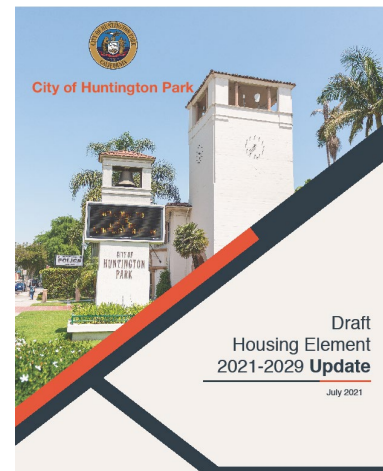
- Steve Forester, Interim
Director of Community
Development
- (323) 582-6161
- sforester@hpca.gov
- Project Cost:
\$150,000
- Dates of service:
2021 - 2022

IE Team Members:

- Andre Dupret
Principal-in-Charge
- Malia Durand
Project Manager
- Albert Armijo
Environmental Specialist




Infrastructure Engineers planning staff prepared a LEAP Grant application on behalf of the City for a \$150,000 grant to fund the preparation of the 6th Cycle HEU, related environmental documents and progress reports for the 5th and 6th Cycle HEUs. Our planning staff are currently assisting the City come into compliance with some 5th Cycle HE deficiencies as well as coordinating with the Gateway Cities Council of Governments on responses to the Department of Housing and Community Development (HCD) on outstanding 5th Cycle HEU issues. The City of Huntington Park is a built-out city with ongoing issues of overcrowding, a lack of developable parcels, and waning developer interest caused, in part, by the current COVID-19 economic downturn. As part of the 6th Cycle HEU project, the City will embark on an aggressive community outreach program to illicit the participation and input of the community, its residents, business owners, and other stakeholders to develop an action plan that is practical, doable and which results in more housing units for the City. Infrastructure Engineers staff will be assisting the City in this effort and will also provide support on efforts to address the issues of infrastructure capacities, environmental impacts, economic disenfranchisement, quality of life, and social inequity.



6. Project Budget

Infrastructure Engineers' "Project Budget" appears on the following page.



<div><div><div>Infrastructure Engineers 3060 Saturn Street, Suite 250 Brea, CA 92821</div></div><div><div>City of Willows</div><div>Consulting Services for a Comprehensive Update of the City Munipal Code</div><div>Prepared by Infrastructure Engineers</div><div>Project Budget</div></div></div>											
		IE Team									4/24/23
Task	TASK DESCRIPTION	PRINCIPAL-IN-CHARGE Andre Dupret	PROJECT MANAGER Rocio Lopez	SENIOR PLANNER Jason Wasmund	ASSOCIATE PLANNER Josephine Rivera	SENIOR ENVIRONMENTAL PLANNER Malia Durand	ENVIRONMENTAL SPECIALIST Albert Armijo	ASSOCIATE ENVIRONMENTAL PLANNER John Moreno	GIS SPECIALIST Cameron Lukos	TECHNICAL ASSISTANT Cali Hildebrand	TOTAL
	Rate:	\$238	\$173	\$153	\$139	\$165	\$170	\$155	\$150	\$98	
1	Project Initiation	26	16	6	2	18		8	1	1	\$14,610
2	Project Management and Coordination	70	120			70					\$48,970
3.0	Existing Data/Code Review and Information Collection (Estimated Total)										
3.1	Identification/Collection of Documents			90	24				18	12	\$20,982
3.2	Review of Documents		16	120	32	8		8		16	\$29,704
3.3	Findings Matrix		60	80	24	8		4	48	8	\$35,880
3.4	Matrix Report/Executive Summary	16	80	60	20	8		8	8	8	\$34,152
4	Public Engagement	10	40	30	8	50		40		8	\$30,236
5	Planning Commission and City Council Workshops and Public Hearings		24	45	12	8	8	8		6	\$17,213
6	CEQA Compliance	24				100	120	80			\$55,012
* Contingency Fee (3%)											\$8,603
Total Hours		146	356	431	122	270	128	156	75	59	
Subtotals		\$34,748	\$61,588	\$65,943	\$16,958	\$44,550	\$21,760	\$24,180	\$11,250	\$5,782	
GRAND TOTAL											\$295,362

* Note: Hourly billing rates are all-inclusive. A 3% contingency fee is added to cover travel costs including auto mileage, airfare, and lodging; reproduction and binding costs.

7. Consultant Team Profile

Getting to know our project team. Each of our project team members is a current and active staff person within our Development Services Department. As illustrated in the Organizational Chart on the following page, each of our team members was selected for their skillsets and in most cases, for their hands-on experience working within a local government environment. Our Principal-in-Charge, **Andre**



Dupret, will ensure that calls for service are met in a timely manner and that our resources are ready and available to meet demand whenever we receive a call from the City.

Our Project Manager, **Rocio Lopez**, will coordinate all aspects of the update to the Municipal Code, and will work closely with her planning team to produce the most comprehensive

document per the City's expectations.

Our Senior Planner Land Use Planner, **Jason Wasmund**, our Senior Environmental Planner, **Malia Durand**, are two of our most seasoned planners – each with over 20 years of experience – in hands-on advanced planning work, will be responsible for the production of the Municipal Code update. In addition to their knowledge of municipal codes and their function, both planners have spent years as city employees and as private-sector planners with direct planning counter experience, entitlement processing, ADU application processing, field inspections, processing development applications, and other current planning duties.

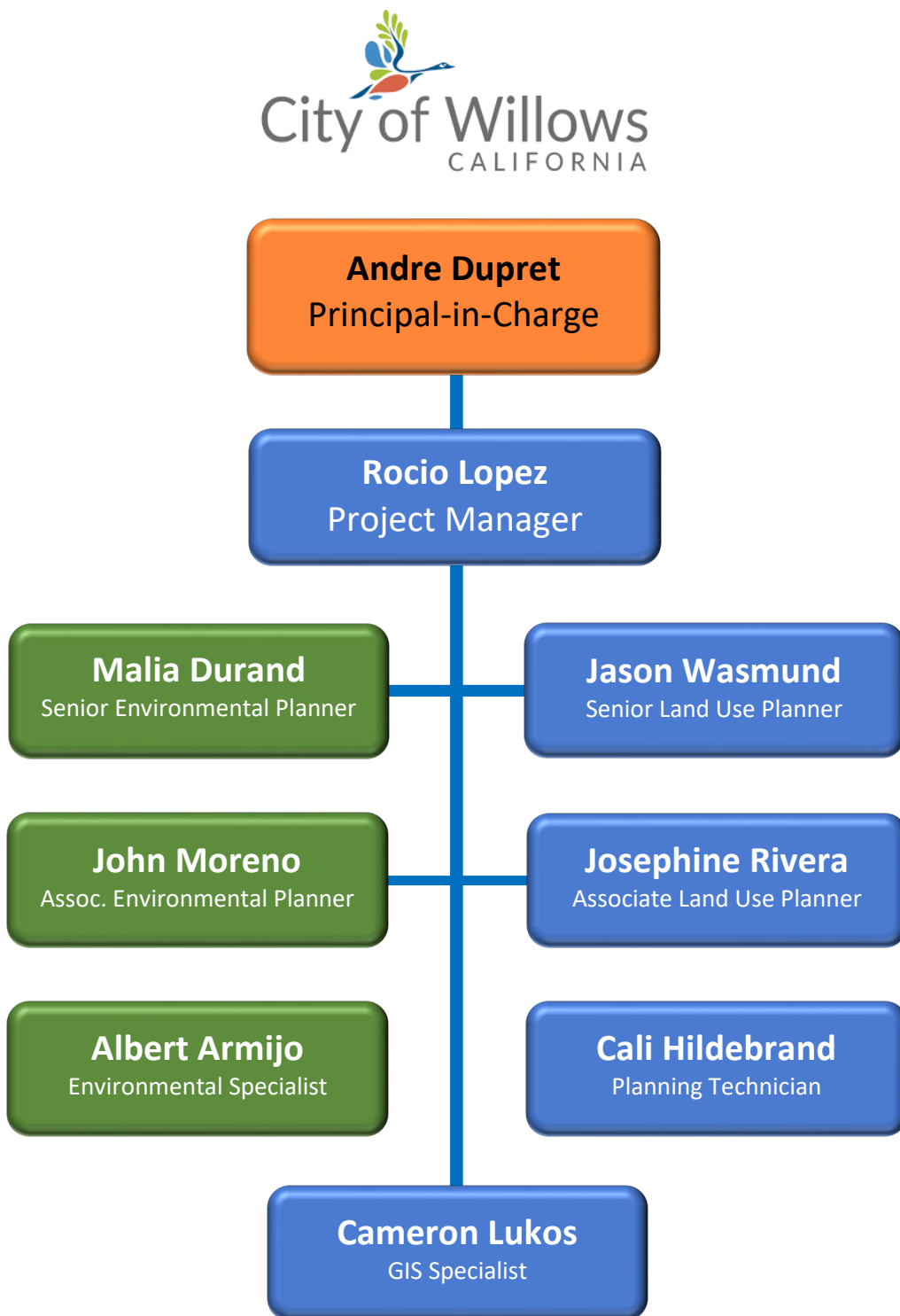
John Moreno, Associate Environmental Planner, and **Josephine Rivera**, Associate Land Use Planner, will provide mid-level planning support to our in-house planning staff assigned to the Willows project and will also provide on-site, staff support to the City, if required. John is our go to CEQA compliance and environmental clearance processor who also knows current planning policy and has years of experience working for the City of Los Angeles Department of Planning. Josephine just finished over a years' service as Associate Planner at the City of Westminster and is currently assigned to our Brea office as our in-house land use specialist. She has also worked for the City's of Montebello, Cerritos and Paramount.

Our Planning Technician and Community Engagement Lead, **Cali Hildebrand**, will be utilized on tasks related to graphics and mapping production related to the document, and will also coordinate all public outreach and community engagement efforts including workshops, scoping meetings, and public hearings. **Cameron Lukos**, our GIS Specialist, will be responsible for the production of spatial mapping used in all relevant documents.



More detailed experience is included in each of our project team members' resumes that can be found immediately following the Organization Chart.

8. Project Team Organizational Chart and Resumes



Andre Dupret:

Principal-in-Charge



Education:

- MA Candidate, Public Administration, Villanova
- BA, Environmental/Urban Design, California State University, Fullerton

Professional Affiliations:

- American Planning Association
- Gateway Cities Council of Governments – Planning Directors

Years of Experience: 30+

Our Executive Vice President, Andre Dupret, will serve as Principal-in-Charge and will have primary responsibility on this project. Andre is an urban planner with over 30 years of executive management experience in environmental compliance, city administration, urban planning, community development, economic development, redevelopment, and housing. He will oversee the scope of work on this assignment and will be responsible for ensuring that our team delivers quality products and services consistently on time and within budget. Andre has extensive local government experience in areas of environmental compliance, city administration, urban planning, building and safety, public works, community services, community and economic development and utility services.

General Plan & Zone Code Consistency Project, City of Bell Garden, CA.

Andre is the designated Principal-in-Charge on this assignment to review the General Plan and Zoning Code to find inconsistencies and assess where changes are required.

CEQA Analysis and MND for Water Well #1 Reservoir, City of Bell Gardens, CA.

Andre was the Principal-in-Charge for this project. IE prepared the Initial Study and Mitigated Negative Declaration for this proposed project. Associated technical studies included: 1) Water Quality and Hydrology; 2) Air Quality and Greenhouse Gas Emissions; 3) Noise; 4) Energy; 5) Traffic Impacts; 6) Soils; 7) Biological; and 8) Cultural. Additional tasks included public outreach and community engagement.

Environmental and Technical Studies Peer Reviews, City of Pasadena, CA.

Andre is the Principal-in-Charge and oversees the preparation and delivery of peer reviews of environmental documents and technical studies prepared for various proposed development projects. Infrastructure Engineers is under a long-term municipal services agreement for this service.

Environmental Justice Element and Public Safety Element Update, City of Lynwood, CA.

Andre is Principal-in-Charge overseeing these three advanced planning projects and supervising 8 planners and environmental specialists and several technical studies subconsultants in the preparation of the environmental analysis and in the construction of the Elements and planning documents.

Peer Review of an EIR for the Norwalk Civic Center Project Specific Plan, City of Norwalk, CA.

Andre is the Principal-in-Charge for the recently awarded Peer Review project to provide CEQA Consulting Services. This project involves Infrastructure Engineers performing Peer Reviews of various documents pertaining to the Norwalk Entertainment District-Civic Center Specific Plan Project. Infrastructure Engineers will provide a review of the Environmental Impact Report (EIR) on behalf of and working closely alongside the City and as well as planning support and traffic and civil engineering oversight. This project is on an accelerated schedule.



Rocio Lopez:

Project Manager



Education:

- MPA, Public Administration, California State University Long Beach
- BS, Urban and Regional Planning, California State Polytechnic University Pomona

Affiliation:

- APA (American Planning Association)
Member No. 266942

Years of Experience: 26+

Rocio Lopez has 26 years as a public and private sector urban planner including 8 years as a manager/supervisor of day-to-day planning division activities. She served as project manager for comprehensive General Plan Updates and large-scale commercial, industrial, and residential developments. She is a team player with the poise and confidence to engage with multiple agencies, public and private professions and team building environments. She has the ability to visualize development potential and very keen to good development criteria and design. She possesses CEQA, Subdivision Map Act, and case processing knowledge of various levels. Other areas of expertise include Microsoft Word, Excel, GIS, and PowerPoint presentations; conducting community meetings; producing staff reports; achieving resolutions; offering courteous and professional customer service; and speaking, reading, and writing fluent Spanish.

Acting Senior Planner, City of Corona, CA.

Rocio is currently on assignment as an interim Senior Planner at the City of Corona assisting the Planning and Development Department with support staff services responsible for the processing of a variety of discretionary and ministerial moderate to high profile development projects, and other current planning projects as assigned by the Planning Manager.

Planning Manager, Infrastructure Engineers, Brea, CA.

As the Planning Manager of the Development Services Department at Infrastructure Engineers, Rocio utilizes her thorough knowledge of urban planning and development and local government policies and procedures to help train and mentor junior planning staff. She engages in the principles and practices of supervision, training and personnel management and assist other personnel in the Development Services Department with ongoing client projects. On assignment, Rocio performs and manages complex and sensitive professional planning projects, research and analysis and advises various councils, boards, commissions, and elected officials in planning-related issues. Rocio is capable of managing multiple, high-priority assignments; and has strong interpersonal skills to develop good working relationships with staff, officials and stakeholders, and resolve complaints. Rocio's strong analytical skills and interpreting research data to create practical situations has made her an asset to our staff augmentation team.

Senior Planner, City of Jurupa Valley, CA.

Rocio's duties included daily supervision of planning department activities and planning staff, project management of variety of discretionary projects, industrial, commercial and residential subdivisions, plan review, research, environmental documentation processing in compliance with CEQA, advanced planning, staff reports, resolutions, public hearings, public assistance and interdepartmental coordination. She served as Project Manager for large-scale, master planned communities, zoning code updates, general plan amendments, rezones, complex site plan reviews and advanced planning projects. Other activities



included monitoring program, project and department budgets; and analyzing new legislation for impacts to City projects and programs.

City Planner, City of Maywood, CA.

Rocio processed discretionary permits such as CUPs; Variances; Zone Changes/General Plan Amendments; Subdivisions/Lot Line Adjustments/Lot Mergers; CEQA processing and compliance. She conducted architectural plan review and field inspections. She produced Planning Commission and City Council staff reports, resolutions, conditions of approval. She served as Program Manager for the Housing Element Update, including coordination of two consultants and public participation. As well, she provided bilingual services for Spanish speaking residents.

Consulting Planner, City of Carson, CA.

Rocio worked in advanced planning including the Carson Street Master Plan, I-710 Freeway Corridor Study, General Plan update and municipal code amendments. Prepared the new CA (Commercial, Automotive) zone district and developed design standards and guidelines; prepared the Carson Street development standards. She served as Project Manager for variety of complex development projects, including staff reports, resolutions, agendas for Planning Commission and City Council public hearings. She prepared and reviewed environmental documentation for compliance with CEQA, including initial studies, negative declarations, mitigated negative declarations and EIR's. Coordinated architects, developers, consultants, and other City Departments for efficient processing of development applications.

Community and Economic Development Planner, City of Paramount, CA.

Rocio prepared and processed conditional use permits, zone variances, subdivisions, sign permits, site plans, and several other similar planning related cases. She conducted architectural and design review; oral presentations to the Planning Commission; public counter and telephone assistance; code enforcement and other special duties. She served as Project Manager for the Residential Rehabilitation Program dealing with the bank, contractors, and property owners.

Planning Intern III, City of Huntington Park, CA.

Rocio interpreted zoning codes as well as compliance with the general plan. She conducted land use inventory and field inspections dealing with redevelopment and code enforcement. She worked on establishing a Business Improvement District in the City's Central Business District. Other duties included counter work, photography assignments, assisted Community Development staff, Spanish (verbal, written and oral) interpretation assignments.

Community Development/Planning Intern III, City of South Gate, CA.

Rocio prepared analysis and documentation of cases to the Planning Commission. She conducted field inspections, code enforcement and land use surveys. She worked with the transportation planners in conducting surveys on the City's Phone-A-Ride service and in marketing schemes. She prepared graphics, photos and slides for reports and presentations. CUP and Variance cases. She researched current planning issues and conducted telephone research on ordinances and policies of surrounding communities.



Jason Wasmund:

Senior Planner



Education:

- Master of Urban and Regional Planning, University of California, Irvine, CA
- BS, Environmental Policy, Analysis, and Planning

Years of Experience: 20+

Jason Wasmund has over 20 years' experience in current and long-range planning, design, and historic preservation planning, including entitlement processing, planning counter assistance, historic resource research, preparation of staff reports, and public hearings, and has spent nearly his entire career working for cities in Southern California. He is also trained in Accessory Dwelling Unit (ADU) application processing, serves as a historic preservation planner for the City of Pasadena, and oversees the processing of Commercial Cannabis Program applications.

Senior Planner, Infrastructure Engineers, Brea, CA.

Jason provides support services on current and advanced planning projects including Housing Element Updates, Environmental Justice Elements, Public Safety Element Updates, Specific Plan Amendments, and associated CEQA documents. As a planner, Jason is well-versed in entitlement

processing, the preparation of staff reports, resolutions, and ordinances; has extensive planning counter experience, and assists with public outreach activities such as scoping meetings, workshops, charrettes, and popup events.

Senior Planner, City of Norco, CA.

Jason is providing on-site support services to the City on current and advanced planning projects. He is performing these duties on a part-time interim basis.

Senior Planner, City of Adelanto, CA.

As part of IE's Planning Support and Staff Augmentation Services contract with the City of Adelanto, Jason provided on-site support services to the City on current and advanced planning projects, and CEQA compliance.

Associate Planner, City of Huntington Park, CA.

Jason, in his capacity as an Associate Planner at Huntington Park, completed a nine-month assignment processing entitlement applications; he also reviewed and provided comments on development plans and assisted the planning department with entitlement due diligence and ADU permit processing.

Associate Planner, City of Corona, CA.

Jason completed a 12-month assignment at the City of Corona as the exclusive planner assigned to process over fifty Commercial Cannabis Program application packets. His processing skills and knowledge resulted in the successful completion of his service.

Assistant Planner, Design & Historic Preservation Section, City of Pasadena, CA.

Extensive background in design and historic preservation planning, including entitlement processing, preparation of staff reports, and public hearings. Jason participated in the designation of numerous landmarks, National Register nominations, design review of commercial buildings and multi-family residential development, numerous Certificates of Appropriateness, and implementation of a master development plan.



Josephine Rivera:

Associate Planner



Education:

- BS, Urban Planning
Arizona State
University, AZ

Years of Experience: 5+

Josephine Rivera has over 5 years of planning experience. She is skilled in making presentations to City Councils and other groups; preparing detailed studies, long range plans, and special projects; and performing administrative duties. Prior to her arrival at Infrastructure Engineers, Josephine established her career working for the Cities of Paramount, Montebello, and Westminster where she quickly acquired the fundamental principles of urban and regional planning including the operating procedures and policies of the work unit. She applies her strong communication skills to provide excellent customer service, achieve positive conflict resolutions, and give direction on how to gain compliance with City policies, codes, and

regulations. Josephine holds a Bachelor's degree in Urban Planning which has allowed her to understand the issues occurring in Southern California and regulatory state policies in relation to housing, environmental, health, and economic development.

Associate Planner, Infrastructure Engineers, Brea, CA.

As a member of the Development Services Department at Infrastructure Engineers, Josephine utilizes her planning and community engagement expertise on several long-range planning assignments. She is also assisting with community engagement assignments, public outreach, graphic design, and report writing tasks. Josephine is versed in several languages, truly making her an asset to our staff augmentation services team.

Associate Planner, City of Westminster, CA.

Josephine recently completed a one-year assignment as an interim Associate Planner at the City of Westminster assisting the Planning Department with support staff services responsible for the processing of Accessory Dwelling Unit (ADUs) application and other current planning projects as assigned by the Planning Manager.

Associate Planner, City of Montebello, CA.

Josephine worked under the leadership of the Planning Director and supervised 2 Assistant Planners in the development and implementation of Planning Division goals, objectives, policies, and priorities for City funding (Tobacco Grant, LEAP Grant, SCAG Sustainable Communities Grant). Josephine developed and implemented procedures for grant applications; she analyzed proposed projects and prepared staff reports, including recommendations on actions to be taken and related justification. Josephine also conferred with developers and citizens on proposed projects and gave direction and advice on how to gain compliance with City policies, codes, and regulations.

Assistant Planner, City of Paramount, CA.

Josephine interacted with City officials and the general public to answer questions and review plans in compliance to City Municipal Code and City of Paramount's General Plan Guidelines. She assisted applicants for Planning Commission Hearings and presented projects for Conditional Use Permits and Development Review Board. As well, she inspected subject properties to create conditions for approval. Finally, she approved Business Licenses, reviewed zoning, variance, permits, subdivision, design review, and other planning-related applications such as Accessory Dwelling Units (ADUs).



Malia Durand, CISEC-IT: Senior Environmental Planner



Education:

- BS, Environmental Science, San Diego State University (SDSU)

Certifications:

- Certified Inspector of Sediment and Erosion Control In-Training (CISEC-IT) 2016

Years of Experience: 15+

Malia Durand, CISEC-IT, will oversee the environmental component of this assignment. Malia has a combination of education and advanced planning and environmental work experience which qualifies her to perform the services requested by the City. As an environmental sciences practitioner for the County of San Diego, Malia served as an Environmental Planner II working in the Environmental services unit of the Department of Public Works. Managing the environmental processing of numerous public works projects. Some of the projects that Malia was responsible for included road improvements, bridges, flood control, facilities, dumping remediation, and complex emergency repair projects. Her work as a junior biologist prepared her in the areas of environmental, species, habitat, construction, and mitigation monitoring. Malia has a clear understanding of environmental law and policy and knows how to effectively apply this knowledge in field work and technical report write-ups. Malia is a Certified Inspector of Sediment and Erosion

Control in Training.

Environmental Planning Manager, Infrastructure Engineers, Brea, CA.

Malia is one of Infrastructure Engineers' multi-faceted planners, selected for her ability to effectively interact with clients and the public to arrive at positive results when managing projects and staff. She utilizes her customer service skills when on assignment, while interfacing at the public counter. Current projects include the preparation of an Environmental Justice Element, a Safety Element Update, and several housing element updates.

CEQA Analysis and MND for Water Well #1 Reservoir, City of Bell Gardens, CA.

Malia was the Project Manager for this project. IE prepared the Initial Study and Mitigated Negative Declaration for this proposed project. Associated technical studies included: 1) Water Quality and Hydrology; 2) Air Quality and Greenhouse Gas Emissions; 3) Noise; 4) Energy; 5) Traffic Impacts; 6) Soils; 7) Biological; and 8) Cultural. Additional tasks included public outreach and community engagement.

Environmental Justice Element and Public Safety Element Update, City of Lynwood, CA.

Malia is coordinating the production of these three advanced planning projects and supervising 8 planners and environmental specialists and several technical studies subconsultants in the preparation of the environmental analysis and in the construction of the Elements and planning documents.

CEQA Consulting Services, City of Norwalk, CA.

Infrastructure Engineers was recently selected to provide CEQA Consulting Services by performing Peer Reviews of various documents pertaining to the Norwalk Entertainment District-Civic Center Specific Plan Project. Malia utilizes her experience with environmental document development and review to serve as the Senior Environmental Planner for this project. Infrastructure Engineers will provide a review of the Environmental Impact Report (EIR) on behalf of and working closely alongside the City. The project is on an accelerated schedule. The City will provide Infrastructure Engineers with various sections of the EIR in phased review, and it is expected that reviews be completed within one week.



General Plan and Zoning Code Consistency Project, City of Bell Gardens, CA.

Infrastructure Engineers has been contracted to assist the City in updating the General Plan to ensure consistency with the Zoning Code. The City is evaluating approximately one hundred parcels for zone change to allow for more mixed-use and residential development throughout the city. Malia is the Project Manager for this project and leads the team in evaluating the City's proposed changes to determine where inconsistency will exist within the General Plan should these changes be made and therefore what additional edits to the General Plan will be necessary. The land use and zoning maps will be updated according to the approved changes.

2024-2032 Housing Element Update, City of Shafter, CA.

Infrastructure Engineers has been hired to prepare the 6th Cycle, 2024-2032 Housing Element for the City of Shafter. Malia is the Project Manager on this project.

2024-2032 Housing Element Update, City of Wasco, CA.

Infrastructure Engineers has been hired to prepare the 2024-2032 Housing Element for the City of Wasco. Malia is the Project Manager on this project.

2021-2029 Housing Element Update, City of Lynwood, CA.

Malia is co-managing the production of the City's Housing Element through a public process that will be certified by the California Department of Housing and Community Development (HCD) by October 15th, 2021. The Housing Element Update will comply with evolving housing policy and law, address the Regional Housing Needs Assessment (RHNA) and quality of housing options for the growing region, and provide environmental clearance.

2021-2029 Housing Element Update, City of Huntington Park, CA.

As Lead Planner in charge of overseeing the preparation of the 6th Cycle Housing Element and coordinating her efforts with a HEU consultant, Malia writes the various sections of the document, participates in meetings with the State Housing and Community Development Department (HCD) and collaborates with the Gateway Cities COG for the preparation of Annual Progress Reports, Implementation Progress Reports, and future planning objectives.

2021-2029 Housing Element Update, City of Adelanto, CA.

Infrastructure Engineers has been hired to provide staffing and technical support for land use and environmental planning projects including the preparation of the 6th Cycle, 2024-2032 Housing Element for the City of Adelanto, Malia is the Project Manager on this project.



Albert Armijo:

Environmental Specialist



Education:

- PhD Candidate, Comparative Racial/Ethnic Studies, and History, University of California, Berkeley, CA
- MA, History and American Studies, Indiana University, IN
- BA, History and Comparative Culture, University of California, Irvine, CA

Years of Experience: 36+

Al Armijo has over 36 years of professional planning experience, during which time he has created and supervised project work teams comprised of technical consultants, managed entitlement processes, secured entitlements for large-scale and small-scale development proposals for private and public clients, composed land use regulations, policies and planning studies including General Plan elements and Specific Plans, composed all levels of environmental documents in compliance with CEQA and NEPA regulations and guidelines, worked extensively with community and private interest groups, conducted public presentations on behalf of private clients and public entities, served as Planning Director for three cities, and performed project advocacy. His career in planning includes working on development projects in Orange, Los Angeles, Riverside, San Bernardino, and San Diego counties, working in a staff support position for various cities in Orange County, Los Angeles County, San Diego County and Riverside County, and serving as a full-time employee with public agencies and with a large land development company.

General Plan Amendment/Zone Change Environmental Impact Report, City of Bakersfield, CA.

Infrastructure Engineers was selected to prepare an Environmental Impact Report (EIR) related to the General Plan/Zone Change. Al serves as the Senior Environmental Specialist for this project.

Supplemental Environmental Impact Report, Veteran's Village, City of Lynwood, CA.

Primary author of a Supplemental Environmental Impact Report for a multi-family residential and multi-use project. Necessary entitlements included a Specific Plan Amendment and Zone Change. The project allowed up to 600 units (with a large affordable housing component), commercial, and veterans service facilities. Principal issues included aesthetics, air quality, hazards and hazardous materials, land use and planning, public services, transportation and traffic, tribal cultural resources, and utilities and service systems.

Environmental Impact Report, Unincorporated Los Angeles County, Quail Valley LLC, CA.

Primary author of an Environmental Impact Report for a proposed residential project that included 700+ single-family residential units and recreational amenities on approximately 800 acres adjacent to the City of Palmdale. Necessary entitlements included a General Plan Amendment, Zone Change and Tract Map in addition to a petition to annex the Project site into the City of Palmdale. Principal issues included aesthetics, geology and soils, hydrology and water quality, land use and planning, public services, transportation and traffic, tribal cultural resources, and utilities and service systems.

Environmental Impact Report Quail Valley; City of Palmdale, Unincorporated Los Angeles County, CA.

Primary author of an EIR for a proposed residential project that included 700+ single-family residential units and recreational amenities on approximately 800 acres adjacent to the City of Palmdale. Necessary



entitlements include a General Plan Amendment, Zone Change and Tract Map in addition to a petition to annex the Project site into the City of Palmdale.

CEQA Consulting Services, City of Norwalk, CA.

Infrastructure Engineers was recently selected to provide CEQA Consulting Services by performing Peer Reviews of various documents pertaining to the Norwalk Entertainment District-Civic Center Specific Plan Project. Al utilizes his experience with environmental document development and review to serve as the Senior Environmental Planner for this project. Infrastructure Engineers will provide a review of the Environmental Impact Report (EIR) on behalf of and working closely alongside the City. The project is on an accelerated schedule. The City will provide Infrastructure Engineers with various sections of the EIR in phased review, and it is expected that reviews be completed within one week.

Housing Element Update and CEQA Services, City of Adelanto, CA.

Infrastructure Engineers is currently assisting the city with its Housing Element Update. IE is also assisting with various CEQA projects. Al is one of the Senior Environmental Specialists assisting the city with these various projects on an on-call basis.

Asian Garden Mall, City of Westminster, CA.

Infrastructure Engineer has been selected to compose a Mitigated Negative Declaration (MND) for the Asian Garden Mall Parking Structure Project. Al is the main author of this document and is working closely with the City.

Environmental Impact Report, General Plan Update, and Amendment to Redevelopment Plan; City of Grand Terrace, CA.

Served as Project Manager and primary author of CEQA documentation for a General Plan Update and Redevelopment Plan Amendment project, including preparation of all required notices, coordination of technical studies, preparation of Preliminary Draft Environmental Impact Report and Draft Environmental Impact Report, composition of responses to comments and incorporation of all required information into a Final Environmental Impact Report for City of Grand Terrace. Principal issues addressed included land use, population, housing, air quality and vehicular circulation.

Preliminary Draft Environmental Impact Report, Rancho Serrano High School; Unincorporated Riverside County (Corona-Norco Unified School District and SE Corporation), CA.

Served as Project Manager and primary author of a Preliminary Draft Environmental Impact Report for a proposed new high school on a 110-acre property formerly used as a quarry. Principal issues addressed included aesthetics, air quality, biological resources, geology, soils, grading, hydrology, land use, noise, public safety, vehicular access, and mineral resources.

Elephant Hill Specific Plan, City of Pomona, CA.

The City of Pomona established planning and design standards for a new Specific Plan for Elephant Hill – a residential development of 227 residential units on an undeveloped 120.6-acre hill site. This project required approximately 35.6 acres to be graded and/or developed with 17.35 acres consisting of residential area and 18.25 acres consisting of open space. Some blasting of the hillside will be required as part of the development. Albert Armijo worked with EPD Solutions and TruMark Homes to provide CEQA services for a proposed project and was the sole author of the Specific Plan.

The Vineyard Specific Plan, City of Murrieta, CA.

Al Armijo composed the Vineyard Specific Plan for the City of Murrieta. The Vineyard Specific Plan is an existing specific plan located just west of the Interstate-15 highway. The project consists of residential housing with passive and active exercise areas.



John Moreno: Associate Environmental Planner



Education:

- BA, Urban Studies, California State University, Northridge

Years of Experience: 17+

John Moreno has 17 years of environmental planning experience and is perfectly suited for this assignment. John's in-depth understanding of CEQA compliance and NEPA guidelines are strengths that he will rely on to satisfy the environmental services needed by the City. In his capacity as an Associate Environmental and Land Use Planner at Infrastructure Engineers (IE), John reports directly to the Environmental Planning Manager. John assists with the preparation and/or review of technical studies and various environmental documents such as Initial Studies (ISs), Negative Declarations (NDs), Mitigated Negative Declarations (MNDs), and helps author Environmental Impact Reports (EIRs), and is experienced in the preparation of Mitigation Monitoring and Reporting Plans

(MMRPs). John also processes entitlement applications; reviews and provides comments on development plans; and assists the Urban Planning group at IE with entitlement due diligence, permit, street vacation and encroachment permit preparation, dedication and easement application processing, public hearing preparation, and zoning research.

Associate Planner, City of Moreno Valley, CA.

Infrastructure Engineers has been hired to assist the City of Moreno Valley with development projects. John Moreno has been assigned to assist the City remotely, on an as-needed basis.

2024-2032 Housing Element Update, City of Shafter, CA.

Infrastructure Engineers has been hired to prepare the 6th Cycle, 2024-2032 Housing Element for the City of Shafter. John is the Associate Environmental Planner on this project.

2024-2032 Housing Element Update, City of Wasco, CA.

Infrastructure Engineers has been hired to prepare the 2024-2032 Housing Element for the City of Wasco. John is the Associate Environmental Planner on this project and assists with research and composition of content.

Associate Environmental Planner, City of Adelanto, CA.

As part of IE's Planning Support and Staff Augmentation Services contract with the City of Adelanto, John provides on and off-site support services to the City on CEQA compliance.

Planner III, STV, Inc., Los Angeles, CA.

John's responsibilities included field work, field verification of requirements of Mitigation Monitoring and Reporting Plans (MMRPs); and interfacing with engineers, architects, planners, public agencies, construction contractors, and other environmental field personnel to support environmental compliance during construction. John assisted in the preparation of transit planning and transportation planning technical documents, including but not limited to feasibility studies and alternatives analyses. He assisted in the preparation and review of environmental technical reports and chapters of documents to comply with the requirements of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Responsibilities also included data processing, document control, researching, writing, word processing, GIS, graphics preparation, graphics formatting, document formatting, task management,



client relations, and sub-consultant relations for transit/transportation planning and environmental planning tasks.

Land Use Planner, Los Angeles/San Francisco, CA.

John assisted clients in the Los Angeles and San Francisco Bay Area with land use entitlements. Prepared and coordinated the submittal of a variety of engineering, building and safety, and planning related applications to public agencies. Conducted due diligence by researching and reviewing plans, recorded maps, documents, title reports, legal documents, agency determination letters, easements, surveys, legal descriptions, improvement plans, ordinances, affidavits, and land records for clients. Performed entitlement due diligence, permit, street vacation and encroachment permit preparation, dedication and easement application processing, public hearing preparation, and zoning research. Responsible for project and permit status tracking, record keeping, deliveries, and general project filing. Performed research and interfaced with city staff and employees.

CEQA/NEPA Project Manager/Consultant, Los Angeles Unified School District, Los Angeles, CA.

John established project teams of technical experts for the preparation of CEQA/NEPA compliance documents for up to twelve new school construction projects ranging between \$20M - \$75M. Monitored daily progress of consultants, scopes of work, budgets, and schedules for the preparation of environmental compliance documents. Managed daily progress by consultants, vendors, and support staff on technical work products. Authored CEQA/NEPA environmental analysis documents for school development projects. Developed a district-wide mitigation monitoring protocol for construction and long-term operation. Conducted public scoping meetings to collect public input on the project and the Draft EIR. Conducted mitigation monitoring, reviewed architectural plans and renderings; conducted mold inspections, processed contract amendments, work requests and invoices. Responded to inquiries from Board of Education members prior and during project approval.

Environmental Analyst/Consultant, Sapphos Environmental, City of Pasadena, CA.

John established project teams of technical experts for the preparation of technical studies including traffic, geology, air and noise, cultural, Phase I reports, and hydrology studies for numerous development projects. Monitored daily progress of consultants, scopes of work, budgets, and schedules for the preparation of environmental compliance documents. Managed daily progress by consultants, vendors, and support staff on technical work products. Authored CEQA/NEPA environmental analysis for a diverse range of development projects. Assisted clients with public scoping meetings for the project and the Draft EIR. Assisted with the preparation of Request for Proposals (RFP).



Cameron Lukos:

GIS Specialist



Education:

- MS, Environmental Science & Technology, California State Fullerton, CA
- BA, Environmental Analysis, Pitzer College

Certifications:

- Data Analysis Certification

Years of Experience: 5+

GIS Specialist, Infrastructure Engineers, Brea, CA.

Cameron Lukos is Infrastructure Engineer's GIS (Geographic Information Systems) Specialist, working at the intersection of data analysis, programming, and cartography. His primary duties include analyzing spatial data through mapping software and designing digital maps with geographic data and various other data sets. Cameron assists our Land Use and Environmental Planners with the geospatial research and analysis necessary in Urban planning and creates/maintains interactive GIS systems for Infrastructure Engineers and local municipalities.

GIS Specialist/Associate Biologist, Ruth Villalobos and Associates, Ontario, CA.

Supported and assisted in conducting biological surveys and wetland delineations. Prepared maps and complex databases using a variety of digital data sources including the most current

aerial photography, AutoCAD, GPS field collection data, and geo-transformation of historic data for production of various reports, including wetland delineations and permit applications. Reviewed and prepared EIR and CEQA document sections, project descriptions, technical documents, and biological documents. Utilized software knowledge including ArcGIS 10.X, ArcGIS Online, Arc Collector, Trimble GPS Receivers, Pathfinder Office Software, Adobe Photoshop, and Microsoft Office (Word, Excel, PowerPoint).

GIS Technician, Glenn Lukos Associates, Santa Ana, CA.

Formulated numerous GIS models for wetland delineations, mitigation plans, biological surveys, environmental planning, and land use planning. Conducted GIS analyses for U.S. Army Corps of Engineers, Regional Water Quality Control Board, and California Department of Fish and Wildlife jurisdictional delineations, biological resources, and impact and environmental assessments/alternatives analyses. Prepared relevant, presentable, project-specific exhibits for reports and CEQA documents that depict aquatic resources, biological resources, monitoring areas, proposed impacts, proposed restoration, and photo documentation.



Cali Hildebrand:

Planning Technician



Education:

- BS, Geography, California State University, Fullerton

Certifications:

- Geographic Information System (GIS)

Years of Experience: 4+

Cali is a highly motivated, detail-oriented self-starter with high proficiency in various disciplines. Cali has a BS in Geography, a certificate in GIS, experience with ArcGIS, Microsoft Office Suite, Google Suite, Canva, digital and print marketing, website management, quality assurance, research, and more. Cali's unique skillset resulted in the creation of a new position tailored to Cali's wide range of talents. One of her primary roles is to assist with community engagement and public participation on a variety of planning projects.

Planning Technician/GIS Support Specialist/Marketing Assistant, Infrastructure Engineers, Brea, CA.

Under general supervision of internal senior staff, provides a variety of essential planning, GIS, and marketing functions. Cali provides technical assistance and information to internal staff on projects, the public, performs technical work involving customer service; review of applications and plans for completeness and compliance; and performs other related work

as necessary. Cali assists staff planners, as needed, and serves as the project's primary Planning Technician. Cali also provides technical support to our GIS division assistance in the development and implementation of Planning Division activities and GIS Support Services and lends technical support Business Development group on proposal development and marketing activities.

Marketing Coordinator, Koi LLC, Norwalk, CA.

Cali drove the creation and maintenance of the company's internal social media calendar. She created and scheduled content for the following social media platforms: Instagram, Facebook, Twitter, TikTok, LinkedIn, Pinterest, etc. Worked collaboratively with designers in the ideation and execution of visual content. Assisted in communications and developing and implementing social campaigns with ambassadors and influencers. Daily interactions with the social media community by responding to messages, comments, and drive engagement.

Marketing Assistant, XYZ Printing, Inc., Anaheim, CA.

Assisted in the everyday operations of the company's social media accounts by developing daily social media content and scheduled posts to coincide with target audience usage. Implemented strategies to expand brand recognition in the 3D printing industry.

Marketing Assistant, Daily Charme, Yorba Linda, CA.

Implemented strategies to expand brand recognition in the industry. Assisted in daily operations of the company's Instagram account with a following of over 350k by developing daily social media content and scheduled posts to coincide with target audience usage. Increased customer base by collaborating with content creators and promoting products through giveaways, product content, and promotional sales. Researched competitor services and trends for analysis of marketing strategies. Provided outstanding service to new and long-standing customers by attending closely to concerns and developing solutions via email.



9. Appendix

Comprehensive Client List

Per the RFP, below is a list of Infrastructure Engineers' Development Services clients and projects within the last 5 years:

City of Adelanto

- Preparation of CEQA Documentation for the Adelanto 6th Cycle Housing Element Update CEQA Compliance
- As-Needed On-Call Planning Support Services

City of Anaheim

- Storefront Improvement Program Administration

City of Bakersfield

- General Plan Amendment/Zone Change No. 22-0263 Environmental Impact Report

City of Bell Gardens

- General Plan/Zoning Consistency Tasks & Associated Amendments

City of Corona

- Staff Augmentation in Planning

City of Huntington Park

- Staff Augmentation in Planning
- Housing Element Update

City of Lake Elsinore

- On-Call Contract Planning Services

City of Lancaster

- Multi-Year Professional Services (Planning Services)

City of Lynwood

- As-Needed Professional Services
- 2021-2029 Housing Element and Related Environmental Impact Report
- SB 1000 Compliance – Preparation of an Environmental Justice Element
- Preparation of a Safety Element Update
- CEQA-Related Environmental Documents and Technical Studies

City of Moreno Valley

- On-Site and/or Professional Services

City of Norco

- Planning Staff Augmentation Services

City of Norwalk

- On-Call Professional Services; Civic Center Master Plan EIR peer review



Orange County Waste & Recycling (OCWR)

- Sr. Environmental Specialist Staff Support

City of Pasadena

- Environmental Coordinator and Planning Services

City of Shafter

- 2024-2032 Housing Element Update

City of Wasco

- 2024-2032 Housing Element Update

City of Westminster

- Interim Planning Staff Augmentation
- Asian Garden Mall Parking Structure EIR



RESPONSE TO REQUEST FOR PROPOSAL
FOR CONSULTING SERVICES FOR A
COMPREHENSIVE UPDATE OF
THE CITY OF WILLOWS MUNICIPAL CODE

City of Willows

prentice|LONG^{PC}



A LAW FIRM FOUNDED ON THE
PRINCIPLE OF SERVICE

April 24, 2023

Community Development & Services Department
Attn: Patrick Piatt, Community Development & Services Director
201 North Lassen Street
Willows, CA 95988

Re: Proposal for Consulting Services for a Comprehensive Update of the City of Willows Municipal Code

Dear Mr. Piatt:

We respectfully submit this proposal for Consulting Services for a Comprehensive Update of the City of Willows Municipal Code ("City").

Prentice|Long, PC is a law firm founded on the principle of service. Our Firm is comprised of seasoned and experienced attorneys with a proven track record. Every attorney in the Firm stays up-to-date on the changing laws surrounding municipalities.

We are pleased to be able to offer full-service consulting services to update and re-write the City's Municipal Code by employing current 2023 best practices and standards. We will also give recommendations for additional Codes that may be absent from the City's current Municipal Code. Prentice|Long, PC will address the law and regulations topics that are included in the City's Request for Proposal. Our main office is located in Redding, California. We advise public agencies on issues such as labor/ employment, municipal law, water law, wastewater issues, and law enforcement/fire issues. We have a successful litigation record that extends all the way up to the Supreme Court of the United States. Prentice|Long, PC is also known for our trainings, which are made available to all of our clients on such matters as the Ralph M. Brown Act, sexual harassment, ethics standards for public employees, and personalized trainings to meet your needs.

The proposed price will be valid for a period of 90 days.

If you have any questions, please feel free to contact me at (530) 691-0800 or via email at margaret@prenticelongpc.com. We also encourage you to visit our website at www.prenticelongpc.com. Thank you for considering our proposal for consulting services and we very much look forward to the opportunity to serve the City.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Margaret Long", is written over a horizontal line.

Margaret Long, Partner

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INTRODUCTION

Prentice|Long, PC is a municipal law firm founded with the purpose of providing public agencies with first class legal services at a fair and reasonable rate. The Firm is a full-service municipal law firm which is able to provide affordable rates due to a business structure that maintains a reasonable overhead with built-in efficiencies. Prentice|Long, PC is extremely qualified to provide the services necessary to safeguard the legal needs of the City of Willows. The Firm has built a reputation for being responsive, accurate, and proactive. We look forward to bringing our passion for protecting and serving public entities to the City.

Prentice|Long, PC views the role of consultant as a partnership with the Community Development & Services Director and the City Manager to draft and produce a complete and defensible update of the existing Municipal Code. Our goal is to have a finished product that is consistent with the City's policies and objectives, and to incorporate the newly updated General Plan and Housing Element into the Municipal Code.

Prentice|Long, PC will provide regular status reports to the City of Willows regarding the progress made with the re-writing of the Municipal Code. We are always available by email and telephone, including cell phone.

We strive to address the City's questions and concerns by staying current with legal standards and case law. However, there are times when a question from a councilmember or staff may require further research. Under those circumstances, we generally try to respond within 24 hours to avoid keeping our clients waiting.

The tracking of legal fees is done through advanced technology and personnel. Fees are always reviewed, prior to billing, by at least two partners for accuracy and to identify trends in billing which may be problematic.

Our methodology is based upon service. We listen to our clients, ask follow-up questions, research anything necessary, and deliver sound legal advice both quickly and effectively.

This project consists of updating, rewriting, and adding to the City of Willows Municipal Code to bring it up to standard 2023 best practices for City ordinances and governance. The intention of these efforts will be to overhaul the City's entire Municipal Code. The firm will also seek areas where additional Codes may be needed and draft those ordinances according to City preferences and practices. Further, the firm will target issues in the Municipal Code that need more attention, such as the Code Enforcement section, where no mechanism exists, those processes will be added.

Prentice Long, PC has specific experience in developing, editing and drafting municipal codes in all areas of Local Government. Proposed consultants Sean Cameron and Margaret Long have drafted, updated and added ordinances in all municipal law areas, but specifically land use, code enforcement, and other issues pertinent to Planning Commissions and City Councils in California.

WORK PLAN

The Firm has offices in Redding and Fresno, and a satellite office in Red Bluff. Prentice|Long, PC will serve the City from the Redding/Red Bluff location, and will attend meetings, as requested, in person. The Redding/Red Bluff office location is our brick-and-mortar site.

Prentice|Long, PC prides itself on service-oriented legal support. Our firm not only has experienced attorneys ready to discuss, evaluate, advise, and research for the City, but a team of legal support staff including paralegals and legal assistants who are well-versed in public agency law, and document drafting. Our firm finds the best working relationships between the City are ones that include open, consistent, and genuine communication. Prentice|Long, PC will work with the Community Development and Services Department, City Manager, and the Department Heads to build a trusted team, with shared goals for the City.

Prentice|Long, PC's office has regularly scheduled hours where contact can be made quickly via email or phone.

We have attached a sample of our invoice for review, but can adjust it to meet your City's need.

SCOPE OF WORK

Attorney Margaret Long will be the managing consultant related to this project, and attorney Sean Cameron will be the main contact and lead consultant. Mr. Cameron and Ms. Long will work together to review, draft and compile the City of Willows Municipal Code to 2023 best practices.

PROJECT SCHEDULE

Activity	Timeline	Anticipated Completion Date
Initial kickoff meeting with City to set goals and gather of information to review.	1 week	June 1
Review of all current City personnel rules and regulations and the personnel system ordinances, and provide strikethrough recommendations	3 weeks	July 1
Meeting with City to provide status, go over strikethroughs , and make recommendations on missing or needed rules and ordinances	4 hours	July 10
Draft missing or needed rules of ordinances	2 weeks	August 1
Meet with city to deliver final product and present proposed changes	2 hours	August 15
TOTAL TIME NEEDED	TEN WEEKS	

RELATED EXPERIENCE AND REFERENCES

References with project manager/contact, name of municipality and current phone number for at least three similar projects completed in the last five years (with brief description of project):

- City of Fort Jones; Municipal Code Update; 530-468-2281
- City of Lake Shasta; Municipal Code Update; 530-275-7411
- Trinity County; County Ordinances Update; 530-623-1382

PROJECT BUDGET

Project budget is a flat rate fee of \$43,750 for an estimated 250 hours.

FEE SCHEDULE

The proposed flat rate of \$43, 750 is based off of the City’s preference for a flat rate. If billable hours are preferred, we can provide a revised compensation proposal depending on the City’s needs.

COST SCHEDULE

Any other expense not listed above that becomes necessary for the successful resolution of a client matter	Actual cost and upon preapproval of City Manager and Council
Reasonable travel expenses (mileage) (Travel to office hours and meetings with the City are included in the flat rate. This is for extraordinary travel).	Applicable IRS rate per mile x number of miles

CONSULTANT TEAM

**Margaret E. Long, Managing Partner
(Proposed Managing Consultant)**

**Sean Cameron, Senior Associate
(Proposed Lead Consultant)**

In addition to Ms. Long and Mr. Cameron, the Firm has attorneys trained to handle all of the legal needs necessary in order to accomplish the complete scope of work the City desires regarding re-writing of the Municipal Code. Mr. Cameron would be the City's primary point of contact and attend a majority of the meetings. The firm would devote 250 hours over the ten week overhaul process.

No attorneys in the Firm are the subject of a State Bar complaint.

RESUMES



Margaret E. Long

PROPOSED MANAGING CONSULTANT

Margaret Engelhardt Long is a founding member of Prentice|Long, PC, and its managing partner. Ms. Long's practice includes municipal law, civil litigation, labor and employment law, and business law.

Prior to forming Prentice|Long, PC, Ms. Long was the managing partner of Cota Cole, LLP's Redding office. From 2005 – 2013, Ms. Long was an associate with the law firm of Kenny, Snowden & Norine in Redding, California. From 2003 – 2005, she worked at Legal Services of Northern California as the Managing Attorney.

Ms. Long has considerable experience in advising municipalities and public agencies on issues relating to employment, labor, public nuisance, law enforcement, land use, code enforcement, eminent domain, housing, public contracting, unlawful detainer, medical marijuana abatement, Proposition 218, and the Brown Act. Her expertise includes facilitating local elections and initiatives, and engaging in labor negotiations on behalf of the local entity. She also has experience in providing advice to planning commissions, water districts, community services districts, municipal airports and local transportation authorities. Ms. Long provides training to public and private entities on a wide variety of topics, including sexual harassment, ethics, employment matters, governance, and legal updates. In addition, she represents five counties on their child dependency and Public Guardian matters.

For her private sector clients, Ms. Long regularly provides advice regarding wage and hour issues, employment practices, discrimination and sexual harassment matters. Ms. Long's transactional practice includes representing and advising clients on corporate formation and compliance, as well

as contract drafting and review. In litigation, Ms. Long has represented clients in the full range of issues, with particular emphasis on complex labor and employment matters. She remains actively involved with her clients through the appellate process, and was the lead attorney on two published matters: *Dutra v. Mercy Medical Center Mt. Shasta* (2012) 209 Cal.App.4th 750, and *Erlin v. United States* (9th Cir. 2004) 364 F.3d 1127.

Education and Activities

Ms. Long received her Bachelor of Arts degree with honors from Wesleyan University in 2000. She received her Juris Doctorate from University of California, Davis in 2003, where she received the prestigious honor of becoming a member of The Order of the Barristers.

As an experienced trainer on municipal legal issues, she is regularly asked to present at legal and human resource conferences. She is a member of the California State Bar Association and Shasta-Trinity Counties Bar Association. Ms. Long has served as the Treasurer of the Shasta-Trinity Counties Bar Association, and President of the Shasta County Women's Refuge Board of Directors (One Safe Place), and is a Board Member for Habitat for Humanity.

ADMISSIONS:

- California Bar (2003)
- Supreme Court of the United States of America
- Ninth Circuit Court of Appeals
- United States District Court, Eastern District of California

Current Projects:

- County Counsel for Modoc County and Trinity County, and Tehama County
 - City Attorney for the Cities of Susanville, Tulelake, Etna and Fort Jones and District Counsel for the Lake Shastina Community Service District, Chester Public Utility District, Indian Valley Community Service District, Christian Valley Community Service District, Scotia Community Service District and McCloud Community Services District.
 - Serves as counsel to Lassen County, Modoc County, Trinity County, and Sierra County regarding dependency matters.
 - Special counsel on labor and employment matters to Lake County, the City of Lakeport and the City of Mammoth Lakes.
-



Sean Cameron
PROPOSED LEAD CONSULTANT

Sean Cameron is a senior associate attorney in the Redding office of Prentice|Long, PC. His practice includes transactional, contract, business, code compliance, ordinance, planning, environmental, and land use matters.

Mr. Cameron is currently the Deputy County Counsel for the County of Trinity, County of Modoc, and the County of Sierra, and Deputy Assistant City Attorney for the City of Willows.

Prior to joining Prentice|Long, PC, Mr. Cameron worked for Wells Fargo Securities, LLC, drafting and negotiating complex commercial contracts to facilitate securities trading and comply with federal banking requirements. Prior to going to law school, Mr. Cameron worked for Sullivan & Cromwell, LLP, as a legal assistant in the litigation group.

Mr. Cameron has extensive experience advising clients on contract issues, guiding clients from first drafts through execution with a keen focus on protecting the client's interests, while helping the client to foster productive and beneficial relationships. In addition, Mr. Cameron has broad experience advising clients on transactional and real property matters, including property transfers, leases, and easements. Mr. Cameron has also been instrumental in the development and amendment of local ordinances and policies for Prentice|Long, PC clients. Notably, he has been successful in developing and instituting policies and procedures related to water, cannabis, and elections.

Education and Activities:

Mr. Cameron completed his undergraduate degree at the University of California, Santa Cruz, majoring in politics and legal studies, and received his Juris Doctorate from Golden Gate University School of Law, focusing on land use and environmental law.

ADMISSIONS:

- California State Bar (2014)

Current Projects:

- Deputy Assistant City Attorney for the City of Willows

RELATED EXPERIENCE

Prentice|Long, PC is a law firm founded on the principle of service. Our Firm is comprised of seasoned and experienced attorneys with a proven track record of success as advice and litigation counsel. The attorneys of Prentice|Long, PC are dedicated to the welfare of our clients. We pride ourselves on being knowledgeable, and, importantly, understanding our clients' needs. This depth of experience and concern for our clients allows us to truly serve, not just represent.

The principal attorneys of the Firm, Margaret Long, David Prentice, and Amanda Uhrhammer, have 60 plus years of municipal law experience. Moreover, every attorney in the Firm has ongoing municipal contact and routinely advise public agencies regarding the full panoply of municipal law, political issues, public employment, labor negotiations, and litigation on a daily basis.

Our current client list is evidence of our experience in this field. Below is a brief summary of what Prentice|Long, PC has prepared for clients requesting assistance with ordinance law.

Preparation of Ordinances, Resolutions, Orders, and Written Memoranda

Prentice|Long, PC regularly prepares ordinances, resolutions, and orders for its public agency clients. Whether requested by the public agency or suggested by the City Attorney, we have drafted ordinances to assist our clients in pursuing their legislative policies, including code enforcement, land use, resolutions of necessity for eminent domain, and environmental and water-related issues. Prentice|Long, PC also regularly prepares advice memoranda, status letters, and other written information to advise and inform its public agency clients.

STATEMENT OF COMPLIANCE

This Proposal is in strict compliance with the Request for Proposal and no exceptions are proposed.

OTHER INFORMATION

Prentice|Long, PC agrees to carry out all responsibilities and duties under this agreement and in particular with regard to the employment of persons and sub-contractors working on the project, we will not discriminate on the basis of race, color, creed, national origin, religion, sex, age, or handicap.

CLIENT LIST



The Firm is not aware of any conflict of interest with our current clients. Should an actual conflict arise after our appointment, Prentice|Long, PC would take all necessary steps to eliminate such conflict and ensure proper representation.

Prentice|Long, PC has never been terminated from a client.

INSURANCE

Prentice|Long, PC maintains professional malpractice insurance in the amount of not less than \$2 million per occurrence, and will agree to maintain throughout the term of this Agreement.

DRAFT LEGAL SERVICES AGREEMENT

Please see draft legal service agreement, which is attached.

REFERENCES

Jon Alfred
Acting City Manager
City of Ione
City Hall
1 East Main Street
Ione, CA 95640
209-274-2412
jalfred@ione-ca.com

Chester Robertson
County Administrative Officer
Modoc County
204 South Court Street, Suite 100
Alturas, CA 96101
530-233-7660
chesterrobertson@co.modoc.ca.us

Elizabeth Hamilton
Interim County Administrative Officer
Trinity County
11 Court Street
Weaverville, CA 96093
530-623-1382
lhilton@trinitycounty.org

Gabriel Hydrick
Chief Administrator
Tehama County
727 Oak Street
Red Bluff, CA 96080
530-527-4655
cofficer@co.tehama.ca.us

Michael Rock
Former City Manager
City of Ione
City Hall
1 East Main Street
Ione, CA 95640
916-303-6167

CONCLUSION

Prentice|Long, PC, and especially Margaret Long and Sean Cameron, are excited about the opportunity to be the consultants for a comprehensive update of the City of Willows Municipal Code. We are qualified to take on this task, and are committed to working closely with the Community Development and Services Department, staff and the City Council should we be selected. We ask that you contact our references and very much appreciate the City of Willows' consideration.

Thank you,

Prentice|Long, PC



Date: June 13, 2023

To: Honorable Mayor and Councilmembers

From: Nate Monck, Fire Chief
Marti Brown, City Manager

Subject: Overtime Authorization for Exempt Public Safety Employees

Recommendation:

Approve the attached resolution (Attachment 1) authorizing the City of Willows to pay Exempt Public Safety Employees Overtime.

Rationale for Recommendation:

It is required to have an adopted resolution to receive overtime compensation while assigned to large scale mutual aid incidents under the California Fire Assistance Agreement (CFAA) and the Assistance by Hire (ABH) agreement. Without it, employees would be under compensated and otherwise not eligible for additional compensation beyond their regular salary.

Background:

As part of the FY 2022-23 budget process, the Willows City Council directed city staff to seek out additional revenue generation to help offset the structural deficit. The intent of this program requires the above resolution to be passed in order to sell services to the State of California and the Federal Government during large scale wildland fires and other all-risk incidents around the State.

Discussion & Analysis:

The Willows Fire Department often participates in the statewide master mutual aid system and is compensated for such work under the CFAA and ABH agreements. These agreements pay for the use of City owned equipment, salaries, overtime, workers compensation, and unemployment insurance while assigned to an incident. In addition to fire equipment, the Willows Fire Department has several members with specialized qualifications that enable them to work in critically needed overhead positions. Typically, overhead positions are required to perform high level and specialized functions at a given incident. These employees have not been used in the past for these positions as there was not a compensatory mechanism in place to adequately pay them for their time as allowed under the CFAA and ABH.

In addition to wildland fires, the State of California has been expanding its pre-positioning program, offering an additional source of revenue generation. The pre-position program funds additional

personnel to be staffed during fire weather events and flood warning events. For example, this winter the Willows Rural Fire Protection District staffed one additional engine for 18 days with four personnel and one overhead position for 12 days. All fuel, food, and lodging were fully funded during this period.

Fiscal Impact:

The exact amount of gathered revenue for FY23-24 is unknown and dependent upon outside, unpredictable factors. If the fire season is mild for FY23-24, then there will be fewer mutual aid assignments. If the winter is mild for FY23-24, there will be fewer mud and debris flow pre-position assignments. Chiefs Monck and Chaney of Orland are the Fire OES Coordinators for the County and are committed to aggressively seeking out assignments to these types of incidents that are compensated under ABH and CFAA agreements.

While the exact amounts of revenue are unknown, there is a very likely scenario in which the Fire Chief could be assigned for 28 days to a reimbursable incident. The hypothetical scenario is outlined below:

- Reimbursed Regular Salary = 160 hours x \$56.36 = \$9,017.60
- Reimbursed Overtime = 512 hours x \$84.54 = \$43,284.48
- Reimbursed Workers Compensation = \$52,302.08 x 5.5% = \$2,876.61
- Reimbursed Unemployment Insurance = \$ 52,302.08 x 4.5% = \$2,353.59
- Staff Vehicle Rental = 28 days x \$201 = \$5,628
- Reimbursement Daily Food Per Diem = 28 days x \$73 = \$2,044
- Reimbursement Estimated Fuel = 28 days = \$2,000
- State Paid, Local Agency Administrative Rate = \$67,204.28 x 10% = \$6,720.43

Total payment from State = \$73,924.71

Deployment elated expense = \$51,656.93

Net Profit to City of Willows = \$22,267.78

By allowing salaried employees to participate in CFAA and ABH funded deployments, the City of Willows has an opportunity to significantly reduce salary costs associated with the Fire Department, potentially supplanting approximately 8% of department salary expenses with this one fiscal year use.

The benefits of this strategy grow the more often it is used.

When assigned as a Strike Team leader for pre-position assignments there will be a miniature economic stimulus to the Willows area. As many as 21 Glenn County Firefighters will be eating breakfast lunch and dinner in local restaurants as well as purchasing incidentals, fuel, and as many as 11 hotel rooms a night will be rented, contributing to City of Willows sales, gas and transient occupancy tax revenues. This represents potential increased outside spending within the City of Willows in the low to mid six figure values.

Attachments:

Attachment 1: Resolution XX-2023 and Exhibit 1

Attachment 2: 2023 OES Rate Letter



**City of Willows
Resolution xx-2023**

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR THEIR DESIGNEE, TO PAY EXEMPT PUBLIC SAFETY EMPLOYEES OVERTIME

WHEREAS the City and Willows Fire Department recognize that exempt public safety employees fill a critical role and as such are at times expected to work more than forty hours per week; and

WHEREAS the City and Willows Fire Department also recognize that some circumstances such as large-scale local incidents, lasting longer than 24 hours, or large-scale mutual aid assignments, require long term utilization of exempt public safety employees; and

WHEREAS, the City and Willows Fire Department as part of its desire to fairly compensate all employees for their labor wishes to fairly compensate employees for these hours worked.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Willows does hereby authorize the City Manager, or her designee to pay public safety exempt employees' overtime in accordance with Exhibit A, attached herein.

PASSED AND ADOPTED by the City Council of the City of Willows this 13th day of June 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTESTED:

Richard Thomas, Mayor

Amos Hoover, City Clerk

Attachments:

Exhibit A

Exhibit A: Fire Chief Salary and Benefits

Annual Salary- \$103,980 - \$126,240

Overtime Pay for Off- Duty Coverage- Employee shall be compensated at time and one-half rate for hours spent outside of regular duty hours that require Employee to respond, or otherwise manage the response to, to multi alarm incidents that occur after Employees regular duty hours. Overtime shall not be paid when Employee acts as Duty officer outside of regular duty hours or if the off-duty response lasts less than 24 consecutive hours.

Overtime Pay for Participation in Strike Teams and Mutual Aide Activities- Overtime shall accrue at time and a half for eligible hours more than 40 hours per week. Employee shall be compensated at the rate at which the City is reimbursed by the State of California, through the California Fire Service and Rescue Emergency Mutual Aid System for Employee's participation in Mutual Aid or Strike Team activities pursuant to the California Fire Assistance Agreement (CFAA) or CAL FIRE Assistance by Hire (ABH) agreement.

Retirement- CalPERS "Classic" Members: 3% at 50. CalPERS "New" Members (Public Employment Pension Reform Act (PEPRA)): 2.7% at 55.

Education-Education - \$60 monthly for a bachelor's degree.

Cell phone-Employee shall be entitled to City Paid Cell Phone.

Administrative Leave- Employee Shall be entitled to 80 hours per year of administrative leave.

Vacation Leave – Employee shall be entitled to 80 hours annual accrual for 0-5 years of service, increases with tenure

Holidays- The Employee shall be entitled to 11 established city holidays and 3 floating holidays.

Sick Leave- The Employee shall accrue 96 hours of sick leave each year.

Medical Benefits- The Employee shall be entitled to 100% Employer paid medical plan, 100% Employee paid Dental/Vision plan available, and a 100% Employer paid: \$10,000 Life and AD&D coverage.

Vehicle- The Employee shall be entitled to a take home City Vehicle for Emergency Response and other official business

MAY 8, 2023

TO: CALIFORNIA FIRE AND RESCUE MUTUAL AID SYSTEM AGENCIES

SUBJECT: **New Cooperative Agreement, the Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies (California Fire Assistance Agreement (CFAA))**

Dear Chief:

The following reimbursement rates apply to responses under the terms and conditions of the CFAA for the period beginning May 8, 2023.

Personnel Base Rates: These rates ONLY apply if your agency does NOT have rates on file.

- Overhead at or above Strike Team/Task Force Leader: \$34.59 (ST) \$51.89 (OT) per hour
- Engine Company and Overhead at or below Strike Team/Task Force Leader (Trainee): \$27.77 (ST) \$41.66 (OT) per hour

NOTE: Base Rates are required to be shown at straight time (ST) on the annual salary survey; however, agencies will be reimbursed at an overtime rate (OT) of time and one half at invoicing for base rates. Both straight and overtime rates are reflected above.

The following apparatus rates will apply to responses effective at the time of initial dispatch:

There is a 16-hour maximum allowable charge per 24-hour period from the time of initial dispatch:

Emergency Apparatus Rates	
Typing	Hourly
Type I	\$141.96
Type II	\$133.85
Type III	\$128.27
Type IV – VII	\$123.14
Water Tender Tactical I	\$121.17
Water Tender Tactical II	\$104.11

Reimbursement shall be calculated on a daily basis for local jurisdiction support equipment:

Support Equipment Rates	
Government Owned Vehicles	Daily
Sedan	\$120.00
Pickup	\$127.00
Van	\$194.00
SUV	\$197.00
Other (3/4 ton & above)	\$201.00

Privately Owned Vehicle rate will be reimbursed on a per mile basis:

Privately Owned Vehicle Rate
\$0.655

Rental Vehicle rates will be reimbursed using the state rates below based on incident position:

Rental Vehicle Rates		
Class Type	Daily	Weekly
Compact	\$37.75	\$158.55
Mid-Size/Intermediate	\$37.75	\$158.55
Standard	\$39.00	\$163.80
Full Size	\$39.00	\$163.80
Hybrid Electric Vehicle	\$47.00	\$235.00
Plug-In Hybrid/Zero Emission Vehicles	\$54.00	\$270.00
Compact SUV	\$61.19	\$244.77
Medium SUV	\$75.00	\$375.00
Pick Up Truck	\$65.00	\$300.00
¾ Ton / 1 Ton Pick Up Truck	\$85.00	\$510.00
Mini Van	\$55.00	\$275.00
Large Van	\$125.00	\$625.00
Mini-Cargo Van	\$72.12	\$360.60
15' Cutaway Box Van w/ ramp	\$76.49	\$382.45
16' Box Truck	\$92.88	\$464.41
24' Box Truck	\$109.27	\$546.36
26' Box Truck	\$109.27	\$546.36
14' Stake Bed	\$92.88	\$464.41
24' Stake Bed	\$109.27	\$546.36

Lodging, Meals, and Incidentals will be reimbursed at the rates below:

Lodging Rate
\$174.00
*Reimbursed up to a ceiling of 150%

Meal and Incidental Rates	
Breakfast	\$16.00
Lunch	\$18.00
Dinner	\$34.00
Incidentals	\$5.00

The de minimis administrative rate will be added to the total of approved reimbursements unless an agency specific rate is submitted:

De minimis Administrative Rate
10.00%

REQUIRED SIGNATURE:

Fire agency's authorized representative **MUST** sign all required rates and forms in MARS, to the best of their knowledge and belief, and **UNDER PENALTY OF PERJURY**, the annual salary survey agreeing to comply with the terms and conditions of the Agreement, as well as the cooperator agency's internal accounting and expense reimbursement standards. Fire agencies will be required to accept either the base rate(s), and/or the fire agency's salary rates through the required signature process.

If the California Governor's Office of Emergency Services (Cal OES) does not receive a signed 2023 Salary Survey from your agency's authorized representative indicating your agency's rates, Cal OES will have no basis to process an invoice back to your agency for payment for any responses ordered and requested through the CFAA.

REVIEW:

Fire agencies will be required upon request to provide Cal OES supporting documentation used to establish rates and method of pay. Cal OES will request yearly samples from selected agencies for review by Cal OES and the Committee. Upon request, the fire agency will have thirty (30) calendar days to provide Cal OES with required information. The process does not supersede the Examination and Audit process as outlined in this Agreement.

For any questions regarding the annual Rate Letter or the [Instructions for Completing the Cal OES Salary Survey](#) in MARS, please contact the Fire and Rescue Division support staff at (916) 845-8711 or by email at cfaareimbursement@caloes.ca.gov or MARShelpdesk@caloes.ca.gov. If you have questions regarding the management and oversight of the CFAA, please contact Deputy Chief Lori Lopez at lori.lopez@caloes.ca.gov.

Sincerely,



Lori Lopez
Deputy Chief of Administration
California Governor's Office of Emergency Services
Fire and Rescue Division



Date: June 13, 2023
To: Honorable Mayor and Council Members
From: Marti Brown, City Manager
Subject: Library Board of Trustees Subcommittee Vacancy and Appointment Process

Recommendation:

Appoint a Council Member to serve on the Library Board of Trustees Subcommittee to replace former Councilmember Williams.

Rationale for Recommendation:

There are three upcoming vacancies on the Library Board of Trustees and the Municipal Code requires establishing a subcommittee of the Council in order to appoint new Board Members. The departure of former Councilmember Williams has left this subcommittee unfilled.

Background:

As outlined in Section 2.70 of the City's Code of Ordinances, the Library Board of Trustees consists of five members, who are appointed by the City Council. Members are appointed for overlapping three-year terms and serve at the pleasure of the City Council. Board Members Lynn Soeth, Andrzej Kubak and Dan Gupton terms expire on June 30, 2023.

Discussion & Analysis:

Staff will continue accepting applications and letters of interest through June 16, 2023. Interviews of candidates are tentatively scheduled for June 21 and June 22, with recommendations for trustee appointments from the subcommittee to be given to the full Council at the June 27 City Council meeting. In order to maintain this timeline, the Council should select a new subcommittee member to conduct those interviews.

Fiscal Impact:

There is no fiscal impact.



COMMENTS AND REPORTS